



BOARD MEETING PACKET

September 17, 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
September 17, 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 August 20, 2019	5
		Abstract of Bills August 2019 Total: \$ 1,275,755.64	10
	A-1	<u>Resolution No.19-35.</u> Resolution Authorizing the Adoption of the Passbook Savings Rate for Federal Assistance Programs Effective January 1, 2020 (Ann)	21
	A-2	<u>Resolution No.19-36.</u> Resolution Authorizing the Adoption of the Revised Housing Choice Voucher Payment Standards Effective January 1, 2020 (Ann)	24
	A-3	<u>Resolution No.19-37.</u> Resolution Authorizing the Adoption of the Revised Public Housing Flat Rents Effective January 1, 2020 (Ann)	27
5		<u>PUBLIC HEARING</u>	

	A-4	<u>Resolution No. 19-38.</u> Resolution Authorizing Execution of the PHA Certificate of Compliance with Annual PHA Plan 2020 and Five-Year Plan for 2020-2024 and Related Regulations including Required Civil Rights Certifications (Ann)	31
	A-5	<u>Resolution No 19-39</u> Resolution Endorsing the Washington County 2018 Consolidated Annual Performance and Evaluation Report and Authorizing Submission to Washington County Board of Commissioners (Angie)	60
6		<u>NEW BUSINESS</u>	
	A-6	<u>Resolution No. 19-40.</u> Resolution Adopting the Washington County Community Development Agency Policy for the Naming of CDA-Owned Facilities and Amenities (Barbara)	77
	A-7	<u>Resolution No. 19-41.</u> Resolution Naming the Common Space at The Glen at Valley Creek “Bill and Joan Hargis Community Room” (Barbara)	82
	A-8	<u>Resolution No. 19-42.</u> Resolution Amending the Predevelopment Finance Fund Program Policy and Guidelines (Chris)	86
	A-9	<u>Resolution No. 19-43.</u> Resolution Authorizing the Executive Director to enter into a Grant Agreement with the City of Woodbury to Fund Predevelopment Commercial Master Plan Studies for Station Areas Along the New Metro Gold Line Corridor in Woodbury (Chris)	95
7		<u>DISCUSSION</u>	
	D-1	Preservation of Natural Occurring Affordable Housing Incentive Program (Bill)	134
8		<u>REPORTS</u>	
		<u>COMMUNITY DEVELOPMENT</u> August 2019 Report Melissa Taphorn, Deputy Executive Director	139
		<u>ECONOMIC DEVELOPMENT</u> August 2019 Report Chris Eng, Economic Development Director	142

		<u>FINANCE & PROPERTY MANAGEMENT</u> August 2019 Report Aaron Christianson, Finance Director	147
		<u>RENTAL ASSISTANCE</u> August 2019 Report Ann Hoechst, Director of Housing Assistance	174
		<u>EXECUTIVE DIRECTOR</u> August 2019 Report Barbara Dacy, Executive Director	177
9		<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>	
10		<u>ADJOURN</u>	

CONSENT CALENDAR

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 August 20, 2019 at 3:00 p.m. Staff present: 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; Bill Lightner, Project Manager II; Kristen Scobie, Project Manager II; Angie Shuppert, Community Development Programs Manager; Dana Slimmer, Homeownership Specialist; Ryan Gruber, Human Resources and Communications Coordinator; and Lori Creamer, Administrative Specialist.

ROLL CALL

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

Commissioner Absent: none

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
July 16, 2019

Abstract of Bills July 2019
Total \$ 1,408,673.03

- A-1 Resolution No.19-27. Resolution Authorizing Execution of the Community Development Block Grant Development Agreement for the Accessible Space Incorporated Capital Improvements Project
- A-2 Resolution No. 19-28. Resolution Authorizing Execution of the Community Development Block Grant Development Agreement for the Landfall Site Improvements Projects
- A-3 Resolution No. 19-29. Resolution Authorizing the Deputy Executive Director and Department Directors to Execute Certain Documents on Behalf of the Agency
- A-4 Resolution No. 19-30. Resolution Amending and Restating the Community Development Agency Bylaws

Commissioner Widen moved to approve the Consent Calendar, seconded by Commissioner Dingle. Motion carried 7-0.

PRESENTATION

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

Ms. Slimmer presented information on the CDA's Home Equity Conversion Mortgage or reverse mortgage Counseling program.

Commissioner Belisle asked if the significant equity requirement is a percentage of the home value or an absolute dollar amount. Ms. Slimmer stated the amount of the mortgage depends upon the interest rate, the homeowner's age and the home's appraised value. A formula is used to calculate how much

can be borrowed. The program is trying to set aside enough funds to off-set the years of interest that might accrue.

PUBLIC HEARING

A-5 Resolution No. 19-31. Resolution Amending Chapters 4 and 19 of the Housing Choice Voucher Administrative Plan

Commissioner Zeller moved to open the public hearing, seconded by Ryan. Motion carried 7-0.

Ms. Hoechst explained the changes that were being made to chapters 4 and 19 of the Housing Choice Voucher Administrative Plan. By making these changes, the CDA provides a safety net to people who are participants in its rental assistance programs, but the programs may be underfunded. This change allows the participant to move to the Housing Choice Voucher program wait list and to receive a preference. Ms. Hoechst read the comments from the Resident Advisory Board into the record. These comments were supportive of this option and no response was needed from the CDA.

Chair Belisle asked the public for any additional comments. No one was there to comment on the proposed changes to the Administrative Plan.

Commissioner Zeller moved to close the public hearing, seconded by Commissioner Widen. Motion carried 7-0.

Commissioner Green commented that staff had prepared the Board well on this action.

Commissioner Green moved to approve Resolution 19-31, seconded by Commissioner Miron. Motion carried 7-0.

NEW BUSINESS

A-6 Resolution No. 19-32. Resolution Adopting A Proposed 2019 Special Benefit Tax Levy Collectible in 2020

Mr. Christianson introduced the 2019 Tax Levy collectible in 2020. The CDA is considered a special taxing district and the levy is subject to consent by the County Board, as the governing elected body. Last week, Ms. Dacy presented the strategic initiatives, budget, and proposed levy at a County Board workshop. On a \$295,000 home, the median value in Washington County, the CDA tax levy would be \$38.49, which is a \$0.67 increase from the prior year. The actual tax rate decreased to 1.35% down from 1.42%. The Washington County Commissioners stated they had no overall concerns. The next step in the budget process is to approve the resolution to provide the County Treasurer the proposed levy. The County will vote to provide preliminary approval in September and final approval will be voted in December, after the truth in taxation hearings.

Chair Belisle entertained any questions or comments. Commissioner Green stated it seems like, in government, when the economy is strong, and everything is good it's easy to come up with a budget with a modest increase in the levy. When things go the other direction and the demand for services increases it is harder to pass levy increases because the value of houses might be going down and it looks like the levy is going up and people get excited about it. The State tries to create a "rainy day" fund to deal with these economic downturns. Commissioner Green asked if the CDA reserves would be adequate to handle a downturn in the economy. Mr. Christianson stated the reserves are designed to consider the risk of an economic downturn. There is basically a year lag time to respond to a downturn and therefore time to react. The policy is mirrored after the County's policy, so it's not designed to be indefinite, but it is adequate to meet the immediate needs and provides an opportunity to plan next steps. The CDA is currently levying 15% below the maximum amount allowed, so there is some leeway if property values do contract, the percentage would be higher, but would remain under the allotted threshold.

Chair Belisle stated this type of long-term planning is discussed at length in the Finance Committee meetings and suggested that Commissioner Green be added to the finance committee if interested.

Commissioner Zeller moved to approve Resolution 19-32, seconded by Commissioner Widen. Motion carried 7-0.

A-7 Resolution No. 19-33. Resolution Adopting Rent Increases for 2020

Mr. Christianson presented the resolution adopting the rent increases for 2020. By passing this in August, it gives the management company time to give a 60-day notice of the rent increase for lease renewals beginning on January 1. The proposed rent increase for all senior housing is at 2% and for family housing 2%, except Briar Pond and Woodland Park will increase 3%. The tax credit developments have 2% rent increases as well, which is in line with the proforma projections that were established with the investor partners. The impact on the households in most cases is \$12-18 per month. This is an increase of \$210,000 in total additional rent revenue which will go to offset increases in operating costs and some capital improvements. Overall, the monthly rents are affordable to the 30% and 50% Area Median Income (AMI) level. There are a few cases, like Briar Pond, where the rent is higher but affordable to the 60% AMI level. The Social Security inflation rate was taken into consideration when setting the rent increases for the senior buildings.

Commissioner Belisle stated this topic has been discussed at length at the Finance Committee. The rent increases have been a bit more aggressive the last two years to plan for possible downturns in the economy.

Commissioner Miron moved to approve Resolution 19-33, seconded by Commissioner Dingle. Motion carried 7-0.

A-8 Resolution No. 19-34. Resolution Adopting Employee Handbook and Personnel Policies

Mr. Gruber presented a revised Employee Handbook and personnel-related policies. The revised handbook and policies remove procedural language from policy documents so staff can handle those matters as standard operating procedures and not bring those items to the CDA Board. The CDA has been working with ADP, which has several human resources services, including personnel documents and policies ADP provides notice of updates to policies, which the CDA would likely compile and bring to the board for adoption on a semi-annual or annual basis as a consent agenda item.

Mr. Gruber highlighted changes to the leave period, compensation adjustment for part time employees, and the grievance policy. In summary, the documents have been developed by ADP. The Family Medical Leave Act language and all the stand-alone documents have been reviewed by Madden, Galanter, Hansen LLP. If approved, the documents would go into effect on September 1, 2019.

Commissioner Green moved to approve Resolution 19-34, seconded by Commissioner Dingle. Motion carried 7-0.

DISCUSSION

D-1 Proposed CDA Property Naming Policy

Ms. Taphorn stated a draft policy has been created regarding the naming of CDA properties. One of the things the policy sets out is current practice. The CDA deliberately names properties that have a location identifier in them. The draft policy establishes the circumstances under which the CDA would name a property or area of the property after a person. The policy states that the CDA would not name a property after a living individual and that the person would have to be deceased for at least 12 months and have made significant contributions to the CDA or affordable housing in Washington County, and then secondarily Washington County or the City or community where the property is located. This policy states that the name of a property will be brought to the CDA Board for approval.

Commissioner Zeller asked about contemplating a donation of land or money in exchange for naming. Ms. Taphorn stated such stipulations were considered but not included. Instead, that would be considered under the individual naming criteria. There are concerns about naming after a living individual. Commissioner Zeller suggested looking at the Stillwater School District's policy as they have been presented with that challenge a few times and have spent quite a bit of time on the policy. When purchasing land or land is being donated the request often comes with some type of naming or recognition.

Commissioner Green asked the question about using the CDA's name for the facilities. Some of the non-profit developers, such as Presbyterian Homes, do a branding approach which consumers then have an expectation of the amenities and service levels.

Ms. Taphorn responded, the CDA has not taken that approach because the CDA has tried to be an invisible owner in the community. Sometimes there is a negative connotation to a government owned facility. Other times, residents do not necessarily want it announced that they live in publicly owned property. Staff will examine that approach or the use of some non-CDA name that would be a branding tool. Ms. Taphorn stated the comments will be taken into consideration and the policy revised for consideration in September.

D-2 CDA Property Maintenance

Mr. Christianson stated, as the Board was briefed last month, there was a complaint at Cobble Hill regarding window cleaning after a renovation. The current approach is to wash the exterior of common area windows annually, except those beyond arms-length, and in-unit windows are washed at turns. Recommendations are to continue to wash the common areas annually, in-unit windows washed at turn, scattered site homes would be the responsibility of the tenant, senior housing window washing would be the responsibility of the CDA as budget allows and family housing will be the responsibility of the tenant but the property management firm will help facilitate the process. All windows impacted by a rehabilitation project would be cleaned.

Mr. Christianson stated that staff is looking for direction from the Board as to how to move forward with window cleaning and general maintenance.

Chair Belisle commented he favors not having a policy, instead use discretion when situations arise.

REPORTS

COMMUNITY DEVELOPMENT DEPARTMENT

Ms. Taphorn reported on the groundbreaking of the Legends of Woodbury. Governor Walz attended the groundbreaking which Barbara Dacy spoke at the ceremony. Ms. Taphorn also reported The Glen at Valley Creek continues to experience construction delays, mainly due to excess rain. As the developer and managing member, the CDA is responsible for any tax credits that aren't delivered as promised. Staff has set aside the first developer fee payment to cover any tax credit adjustment imposed by and due to the investing member. Another potential source is liquidated damages paid by the general contractor, if the building is not delivered on the agreed upon date of September 6th. Staff has also earmarked funds to pay for the reserves and escrows that would have normally been paid out of rents collected, but not be available due to the delay.

Commissioner Belisle asked about the construction contingency. Ms. Taphorn replied that staff has been monitoring and projecting the use of the budgeted contingency and there is a cushion, but the goal is to spend it all to maximize the tax credits.

ECONOMIC DEVELOPMENT

Mr. Eng stated there is a Predevelopment Finance Fund application pending for a large master planning project related to the Gold Line Corridor in the City of Woodbury. The existing Predevelopment Finance Fund Policy provides for a \$40,000 cap on CDA Predevelopment Finance Fund grant funds; however, this project will likely be asking for an amendment to the current policy allowing for an amount exceeding \$40,000. This request will be an agenda item at a later meeting for the Board's consideration to approve an amount over \$40,000 at the discretion of the CDA Board. An application for grant funding from the City of Oakdale is also anticipated to

come in with regards to stormwater planning around the Gold Line Corridor for around \$10,000. An additional application for grant funding is anticipated from the City of Oak Parks Heights for \$25,000.

Commissioner Green commented is it important to focus on the health of the community, not just transportation.

Commissioner Zeller stated he sat on the Gold Line Corridor Task Force from its infancy, and there was quite a bit of involvement from property owners and wondered if they are participating in the costs. Mr. Eng stated he wasn't sure but would reach out to the City of Woodbury staff to ask. Commissioner Zeller stated that everyone should be involved to have some skin in the game. Commissioner Belisle agreed with that comment.

Commissioner Belisle asked if any funding requests above \$10,000 must be approved by the Board. Mr. Eng stated staff approves grant amounts up to \$10,000; anything above that would be brought before the Board for consideration. Commissioner Belisle asked what the amount is in the budget for these projects. Mr. Eng stated the CDA is currently working with 2018 money which is approximately \$85,000, \$150,000 for 2019 and \$150,000 has been budgeted for 2020.

FINANCE AND PROPERTY MANAGEMENT

Mr. Christianson proposed a Finance Committee meeting in October. He proposed one hour before a regularly scheduled Board meeting to discuss a draft of the debt management policy and to have Dave Mol from Redpath and Company preview the 2019 audit process. Mr. Christianson will confirm with the auditors a meeting on October 15th prior to the regularly scheduled Board meeting.

RENTAL ASSISTANCE

Ms. Hoechst stated that there was nothing beyond the report.

EXECUTIVE DIRECTOR

Ms. Dacy was not in attendance.

BOARD COMMENTS

None.

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

Meeting adjourned at 4:04 p.m.

Chair/Vice Chair Commissioner

**Checks Issued
General Checking
August 1 - 31, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
86915	RENOVATION SYSTEMS INC.	8/1/2019	\$ 984.11
86916	ROBERT B HILL COMPANY	8/1/2019	165.28
86917	TIME COMMUNICATION	8/1/2019	626.50
86918	XCEL ENERGY	8/1/2019	4,251.31
86919	INTEGRATED FIRE & SECURITY	8/1/2019	325.00
86920	NATIONAL CENTER FOR HOUSING MGMT	8/1/2019	115.00
86921	BDH & YOUNG INC	8/1/2019	3,243.11
86922	WASTE MANAGEMENT OF WI-MN	8/1/2019	294.62
86923	PAFFY'S PEST CONTROL INC	8/1/2019	222.86
86924	TURNOVER APARTMENT PAINTING INC.	8/1/2019	295.00
86925	EXPRESS SERVICES INC	8/1/2019	1,043.74
86926	NATUS CORPORATION	8/1/2019	6,866.45
86927	HD SUPPLY	8/1/2019	881.28
86928	DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENC	8/1/2019	10,000.00
86929	SUNDBERG AMERICA LLC	8/1/2019	65.31
86930	P. Q. L., INC.	8/1/2019	115.73
86931	10 POINTE LLC	8/1/2019	1,327.00
86932	LOGAN BRANJORD	8/1/2019	613.00
86933	GENTRY PLACE	8/1/2019	613.00
86934	GIRARD MANAGEMENT INC	8/1/2019	1,222.00
86935	GREEN TWIG VILLAS LLP	8/1/2019	601.00
86936	INNOVATIVE OFFICE SOLUTIONS LLC	8/1/2019	260.99
86937	RUMPCA SERVICES INC	8/1/2019	1,799.00
86938	ST CROIX VALLEY LANDSCAPING LLC	8/1/2019	2,122.50
86939	RICHARD A SCHUSTER	8/1/2019	850.00
86940	956 ASSOCIATES LLP	8/1/2019	594.00
86941	MICHAEL BUTCHKO	8/1/2019	430.00
86942	CANVAS HEALTH INC	8/1/2019	7,215.00
86943	COMMON BOND CITY WALK LP	8/1/2019	826.00
86944	COTTAGES OF STILLWATER	8/1/2019	495.00
86945	COTTAGES PHASE III	8/1/2019	565.00
86946	CURVE CREST VILLAS LP	8/1/2019	1,325.00
86947	FOREST OAK APARTMENTS LP	8/1/2019	712.00
86948	FOREST RIDGE TOWNHOMES	8/1/2019	5,167.00
86949	GENEVA VILLAGE APARTMENTS	8/1/2019	379.00
86950	MENARDS OAKDALE	8/1/2019	152.47
86951	MENARDS FOREST LAKE	8/1/2019	25.60
86952	MENARDS STILLWATER	8/1/2019	202.66
86953	TED BIGOS INVESTMENT COMPANY	8/1/2019	901.00
86954	MJ'S CONTRACT APPLIANCE INC	8/1/2019	646.00
86955	OAKDALE VILLAGE	8/1/2019	2,321.00
86956	OOLMAN PROPERTY OF 255 DEJON CT	8/1/2019	1,118.00
86957	ORLEANS HOMES	8/1/2019	4,799.00
86958	QUARRY RIDGE HOMEOWNERS ASSOCIATION	8/1/2019	228.44
86959	RAINTREE HOA	8/1/2019	115.71
86960	STEVE JOHNSON COMPANY	8/1/2019	492.00
86961	TR COMPUTER SALES	8/1/2019	89.63

**Checks Issued
General Checking
August 1 - 31, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
86962	VILLAGE APARTMENTS	8/1/2019	1,004.00
86963	WOODLAND PARK APARTMENTS	8/1/2019	1,485.00
86964	XCEL ENERGY	8/1/2019	651.00
86965	HURON GROUP LLC	8/1/2019	822.00
86966	Brick Pond Apartments	8/1/2019	613.00
86967	Briar Pond Apartments	8/1/2019	1,146.00
86968	Cypress Senior Living, Red Oak Preserve Senior Housing	8/1/2019	2,120.00
86969	The Groves Apartment LLC	8/1/2019	801.00
86970	Historic Legion Villas LLC	8/1/2019	1,550.00
86971	PUBLIC HOUSING AGENCY OF THE CITY OF ST. PAUL,	8/1/2019	324.36
86972	GAUSMAN BROTHERS CONSTRUCTION LLC	8/1/2019	28,975.00
86973	GILL GROUP, INC.	8/1/2019	3,600.00
86974	RIDGECREST APARTMENTS LLC	8/1/2019	569.00
86975	STILLWATER GREELEY LLC	8/1/2019	1,118.00
86976	ALLIED WASTE SERVICES OF NORTH AMERICA LLC	8/9/2019	10,162.10
86977	CULLIGAN INVER GROVE HTS	8/9/2019	40.95
86978	ROBERT B HILL COMPANY	8/9/2019	301.71
86979	SCHINDLER ELEVATOR CORPORATION	8/9/2019	2,079.18
86980	SHELTER CORPORATION	8/9/2019	85.78
86981	TIME COMMUNICATION	8/9/2019	207.00
86982	XCEL ENERGY	8/9/2019	6,051.57
86983	MAINTENANCE SERVICE SOLUTIONS LLC	8/9/2019	2,349.99
86984	FIRENET SYSTEMS, INC.	8/9/2019	392.36
86985	GREAT GARAGE INC	8/9/2019	464.00
86986	CLASSIFIED VENTURES LLC	8/9/2019	705.00
86987	SCREENING REPORTS INC	8/9/2019	450.00
86988	SPOK INC.	8/9/2019	27.21
86989	DEY DISTRIBUTING	8/9/2019	48.64
86990	PITNEY BOWES PURCHASE POWER	8/9/2019	1,071.96
86991	WASTE MANAGEMENT OF WI-MN	8/9/2019	430.60
86992	ERICKSON PLUMBING HEATING COOLING	8/9/2019	28,964.80
86993	JOHNSTONE SUPPLY	8/9/2019	127.98
86994	PAFFY'S PEST CONTROL INC	8/9/2019	278.00
86995	ABBOTT PAINT & CARPET INC.	8/9/2019	1,255.99
86996	NAN MCKAY & ASSOCIATES INC	8/9/2019	349.00
86997	EXPRESS SERVICES INC	8/9/2019	2,168.80
86998	STANLEY SECURITY SOLUTIONS INC	8/9/2019	1,550.00
86999	HD SUPPLY	8/9/2019	601.79
87000	TECHNOLOGY SERVICE SOLUTIONS LLC	8/9/2019	2,574.41
87001	DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENC	8/9/2019	10,000.00
87002	NATURE'S TREES INC	8/9/2019	994.00
87003	SUNDBERG AMERICA LLC	8/9/2019	64.30
87004	SCUTTLEBUTT SOCIAL MARKETING LLC	8/9/2019	378.59
87005	SM ENGINEERING CO.	8/9/2019	1,178.29
87006	P. Q. L., INC.	8/9/2019	312.26
87007	8BITSTUDIO DESIGN LLC	8/9/2019	200.00
87008	BRANUM LANDSCAPING & LAWN CARE INC	8/9/2019	5,260.00

**Checks Issued
General Checking
August 1 - 31, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87009	NANCY DOYLE BROWN	8/9/2019	3,300.00
87010	CLOG UN-BOGGLER INC	8/9/2019	275.00
87011	INNOVATIVE OFFICE SOLUTIONS LLC	8/9/2019	608.57
87012	RUMPCA SERVICES INC	8/9/2019	303.00
87013	WOOD CREST BUILDERS	8/9/2019	33,585.00
87014	ACE HARDWARE STILLWATER	8/9/2019	5.37
87015	BOARD OF WATER COMMISSIONERS	8/9/2019	382.40
87016	CANVAS HEALTH INC	8/9/2019	543.00
87017	CITY OF HUGO	8/9/2019	2,255.14
87018	CITY OF STILLWATER	8/9/2019	4,857.10
87019	CITY WIDE MAINTENANCE OF MN	8/9/2019	1,182.22
87020	COORDINATED BUSINESS SYSTEMS	8/9/2019	13.97
87021	MEI MINNESOTA ELEVATOR INC	8/9/2019	795.00
87022	MENARDS OAKDALE	8/9/2019	115.27
87023	MENARDS COTTAGE GROVE	8/9/2019	37.58
87024	MENARDS FOREST LAKE	8/9/2019	347.13
87025	MENARDS STILLWATER	8/9/2019	90.41
87026	METRO-WIDE ENGAGEMENT ON SHELTER HOUSING	8/9/2019	16,290.84
87027	MJ'S CONTRACT APPLIANCE INC	8/9/2019	130.00
87028	TR COMPUTER SALES	8/9/2019	921.25
87029	THE CINCINNATI INSURANCE COMPANY	8/9/2019	14,758.00
87030	COMCAST	8/9/2019	1,650.79
87031	NATIONAL WINDOW ASSOCIATES, INC.	8/9/2019	3,971.00
87032	FLYTE HCM LLC	8/9/2019	5.00
87033	WASTE MANAGEMENT INC. OF FLORIDA	8/9/2019	-
87034	ECM PUBLISHERS, INC.	8/9/2019	197.50
87035	THE ADVOCATES FOR HUMAN RIGHTS	8/9/2019	200.00
87036	PROGRAM PARTICIPANT	8/9/2019	863.44
87037	PROGRAM PARTICIPANT	8/9/2019	380.34
87038	PROGRAM PARTICIPANT	8/9/2019	332.45
87039	PROGRAM PARTICIPANT	8/9/2019	279.29
87040	PROGRAM PARTICIPANT	8/9/2019	426.71
87041	PROGRAM PARTICIPANT	8/9/2019	528.74
87042	ALL INC	8/16/2019	2,215.00
87043	BFT LP	8/16/2019	60.00
87044	HANBERY & TURNER PA	8/16/2019	4,779.75
87045	RENOVATION SYSTEMS INC.	8/16/2019	586.96
87046	SHELTER CORPORATION	8/16/2019	130,735.98
87047	STATE OF MINNESOTA	8/16/2019	220.00
87048	XCEL ENERGY	8/16/2019	1,694.07
87049	MAINTENANCE SERVICE SOLUTIONS LLC	8/16/2019	1,268.50
87050	VERIZON WIRELESS	8/16/2019	618.42
87051	US BANK	8/16/2019	600.00
87052	BRIAN STEVENS	8/16/2019	6,075.00
87053	CLASSIFIED VENTURES LLC	8/16/2019	1,278.00
87054	SCREENING REPORTS INC	8/16/2019	375.00
87055	JONATHAN RICHARD PULLIS	8/16/2019	150.00

**Checks Issued
General Checking
August 1 - 31, 2019**

<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87056	CITY OF OAKDALE	8/16/2019	7,398.96
87057	WASTE MANAGEMENT OF WI	8/16/2019	563.66
87058	CENTRAIRE HEATING AND	8/16/2019	1,045.00
87059	CANVAS HEALTH INC	8/16/2019	3,895.09
87060	JOHNSTONE SUPPLY	8/16/2019	67.28
87061	PAFFY'S PEST CONTROL INC	8/16/2019	810.00
87062	KONE INC	8/16/2019	175.27
87063	AMERICAN COMPENSATION INSURANCE COMPANY	8/16/2019	1,109.00
87064	TURNOVER APARTMENT PAINTING INC.	8/16/2019	1,330.00
87065	LILLIE SUBURBAN NEWSPAPERS	8/16/2019	27.23
87066	COMCAST	8/16/2019	408.65
87067	HD SUPPLY	8/16/2019	1,336.00
87068	NATURE'S TREES INC	8/16/2019	418.00
87069	FORUM COMMUNICATIONS COMPANY	8/16/2019	186.30
87070	CINTAS CORPORATION NO. 2	8/16/2019	18.64
87071	SUNDBERG AMERICA LLC	8/16/2019	146.97
87072	US BANK EQUIPMENT FINANCE	8/16/2019	2,676.13
87073	MWSTAR WASTE HOLDINGS CORP	8/16/2019	1,557.13
87074	SM ENGINEERING CO.	8/16/2019	1,575.57
87075	ADVANCED COMMUNICATIONS (AC3), LLC	8/16/2019	141.99
87076	ALLSTREAM BUSINESS US, INC	8/16/2019	179.30
87077	BRANUM LANDSCAPING & LAWN CARE INC	8/16/2019	1,195.00
87078	LAKESIDE TOWNHOMES LIMITED PARTNERSHIP	8/16/2019	563.18
87079	PONDVIEW TOWNHOMES OF WOODBURY LIMITED PA	8/16/2019	703.98
87080	RUMPCA COMPANIES INC	8/16/2019	-
87081	RUMPCA SERVICES INC	8/16/2019	335.00
87082	ACE HARDWARE STILLWATER	8/16/2019	48.51
87083	CITY OF FOREST LAKE	8/16/2019	520.00
87084	CORELOGIC CREDCO LLC	8/16/2019	281.61
87085	DIALOG ONE LLC	8/16/2019	156.25
87086	CHRISTOPHER ENG	8/16/2019	127.94
87087	FRATTALLONE'S ACE HARDWARE	8/16/2019	42.28
87088	BLIA HER	8/16/2019	19.14
87089	ANN LINDQUIST	8/16/2019	64.96
87090	MENARDS OAKDALE	8/16/2019	63.87
87091	MENARDS COTTAGE GROVE	8/16/2019	258.99
87092	MENARDS FOREST LAKE	8/16/2019	99.86
87093	MIDCONTINENT COMMUNICATIONS	8/16/2019	35.54
87094	MJ'S CONTRACT APPLIANCE INC	8/16/2019	1,938.00
87095	MN MANAGEMENT & BUDGET	8/16/2019	13,963.62
87096	MN NAHRO	8/16/2019	395.00
87097	KATHRYN PAULSON	8/16/2019	52.07
87098	SHARRON PERRY	8/16/2019	45.24
87099	SHERWIN WILLIAMS	8/16/2019	49.22
87100	ANGIE SHUPPERT	8/16/2019	203.00
87101	SRC INC	8/16/2019	656.61
87102	COMCAST	8/16/2019	88.11

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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87103	COMCAST	8/16/2019	108.06
87104	COMCAST	8/16/2019	53.77
87105	NEWTRAX, INC	8/16/2019	2,630.00
87106	PUBLIC HOUSING AGENCY OF THE CITY OF ST. PAUL,	8/16/2019	404.94
87107	JERSEY CITY OF HOUSING AUTHORITY	8/16/2019	2,635.68
87108	MEDSYNERGIES LLC	8/16/2019	60.00
87109	NORTHLAND SECURITIES, INC.	8/16/2019	1,750.00
87110	INTEREUM, INC.	8/16/2019	2,224.85
87111	GREATER METROPOLITAN HOUSING CORPORATION	8/16/2019	580.77
87112	EBONY LEETH	8/16/2019	8,280.74
87113	SARA LORENTSON	8/16/2019	14.00
87114	LISA MASCIA	8/16/2019	22.45
87115	DANA SLIMMER	8/16/2019	15.96
87116	ASHLEY ENGH	8/16/2019	125.54
87117	PROGRAM PARTICIPANT	8/16/2019	322.10
87118	US BANK CORPORATE TRUST SERVICES	8/19/2019	4,615.58
87118	US BANK CORPORATE TRUST SERVICES	8/21/2019	-
87119	ALDERWOOD HOMEOWNERS ASSOCIATION INC	8/19/2019	1,800.00
87120	BRIGHT KEYS OF HEATHER RIDGE	8/19/2019	1,000.00
87121	CANTERBURY HOA	8/19/2019	724.00
87122	CHAMBERLAIN HOA	8/19/2019	840.00
87123	CHARTER OAKS HOMEOWNERS ASSOCIATION	8/19/2019	836.00
87124	CHARTER OAKS HOMEOWNERS ASSOCIATION	8/19/2019	1,280.00
87125	COLBY LAKE 4TH ASSOCIATION	8/19/2019	2,448.00
87126	DEER RUN HOA	8/19/2019	673.00
87127	HALLMARK PONDS HOMEOWNERS ASSOCIATION	8/19/2019	960.00
87128	HIGHLAND TOWNHOME ASSOCIATION	8/19/2019	2,000.00
87129	LAKEPOINTE CARRIAGE HOMEOWNERS ASSOCIATION	8/19/2019	780.00
87130	PENDRYN VILLAS HOMEOWNERS ASSOCIATION	8/19/2019	920.00
87131	PINECREST VILLAS OF WOODBURY HOA	8/19/2019	2,580.00
87132	QUARRY RIDGE HOMEOWNERS ASSOCIATION	8/19/2019	4,800.00
87133	RAINTREE HOA	8/19/2019	1,864.00
87134	RIDGEGATE 4TH ADDITION ASSOCIATION	8/19/2019	1,020.00
87135	RIDGEGATE 3RD ADDITION ASSOCIATION	8/19/2019	1,016.00
87136	SPINNAKER COVE COURTHOMES II	8/19/2019	2,580.00
87137	STEEPLEVIEW PLACE TOWNHOME	8/19/2019	1,020.00
87138	STRATES FARM HOA	8/19/2019	860.00
87139	TALL TREES TOWNHOME ASSOCIATION	8/19/2019	600.00
87140	WESTWOOD TOWNHOUSE ASSOCIATION	8/19/2019	1,360.00
87141	WINDWOOD HOA	8/19/2019	3,000.00
87142	WOODBURY HILL EAST	8/19/2019	920.00
87143	WOODCLIFF CARRIAGE HOMES ASSOCIATION	8/19/2019	928.00
87144	PINETREE POND FIRST ASSOCIATION	8/19/2019	1,568.00
87145	SPINNAKER COVE COURTHOME ASSOCIATION	8/19/2019	800.00
87146	RENOVATION SYSTEMS INC.	8/23/2019	2,868.00
87147	ROBERT B HILL COMPANY	8/23/2019	80.22
87148	XCEL ENERGY	8/23/2019	17,147.13

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87149	MAINTENANCE SERVICE SOLUTIONS LLC	8/23/2019	332.50
87150	MOVE SALES, INC	8/23/2019	97.00
87151	MINNESOTA SECRETARY OF STATE	8/23/2019	120.00
87152	Paul C Hokr Painting Company, Inc	8/23/2019	305.00
87153	RELIAKOR SERVICES INC	8/23/2019	415.80
87154	WASTE MANAGEMENT OF WI-MN	8/23/2019	295.67
87155	CENTRAIRE HEATING AND	8/23/2019	5,453.00
87156	PAFFY'S PEST CONTROL INC	8/23/2019	64.28
87157	EXPRESS SERVICES INC	8/23/2019	1,084.40
87158	HD SUPPLY	8/23/2019	962.58
87159	NATURE'S TREES INC	8/23/2019	1,226.00
87160	CINTAS CORPORATION NO. 2	8/23/2019	26.16
87161	P. Q. L., INC.	8/23/2019	699.40
87162	ALLSTREAM BUSINESS US, INC	8/23/2019	292.50
87163	INNOVATIVE OFFICE SOLUTIONS LLC	8/23/2019	69.79
87164	INSIDE OUTSIDE ARCHITECTURE INC	8/23/2019	5,231.25
87165	RUMPCA SERVICES INC	8/23/2019	427.00
87166	STANTEC CONSULTING SERVICES INC	8/23/2019	2,035.75
87167	ACE HARDWARE STILLWATER	8/23/2019	17.09
87168	AFLAC	8/23/2019	261.18
87169	AFSCME COUNCIL 5	8/23/2019	606.36
87170	AMERICAN PLANNING ASSOCIATION	8/23/2019	677.00
87171	BOARD OF WATER COMMISSIONERS	8/23/2019	429.60
87172	CITY OF COTTAGE GROVE	8/23/2019	5,876.55
87173	CITY OF FOREST LAKE	8/23/2019	11,056.66
87174	CITY OF WOODBURY	8/23/2019	638.23
87175	CITY WIDE MAINTENANCE OF MN	8/23/2019	251.40
87176	FOREST RIDGE TOWNHOMES	8/23/2019	453.00
87177	HEALTH PARTNERS	8/23/2019	1,858.62
87178	MENARDS FOREST LAKE	8/23/2019	292.91
87179	MENARDS STILLWATER	8/23/2019	264.37
87180	MN MANAGEMENT & BUDGET	8/23/2019	560.00
87181	MN NAHRO	8/23/2019	295.00
87182	WASHINGTON COUNTY ACCOUNTING & FINANCE	8/23/2019	29.00
87183	COMCAST	8/23/2019	399.42
87184	DANIEL JOSEPH DINGLE	8/23/2019	64.28
87185	STEVEN JOHN RYAN	8/23/2019	100.67
87186	JAMES W. WIDEN	8/23/2019	61.38
87187	ROGER EUGENE GREEN	8/23/2019	57.32
87188	MADDEN GALANTER HANSEN, LLP	8/23/2019	30.00
87189	MARK J TRAUT WELLS, INC.	8/23/2019	6,713.60
87190	FRAN MIRON	8/23/2019	55.00
87191	JOHN BELISLE	8/23/2019	79.36
87192	PROGRAM PARTICIPANT	8/23/2019	120.00
87193	PROGRAM PARTICIPANT	8/23/2019	120.00
87194	PROGRAM PARTICIPANT	8/23/2019	120.00
87195	PROGRAM PARTICIPANT	8/23/2019	95.00

**Checks Issued
General Checking
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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
87196	NACCED	8/27/2019	25.00
87197	ALL INC	8/29/2019	4,111.00
87198	DVS RENEWAL	8/29/2019	315.25
87199	NARDINI FIRE EQUIPMENT CO.,INC	8/29/2019	176.75
87200	RENOVATION SYSTEMS INC.	8/29/2019	468.40
87201	TIME COMMUNICATION	8/29/2019	486.51
87202	XCEL ENERGY	8/29/2019	108.56
87203	GREAT GARAGE INC	8/29/2019	189.00
87204	QWEST CORPORATION	8/29/2019	3,537.15
87205	CLASSIFIED VENTURES LLC	8/29/2019	124.00
87206	JONATHAN RICHARD PULLIS	8/29/2019	375.00
87207	BDH & YOUNG INC	8/29/2019	1,450.00
87208	PAFFY'S PEST CONTROL INC	8/29/2019	185.00
87209	EXPRESS SERVICES INC	8/29/2019	989.52
87210	HD SUPPLY	8/29/2019	199.81
87211	US BANK EQUIPMENT FINANCE	8/29/2019	3,831.11
87212	CENTURYLINK COMMUNICATIONS LLC	8/29/2019	91.54
87213	DIESEL DOGS FUEL SERVICE INC.	8/29/2019	302.96
87214	US BANK	8/29/2019	5,381.58
87215	ERIC RICHARD KEMP	8/29/2019	300.00
87216	KRISTINE F STAHL	8/29/2019	1,160.00
87217	MAHONEY ULBRICH CHRISTIANSEN & RUSS PA	8/29/2019	7,750.00
87218	RUMPCA SERVICES INC	8/29/2019	182.00
87219	ST CROIX VALLEY LANDSCAPING LLC	8/29/2019	2,047.50
87220	ACE HARDWARE STILLWATER	8/29/2019	87.96
87221	CITY OF WOODBURY	8/29/2019	905.63
87222	FRATTALLONE'S ACE HARDWARE	8/29/2019	1.38
87223	MENARDS OAKDALE	8/29/2019	56.65
87224	MENARDS COTTAGE GROVE	8/29/2019	242.05
87225	MENARDS STILLWATER	8/29/2019	420.22
87226	SHERWIN WILLIAMS	8/29/2019	21.66
87227	WASHINGTON COUNTY ACCOUNTING & FINANCE	8/29/2019	46.00
87228	COMCAST	8/29/2019	108.06
87229	DANIEL JOSEPH DINGLE	8/29/2019	181.54
87230	HOME DEPOT U.S.A	8/29/2019	179.96
87231	THOMAS J TRIPLET	8/29/2019	52.34
87232	PROGRAM PARTICIPANT	8/29/2019	62.26
87233	PROGRAM PARTICIPANT	8/29/2019	47.47
87234	PROGRAM PARTICIPANT	8/29/2019	20.00

TOTAL CHECKS: \$ 650,927.95

Washington County CDA
Checks Voided and Electronic Payments
General Checking
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VOIDED			
Check		Date	
Number	Vendor Check Name	Voided	Amount
86576	Kinney	8/6/2019	863.44

Type	Vendor	Electronic Payment Date	ACH Amount
ACH	Automatic Data Processing	8/1/2019	\$10,907.11
ACH	Automatic Data Processing	8/1/2019	45,535.90
ACH	Dougherty Mortgage	8/1/2019	78,096.20
ACH	First State Bank Wyoming	8/1/2019	12,552.29
ACH	Great-West Trust (Empower)	8/5/2019	6,798.70
ACH	Great-West Trust (Empower)	8/5/2019	10,449.11
ACH	Optum Bank	8/5/2019	1,560.12
ACH	State of Minnesota	8/5/2019	830.00
ACH	Automatic Data Processing	8/12/2019	2,148.22
ACH	Automatic Data Processing	8/13/2019	220.58
ACH	Cash Management Services	8/14/2019	429.72
ACH	Automatic Data Processing	8/15/2019	10,964.51
ACH	Automatic Data Processing	8/15/2019	46,218.47
ACH	Optum Bank	8/15/2019	33.75
ACH	Optum Bank	8/16/2019	643.45
ACH	State of Minnesota	8/16/2019	830.00
ACH	Great-West Trust (Empower)	8/19/2019	6,798.70
ACH	Great-West Trust (Empower)	8/19/2019	9,424.03
ACH	Wire transfer (DPA Program)	8/20/2019	10,000.00
ACH	Wire transfer (DPA Program)	8/20/2019	7,500.00
ACH	Automatic Data Processing	8/27/2019	208.33
ACH	Automatic Data Processing	8/29/2019	11,502.01
ACH	Automatic Data Processing	8/29/2019	49,370.26
ACH	Optum Bank	8/30/2019	702.29

TOTAL ELECTRONIC PAYMENTS: \$ 323,723.75

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<u>Check Number</u>	<u>Vendor Check Name</u>	<u>Check Date</u>	<u>Amount</u>
61157	BUTCHKO, MICHAEL	8/1/2019	\$ 978.00
61158	COTTAGES PHASE III	8/1/2019	313.00
61159	GENEVA VILLAGE LTD. PARTNERS	8/1/2019	1,102.00
61160	GENTRY PLACE APARTMENTS	8/1/2019	2,818.00
61161	EAST GROVE ESTATES	8/1/2019	1,429.00
61162	MINNEHAHA MANOR	8/1/2019	1,264.00
61163	RIDGECREST APARTMENTS LLC	8/1/2019	489.00
61164	SCHNEIDER, DAVID	8/1/2019	863.00
61165	ORLEANS HOMES LIMITED PARTNER	8/1/2019	5,871.00
61166	PIONEER APARTMENTS	8/1/2019	404.00
61167	JOHN JERGENS ESTATES	8/1/2019	1,013.00
61168	WOODLAND PARK APARTMENTS	8/1/2019	13,653.00
61169	STOBBE, ALVIN	8/1/2019	616.00
61170	COTTAGES OF COTTAGE GROVE	8/1/2019	1,511.00
61171	PATTEN, LINDA	8/1/2019	833.00
61172	BRIAR POND	8/1/2019	18,993.00
61173	BRICK POND APARTMENTS	8/1/2019	378.00
61174	COBBLEHILL APTS.	8/1/2019	2,473.00
61175	SHIH, AMY	8/1/2019	1,074.00
61176	RSRC Ashwood LLC	8/1/2019	8,410.00
61177	BRIARCLIFF MANOR	8/1/2019	1,798.00
61178	EASTWOOD INVESTMENTS LLC	8/1/2019	1,182.00
61179	BARBARA GAUGHAN FAMILY LTD PAR	8/1/2019	1,278.00
61180	GENEVA VILLAGE L.P.	8/1/2019	1,346.00
61181	MULLER MANOR	8/1/2019	390.00
61182	ECHO RIDGE APARTMENTS - PHM	8/1/2019	582.00
61183	WOODLAND TOWNHOMES	8/1/2019	10,056.00
61184	COREY, SHELDON	8/1/2019	293.00
61185	PHM/WOODBURY INC.	8/1/2019	1,918.00
61186	LAKESIDE TOWNHOMES	8/1/2019	15,698.00
61187	LONG LAKE VILLAS	8/1/2019	2,162.00
61188	CASSELLS, CRANSTON	8/1/2019	1,133.00
61189	NORTH SHORE ASSOCIATES LLC	8/1/2019	649.00
61190	MC CUNE,SHELLY	8/1/2019	452.00
61191	VIGG CO. LLC	8/1/2019	623.00
61192	CURVE CREST VILLAS	8/1/2019	3,760.00
61193	PONDVIEW TOWNHOMES	8/1/2019	14,964.00
61194	NOVAK, GREG	8/1/2019	607.00
61195	LONG, THOMAS	8/1/2019	763.00
61196	BENASSI, CAROL	8/1/2019	616.00
61197	DESHLER, DAVID	8/1/2019	677.00
61198	LUU, RENEE	8/1/2019	601.00
61199	WEBER, MARTY	8/1/2019	837.00
61200	LO, TANG-YUNG	8/1/2019	596.00
61201	FAROOQ, REHAN	8/1/2019	1,220.00
61202	FOREST RIDGE TOWNHOMES	8/1/2019	5,607.00
61203	LEE, BLONG	8/1/2019	680.00
61204	SIENNA RIDGE TOWNHOMES	8/1/2019	5,372.00
61205	COTTAGES OF ASPEN LP	8/1/2019	1,629.00
61206	COTTAGES OF STILLWATER	8/1/2019	718.00
61207	JD PONDVIEW LLC	8/1/2019	8,095.00
61208	BLEW HOLDINGS, LLC	8/1/2019	1,055.00
61209	MARK VIEROW	8/1/2019	1,350.00
61210	RED OAK PRESERVE FAMILY LP	8/1/2019	6,974.00

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61211	PETERSON, TONIA C.	8/1/2019	497.00
61212	OSBORN, ROBERT	8/1/2019	902.00
61213	OAKDALE-GRANADA LAKES LTD. PAR	8/1/2019	11,494.00
61214	ABDULMIJID, FAISAL	8/1/2019	134.00
61215	GOLDEN STONE LLC	8/1/2019	547.00
61216	SETAC PROPERTIES	8/1/2019	554.00
61217	JACOBSEN, ELENA	8/1/2019	272.00
61218	EAST GATE APARTMENTS LP	8/1/2019	194.00
61219	VILLAGE APARTMENTS	8/1/2019	2,718.00
61220	CYPRESS SR. LIVING	8/1/2019	4,908.00
61221	NEW CHALLENGES, INC	8/1/2019	1,849.00
61222	ZHANG, HAIYAN	8/1/2019	683.00
61223	XU, XUEMEI	8/1/2019	1,059.00
61224	TOY, DAVID LLC	8/1/2019	2,083.00
61225	Century Oaks, LLC	8/1/2019	26,606.00
61226	COMMON BOND CITY WALK LIMITED	8/1/2019	2,335.00
61227	RSRC ASHWOOD LLC	8/1/2019	1,170.00
61228	TSEGA, DANIEL	8/1/2019	1,460.00
61229	FRANK, ANTHONY	8/1/2019	264.00
61230	GRIFFIN COURT C LLC	8/1/2019	788.00
61231	NUR, MOHAMED	8/1/2019	1,165.00
61232	ST CROIX VILLAGE LLC	8/1/2019	5,628.00
61233	THE GROVES APARTMENTS LLC	8/1/2019	4,508.00
61234	WOOL, JOHN	8/1/2019	811.00
61235	Jodi Baggenstoss	8/1/2019	1,308.00
61236	INVITATION HOMES	8/1/2019	2,292.00
61237	PETERSEN, ALLAN	8/1/2019	282.00
61238	BOYUM C/O APPLGATE PROP MGMT.	8/1/2019	584.00
61239	FOREST OAK APTS	8/1/2019	881.00
61240	SEVEN PINES INVESTMENTS II	8/1/2019	887.00
61241	BIRCHWOOD TOWNHOMES	8/1/2019	1,674.00
61242	LILY LAKE TERRACE APTS	8/1/2019	905.00
61243	URBANSKI RENTALS	8/1/2019	828.00
61244	FOREST OAK APTS II LTP PAR	8/1/2019	1,096.00
61245	STILLWATER GREELEY	8/1/2019	760.00
61246	EVERSON, RANDY	8/1/2019	1,197.00
61247	PICCADILLY SQUARE OF MAHTOMEDI	8/1/2019	2,677.00
61248	TEASDALE PINES TLC LLC	8/1/2019	708.00
61249	ATIA MBAH	8/1/2019	670.00
61250	Sumner, Jacqueline	8/1/2019	1,072.00
61251	CARSON, STEVEN	8/1/2019	471.00
61252	OAKDALE TERRACE LLC	8/1/2019	6,168.00
61253	COURTLY COMMERCIALS LLC	8/1/2019	3,493.00
61254	TRAILSIDE SENIOR LIVING	8/1/2019	659.00
61255	IH3 Property MN L.P.	8/1/2019	2,249.00
61256	FLEMING, DEBRA	8/1/2019	123.00
61257	RED ROCK SQUARE	8/1/2019	3,038.00
61258	BEUKE, JAMESON	8/1/2019	573.00
61259	DONG, XIAOMING	8/1/2019	1,188.00
61260	CLEVELAND, NANCY	8/1/2019	919.00
61261	SINGHAL, NISHANT	8/1/2019	1,438.00
61262	GREEN TWIG LLP	8/1/2019	596.00
61263	THE LEGENDS OF CG/DOMINIUM	8/1/2019	1,249.00
61264	BUTT, MANAN	8/1/2019	691.00

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61265	WOODBURY UNITED METHODIST	8/1/2019	1,707.00
61266	KATHY MADORE	8/1/2019	916.00
61267	MURR, VICKY	8/1/2019	1,382.00
61268	COMMUNITY ACTION PARTNERSHIP	8/1/2019	563.00
61269	GIRARD MANAGEMENT, INC.	8/1/2019	548.00
61270	BRANJORD PROPERTIES, LLC	8/1/2019	215.00
61271	FRESNO MANAGEMENT SERVICE LLC	8/1/2019	1,008.00
61272	SCHUETTE DONALD	8/1/2019	924.00
61273	MORA HRA	8/1/2019	867.97
61274	PEDERSEN, DOUG	8/1/2019	1,600.00
61275	VOLOVIK, ANNA	8/1/2019	1,786.00
61276	HALL, MATT & KRISTIN	8/1/2019	1,247.00
61277	THE LEGENDS OF WOODBURY	8/1/2019	507.00
61278	HEGNA, ROBERT	8/1/2019	683.00
61279	LOCKNER, TINA	8/1/2019	691.00
61280	B & E REAL ESTATE, LLC	8/1/2019	232.00
61281	TESSA P. MONSEN	8/1/2019	995.00
61282	NEWPORT X, LLC	8/1/2019	2,466.00
61283	BAKEWELL, MARY	8/1/2019	1,379.00
61284	(SOUTHERN NEVADA REGIONAL HA	8/1/2019	958.97
61285	WOODLAND PARK APARTMENTS	8/16/2019	811.00
61286	ANN BODLOVICK APTS.	8/16/2019	97.00
61287	COTTAGES OF COTTAGE GROVE	8/16/2019	769.00
61288	EASTWOOD INVESTMENTS LLC	8/16/2019	853.00
61289	LAKESIDE TOWNHOMES	8/16/2019	841.00
61290	LARKIN, STACY	8/16/2019	262.00
61291	CURVE CREST VILLAS	8/16/2019	349.00
61292	SIENNA RIDGE TOWNHOMES	8/16/2019	558.00
61293	Century Oaks, LLC	8/16/2019	683.00
61294	HO, TRUNGKIEN	8/16/2019	1,077.00
61295	REMACKEL, TRISHA	8/16/2019	657.00

TOTAL SECTION 8 CHECKS: \$ 301,103.94

VOIDED

NONE

Total General Checking, Electronic Payments and Section 8 Checks: \$ 1,275,755.64

**WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

09/17/2019
BOARD MEETING DATE

AGENDA ITEM A-1

Housing Assistance
ORIGINATING DEPARTMENT/SERVICE

Ann Hoechst 09/17/2019
REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED

RESOLUTION AUTHORIZING THE ADOPTION OF THE PASSBOOK SAVINGS RATE FOR FEDERAL ASSISTANCE PROGRAMS EFFECTIVE JANUARY 1, 2020.

BACKGROUND/JUSTIFICATION

The U.S. Department of Housing and Urban Development (HUD) under 24 Code of Federal Regulations (CFR) 5.609(b)(3) states that the passbook savings rate must be used in determining income from net family assets. When determining annual income for families who apply for or receive assistance in the Housing Choice Voucher (HCV) program and public housing programs, a public housing agency (PHA) includes in the annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based on the current passbook savings rate when a family has net assets in excess of \$5000.

Public and Indian Housing (PIH) notice 2012-29 allows the PHA to establish its own passbook rate that the PHA will apply in calculating imputed assets from income. The PHA must review its passbook rate at least annually to determine if it is within the safe harbor range of plus or minus .75 percent. The passbook rate may not be less than 0 percent.

The Washington County Community Development Agency (CDA) will use the National Savings Rate established by the Federal Deposit Insurance Corporation (FDIC). On August 29 the rate was .09%. The CDA will continue to use the rate of .06% as that is within the allowed safe harbor range of plus or minus .75% This rate will be effective January 1, 2020.

Staff recommends adoption of the passbook savings rate of .06%

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 9/17/2019

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: N/A

COMMENTS

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

DATE September 17, 2019 RESOLUTION NO. 19-35

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

RESOLUTION AUTHORIZING THE ADOPTION OF THE
PASSBOOK SAVINGS RATE FOR FEDERAL ASSISTANCE
PROGRAMS EFFECTIVE JANUARY 1, 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 17th day of September, 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 17th day of September, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-35

RESOLUTION AUTHORIZING THE ADOPTION OF THE
PASSBOOK SAVINGS RATE FOR FEDERAL ASSISTANCE
PROGRAMS EFFECTIVE JANUARY 1, 2020

WHEREAS, the Washington County Community Development Agency (the "Agency") currently operates the Housing Choice Voucher Program, Public Housing and Shelter Plus Care Programs (the "Federal Assistance Programs"); and

WHEREAS, the Agency has entered into funding contracts with the United States Department of Housing and Urban Development (HUD) for the Federal Assistance Programs; and

WHEREAS, the Agency is responsible for the annual review and establishment of the passbook savings rate as required for the Federal Assistance Programs.

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

1. That the Passbook Savings Rate of .06% is hereby ratified and approved effective January 1, 2020;
2. 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 Resolution.

Adopted this 17th day of September 2019.

Chair/Vice Chair Commissioner

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

9/17/2019
BOARD MEETING DATE

AGENDA ITEM A-2

Housing Assistance
ORIGINATING DEPARTMENT/SERVICE

Ann Hoechst, 9/17/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED
RESOLUTION AUTHORIZING THE ADOPTION OF THE
REVISED HOUSING CHOICE VOUCHER PAYMENT
STANDARDS EFFECTIVE JANUARY 1, 2020.

BACKGROUND/JUSTIFICATION

HUD establishes Fair Market Rents (FMRs) for each metropolitan statistical area of the country. The purpose of the FMR for the Housing Choice Voucher (HCV) program is to determine the maximum amount of rental assistance per unit. HUD requires housing authorities to establish payment standards which range from 90%-110% of the FMR to account for local housing market conditions.

HUD has released the FMRs which will be adopted effective October 1, 2019. The Washington County CDA (CDA) must set payment standards within 90%-110% of the new FMRs. The following chart displays the current payment standards and proposed changes:

Bedroom Size	FMR Effective 10/1/2019	Current Payment Standard	Proposed Payment Standard effective 1/1/2020	Proposed Payment Standard as a Percent of FMR
0	\$820	\$763	\$820	100%
1	\$971	\$915	\$971	100%
2	\$1214	\$1151	\$1214	100%
3	\$1722	\$1636	\$1722	100%
4	\$2025	\$1923	\$2025	100%
5	\$2328	\$2211	\$2328	100%
6	\$2632	\$2500	\$2632	100%
Single Room Occupancy (SRO)	\$615	\$572	\$615	100%

Staff has taken into account the amount of HUD held reserves; the proposed budgets; the number of tenants paying more than 30% of their monthly adjusted income; the number of vouchers under use and the difficulty that tenants have in finding affordable units in Washington County. By raising the payment standards to 100% of the FMR, the CDA will be assisting families to find affordable housing by keeping their portion closer to 30% of monthly adjusted income.

Staff recommends adoption of the resolution.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 9/17/2019

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ NA for 2020

BUDGETED: ☐ YES ☐ NO

FUNDING: Will be using reserves plus annual increase in HUD funding.

COMMENTS

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

DATE September 17, 2019 RESOLUTION NO. 19-36

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

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED
HOUSING CHOICE VOUCHER PAYMENT STANDARDS
EFFECTIVE JANUARY 1, 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 17th day of September, 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 17th day of September, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-36

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED
HOUSING CHOICE VOUCHER PAYMENT STANDARDS EFFECTIVE
JANUARY 1, 2020

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

WHEREAS, the Agency currently operates the tenant based rental assistance program known as the Housing Choice Voucher (HCV) Program and funded by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, the Agency is required by HUD regulations to determine the payment standards for the HCV program in the Authority's jurisdiction; and

WHEREAS, the Agency is required by HUD to set the payment standards within 90%-110% of the HUD established Fair Market Rents (FMRs);

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

1. That the proposed Payment Standards illustrated below are adopted effective January 1, 2020:

Unit Size	0	1	2	3	4	5	6	SRO
Payment Standard	\$820	\$971	\$1214	\$1722	\$2025	\$2328	\$2632	\$615

2. 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 Resolution.

Adopted this 17th day of September 2019.

Chair/Vice Chair Commissioner

ATTEST:

Secretary

**WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY**

REQUEST FOR BOARD ACTION

09/17/2019
BOARD MEETING DATE

AGENDA ITEM A-3

Housing Assistance
ORIGINATING DEPARTMENT/SERVICE

Ann Hoechst, 9/17/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED
RESOLUTION AUTHORIZING THE ADOPTION OF THE
REVISED PUBLIC HOUSING FLAT RENTS EFFECTIVE
JANUARY 1, 2020.

BACKGROUND/JUSTIFICATION

HUD establishes Fair Market Rents (FMRs) for each metropolitan statistical area of the country. The purpose of the FMR for the Public Housing (PH) program is to determine the minimum flat rent for each bedroom size. HUD requires housing authorities to establish the minimum flat rent at 80% of the FMR.

HUD has proposed new FMRS effective October 1, 2019. The flat rents may be more than the minimum depending on local market conditions. The following chart displays the current flat rents and proposed changes:

Bedroom Size	Proposed FMR Effective 10/1/2019	Current Flat Rent	80% of FMR = Minimum Flat Rent	Proposed Flat Rent effective 1/1/2019	% increase
1	\$971	\$750	\$777	\$780	4.0%
2	\$1214	\$1450	\$971	\$1450	0%
3	\$1722	\$1760	\$1377	\$1760	0%
4	\$2025	\$2000	\$1620	\$2000	0%

When determining the flat rents according to the local market, staff took into consideration the type of units, amenities in the unit and the area, and the cost of utilities. Staff is not recommending changes for the two, three and four bedrooms. A comparison using HUD's form 5880 indicates that the correct flat rent for the one bedrooms at Whispering Pines is \$943, however the CDA has set the flat rent for 1 bedrooms at \$780. This is an increase of 4.0%. The comparison units are about \$20 square feet larger than the units at Whispering Pines so staff believes that the flat rent at \$780 is reasonable within the market.

Staff recommends adoption of the resolution.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 9/17/2019

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ 0 for 2019

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

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

DATE September 17, 2019 RESOLUTION NO. 19-37

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

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED
PUBLIC HOUSING FLAT RENTS EFFECTIVE JANUARY 1, 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 17th day of September, 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 17th day of September, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-37

RESOLUTION AUTHORIZING THE ADOPTION OF THE REVISED
PUBLIC HOUSING FLAT RENTS EFFECTIVE JANUARY 1, 2020

WHEREAS, the Washington County Community Development Agency (the "Agency") currently operates the public housing program funded by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, the Agency is required by HUD regulations to determine the minimum flat rents for the Public Housing program in the Authority's jurisdiction; and

WHEREAS, the Agency is required by HUD to set the flat rents at minimum at 80% of the HUD established Fair Market Rents (FMRs);

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

1. That the proposed Flat Rents illustrated below are adopted effective January 1, 2020:

Unit Size	1	2	3	4
Flat Rent	\$780	\$1450	\$1760	\$2000

2. 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 Resolution.

Adopted this 17th day of September 2019.

ATTEST:

Chair/Vice Chair Commissioner

Secretary

PUBLIC HEARING

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

September 17, 2019
BOARD MEETING DATE

AGENDA ITEM A-4

Housing Assistance
ORIGINATING DEPARTMENT/SERVICE

Ann Hoechst 09/17/2019
REQUESTOR'S NAME/DATE

BOARD ACTION REQUESTED
PUBLIC HEARING AND RESOLUTION
AUTHORIZING EXECUTION OF THE PHA
CERTIFICATE OF COMPLIANCE WITH THE
ANNUAL PHA PLAN 2020 AND FIVE YEAR
PLAN 2020-2024 AND RELATED REGULATIONS
INCLUDING REQUIRED CIVIL RIGHTS
CERTIFICATIONS

BACKGROUND/JUSTIFICATION

The Public Housing Agency Plan provides a framework for local accountability and an easily identifiable source by participants and the public to locate basic policies, rules and requirements concerning its operations, programs and services for the five year period beginning January 1, 2020 and ending December 31, 2024. Federal law also requires that the Agency review and develop an Annual Plan. The Annual Plan must announce if there are any significant changes that will occur in its administration of the programs.

The CDA is a Qualified Public Housing Authority and must hold a public hearing regarding any changes to the goals, objectives and policies of the agency and invite public comment. This resolution will serve as the CDA's proof of public hearing and its adherence to the PHA plans and related regulations. On July 26, 2019 the Washington County CDA posted the annual PHA and five year plans on its website and made public notice of their availability. HUD requires that the Civil Rights Certification and the Certification of Compliance must be signed by the CDA Board Chair.

Items that have changed in the 2020 Annual Plan and the 2020-2024 Five Year Plan:

The most significant proposed change in both plans is the CDA's proposal to apply to the Department of Housing and Urban Development (HUD) to convert 105 public housing units to the Housing Choice Voucher program. If approved by HUD, the participants in the Public Housing program would be awarded Housing Choice Vouchers which they could choose to use in their current units or elsewhere. Upon conversion, the CDA would continue to own and operate the public housing units as low rent apartments. A relocation plan is not required because this plan does not require any involuntary displacements. Occupancy of the units, upon turnover, would be restricted to households with incomes at or below 80 percent of Area Median Income, adjusted by household size. Rents would be restricted to the lesser of the Fair Market Rent by unit size as determined by HUD, or a reasonable rent, as determined by a rent study with similar rental units. Conversion allows for greater financing flexibility of future capital improvements through either replacement reserves or debt service by rent collections. Conversion also allows for participants to have a wider choice in housing opportunities.

In regard to the Conversion Plan, the CDA has held multiple meetings with the Public Housing participants. Their comments and questions plus staff responses are included as Attachment A to the Annual Plan. The CDA must also consult with and consider recommendations of the Resident Advisory Board regarding the goals of the Annual and Five year Plan. Public housing tenants and HCV tenants are represented on the Resident Councils. Comments from the RAB Board were received and are described in Attachment A.

Approval of the attached resolution (HUD's required form) is recommended.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 09/17/2019

ATTACHMENTS:

Attachment A: Comments from Residents
Attachment B Part 1: 2020 Annual Plan
Attachment B Part 2: 2020 Annual Plan Public
Housing Conversion Plan
Attachment C: 2020 – 2024 Five Year PHA
Plan

FINANCIAL

IMPLICATIONS: N/A

BUDGETED: ☒ YES ☐ NO

FUNDING: HUD

COMMENTS

Resident Advisory Board Comments

2020 PHA Annual Plan and 2020-2024 Five Year Plan

May 14, 2019

Attendance: Whispering Pines – Diane Polden, Resident and Ann Lindquist, Housing Coordinator
Scattered Site – Steve Ryan, Resident and Ann Lindquist, Housing Coordinator

2020 Annual Plan

Reviewed Annual Plan progress

Comment: Regarding RAD or other conversion platform; resident stated that he understands there are increased expenses as properties age and that the CDA must find ways to make the program financially stable. Ryan stated that he trusts the CDA staff to find a solution and that they manage programs well.

2020-2024 Five Year Plan

PHA Goal: Expand the supply of assisted housing

Comments:

- No issue with moving to a MTW agency and streamlining processes if it saves money.
- As we look at expanding assisted housing, how do we make sure we provide choices with different types of housing? Example: 4-plexes with limited amenities to keep rents lower.

PHA Goal: Improve the quality of assisted housing

Comments:

- Does the tenant survey include Public Housing units?
- No concerns on conversion of Public Housing units if it saves money while maintaining units.
- Relies on the quality work of the CDA staff to make good decisions regarding the conversion of PH units.

PHA Goal: Increase assisted housing choices

Comments:

- Additional affordable and/or assisted housing is needed in the northern area of the county.
- Question: Do we currently connect with landlords? CDA staff responded that the Rental Specialists connect regularly with landlords, in particular the inspector.

PHA Goal: Promote self-sufficiency and asset development of assisted households

Comments:

- When looking at increasing jobs in the county, need to look at companies that pay a living wage and can support the cost of housing. More jobs needed in the northern area of the county.
- Question: is the senior coordinator hours at the properties adequate to meet the needs of the residents. CDA staff responded with explaining the services currently offered and

that it is about connecting tenants to different resources, not providing the services that may be needed.

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

No comment

Progress on previous 5 year plan:

No Comment

Capital Funds:

Comments:

Whispering Pines

- Carpet in bedrooms is too light of color and is always dirty. Is there a schedule to replace the carpet in bedrooms?
- With updates in the common areas it would be nice to have a new flat screen TV in the community room for residents to watch movies.

Scattered Sites:

Comment:

- Ryan: I trust the good work of the CDA staff to make decisions on what needs to be done to the properties to keep them in good shape.

Resident Questions and Staff Responses to the Conversion Plan

Resident Advisory Board and Resident Council meeting on proposed Public Housing Conversion Plan
Whispering Pines, July 9, 2019 beginning at 1:00 p.m. C.D.S.T.

31 attendees

Staff present: Kathryn Paulson, Melissa Taphorn, Ann Lindquist, Keely Perrizo, and Taylor Elert-Voss

How likely is the conversion to happen?

We cannot say for sure since the final decision is up to HUD. However, HUD has issued a statement that they are interested in seeing 10% of the public housing units converted and HUD is looking, in particular,

at small agencies like the CDA that own less than 250 units. We think we have a pretty good chance because our plan is straight forward.

Will or when will the CDA look at charging different rents based on the apartment size? Some of the apartments are bigger than others.

We haven't looked at varying the rent to date. The units are pretty similar in size.

Do all of the apartments get vouchers, and can you take the voucher and move?

Yes, as it looks today, everyone is eligible, and you would receive a voucher. You can choose to remain in your current apartment or pick one elsewhere. Not all landlords accept Section 8 vouchers. Please keep in mind that you do not have a voucher right now. This would only be if HUD approves the plan.

How long would the voucher be good for, one year?

The voucher would be good for as long as you are income eligible. If approved, you would be issued a voucher right away to use on your rent here or at a new apartment. You would sign a new lease.

Is the eligibility for the voucher the same as it is at Whispering Pines?

Yes.

If approved, is there a pamphlet to explain the voucher program?

Yes, there is. If approved, CDA rental assistance staff would meet with you individually to go over how the voucher works. That meeting would be similar to the recertification meeting you have with Taylor. Since everyone's income and circumstances are different, it is best to talk about that separately. You will also have a separate meeting with the property manager to sign a different lease.

I've checked out other apartments in the area but they said they no longer accept vouchers but I know a person who has a voucher who lives there.

Yes, that is probably true. There are a few apartment buildings that used to accept vouchers but aren't going forward.

We are on a waiting list for a voucher and have been for 17 years, will this bypass that list?

Sort of. You would be issued a voucher because of the conversion so you wouldn't have to wait or be on the list to receive one. With that being said, do not remove your name from any list you are currently on because if your name came up on the list before the conversion happens, you could get a voucher sooner and if this doesn't happen you don't want to start over. If the conversion happens and we issue you a voucher, then we can remove your name from the wait list because you will have already received a voucher.

What about the flat rent, will that change? I pay \$750, not based on my income.

We want to talk with you individually about how that will work. The new rent of the units would be set somewhere between \$750 and \$915, the payment standard. Since we don't know what the timing will be, we cannot say what the rent will be just yet.

Who is benefitting from this [rent increase after conversion]?

Any increases in the rent will be paid to the CDA but the CDA puts the money back into the property.

So, does this [conversion] relieve taxpayers?

Yes, setting the rent even at \$750 would eliminate the local subsidy of this federal program.

How or when can we object to this?

Right now. You can also make comments during the public comment period or at the public hearing. Those objections would be taken into consideration by the CDA Board as to whether or not to apply. Do you object of the plan in general or about where the new rent will be set?

The rent.

Would you like us to include a comment that you would like the rent set where the flat rent is now, \$750?

Yes.

Is there a list of places that take vouchers?

Yes, the CDA maintains a list of places that have indicated, at least in the past, that they would accept vouchers. HousingLink also has an online list of places and has check marks by the ones that accept vouchers. Senior and Disability Linkage Line's are another resource.

Can you rent a home or a townhome with the voucher?

You can rent if 1) the landlord accepts vouchers and 2) if the unit passes an inspection. There is a form that you will have the landlord fill out to tell the CDA all about the place you want to rent. Then the CDA inspects the unit and if everything checks out, you can move in with your voucher.

Are you saying rent will go up?

Most residents are paying rent based on their income so their portion of the rent will stay the same.

If it converts to Section 8 is everyone's lease void?

We haven't figured out the details yet, but we'd like to try to keep the renewal dates the same on the new leases so that Taylor doesn't have to renew all the leases at one time.

Will we have to sign a new lease every year?

Yes, it will be the same process every year.

What is the earliest date we can change?

Once we submit the application, which will likely be in November, HUD has 90 days to respond, so we will not know before January if we are approved. After that, we're not sure how long it will take to do the paperwork, but we think we'd be issuing vouchers sometime in the spring of 2020.

Am I hearing a year?

At least 9 months. Possibly March or April.

Will the new lease have the same 5-day grace period since most of us don't get our social security checks before the 1st of the month?

Yes.

Staff asked residents if anyone thought the conversion plan was a bad idea.

No one raised their hand.

Resident Advisory Board and Resident Council meeting on proposed Public Housing Conversion Plan
Washington County CDA Board Room, July 10, 2019 beginning at 6:00 p.m. C.D.S.T.

10 households represented, 16 attendees

Staff present: Kathryn Paulson, Melissa Taphorn, Ann Lindquist, Keely Perrizo, and Taylor Elert-Voss

Does everyone get a voucher or every unit, in roommate situations?

One voucher per household.

Looking at Housing Link, there are not many houses that take Section 8. Will this ever change?

In a tight rental market, it may take longer to find an apartment that accepts vouchers but landlords do take them. We have many people who are finding new units every month.

All of this [conversion plan] – it's great.

Is the voucher the same, will it cover my rent?

The amount a voucher pays is based on your income and the payment standard. This payment standard is set by the CDA and can be different for different areas; for example, payment standards could be higher in Florida but lower in northern Minnesota. If you stay in your current unit, the rent will be set within the payment standard and your portion of the rent will be the same as it is with Public Housing.

If I live in a two bedroom unit, will the voucher be a two bedroom?

For the most part, yes. The voucher program has what are called occupancy standards. The head of household is assigned a bedroom, a second adult regardless of relationship is part of that bedroom and then two persons for every bedroom after that. An exception to that is children of opposite sex, 10 years and older. So, if you are living in a 3 bedroom unit but there are only two members, you would only qualify for a two bedroom voucher. With the tenant protection vouchers, there are provisions that if you stay in your current unit, the voucher would cover that bedroom size.

If the voucher a set amount?

Not really. The amount a voucher pays is a formula that uses 30% of your income and a rent cap called a payment standard. The maximum a voucher will pay is the payment standard minus 30% of your income.

Is there a certain amount of money or a minimum amount you need to make to qualify for the voucher?

No. If you don't have any income 30% of \$0 is still \$0 so you would qualify for the voucher even if you had no income.

What is Earning Power?

You may know it as the Family Self-Sufficiency program. It's a program that encourages people to work on personal goals like going to school, buying a car, getting a better job. As your income goes up, your rent goes up but the CDA sets up an escrow account for you, like a savings plan. If you are interested, you can sign up at any time.

When will the voucher expire?

If you're not using it, it will expire. You have 120 days to look for an apartment but if you use your voucher in a lease and continue to be eligible, it does not expire.

So does your rent go up?

Your rent won't change unless your income goes up.

Now I'm confused. If I move does it change?

The answer to this question was illustrated on the white board by a staff member. The illustration showed 30% of an example income deducted from the payment standard and two examples of rental units, one at and one over payment standard.

Is the payment standard the same everywhere?

HUD determines the Fair Market Rent by region and the housing authority sets the Payment Standard within certain parameters of the Fair Market Rent. Annually, they look at market rents in each region to determine these amounts.

What about utility allowances?

The vouchers also factor in how much you pay toward utilities; same as public housing. Staff walked through an example.

Who figures all this out; the PHA where you're at?

Yes. The amount will vary depending upon where you're living. If you're thinking of moving up North, the housing costs are lower whereas New York City's payment standards would be much higher.

What if your income gets high enough that you don't get any assistance?

If you are earning a high enough income, after a period of six months of the CDA paying no rental assistance and nothing changes, you pass the voucher on.

Is the time on the schedule going to change?

The schedule is the same as on the handout. The PHA plan must be sent to HUD by October 15th and in order to meet that date the public hearing and publication dates will not change.

How long will it take? When will we find out if this goes through?

HUD has 90 days once the application is submitted for review and a response. We don't anticipate hearing from them until early 2020. We're not sure how long the conversion process will take but it is unlikely to occur before April.

If this [conversion] goes through and we want to move but we take a while, will the voucher go away?

If you plan to stay in your home until you find a place to move to there wouldn't be a lapse in time. The voucher would be helping to pay your rent in the current unit while looking for another unit.

I have several children that are getting older and starting to move out. If the voucher goes to the household, what happens when they've all moved out?

The voucher goes to the head of household so you would still have a voucher it just might be a small bedroom size.

I wish this [conversion] would go through. What can we do to help it happen?

It helps to get your positive feedback.

Do all landlords accept a voucher?

No. The housing market is hard right now so rental units are hard for anyone to find. But there are units out there. There are additional requirements for landlords with the HCV program and some landlords do not want to deal with these requirements. One of the requirements of HUD is the unit must be inspected before in the CDA can pay rent. The voucher program requires an annual Housing Quality Standard or HQS inspection which is not as difficult as a REAC inspection. It is a requirement that the landlord maintain the unit to HUD's standard. There are still many landlord who accept vouchers.

If you find a private landlord is the lease, up-keep, all that the landlord's responsibility per HUD's standards?

Yes. They are responsible to keep up the property per the HQS standards.

If a landlord decided not to continue accepting vouchers what happens? Are they lenient with the 120 days?

There is no leniency on the 120 maximum days search time. That is a HUD rule. But there are requirements about reasonable notice if the landlord is selling so there should be enough time to find another rental unit. State law protects residents as your lease is a legal document that entitles you to live in the unit until the lease terminates.

Are the vouchers for residents currently in the home? If you put this on your website are these available to the general public?

What we need to do is put the plan, that you are helping form, out to the general public for comment. It is rare that any comments are made unless they come from a party directly affected. We are not putting out on our website that vouchers are available to the general public though. If approved, HUD would issue the CDA 105 vouchers – one for each head-of-household in each public housing unit. If at some point you no longer need a voucher, you can turn it in and at that point it will get recycled to a new household from the Washington County CDA wait list.

What are the chances this [conversion] will be approved?

We cannot say for sure as it is up to HUD to approve our plan. However, we have met with all of the cities where Public Housing units are located. They will provide letters of support to the CDA's application. HUD has made a goal of converting 10% of all units nationally. It would seem that HUD is interested in reducing the number of smaller PHA's, those with less than 250 units. In addition, we are not making anyone move and we are retaining the homes as affordable rentals. So, the chances are good

If you move somewhere else, who do you work with?

Vouchers are administered by the local housing authority. If you found a place to live outside of Washington County, you would let us know and we would send your paperwork to that housing authority. They would inspect the unit, meet with you, and make the rental assistance payment. You would then meet with that housing authority on an annual basis.

If there are only so many vouchers, how does that work?

Every family living in one of the CDA's Public Housing units will get one voucher which will go to the head of household.

This [conversion] could be a blessing if you are trying to get your life together.

Are there other Minnesota counties that have converted?

Yes, we know of a few housing authorities in the Twin Cities and Greater Minnesota that have been approved by HUD to convert all or a portion of their Public Housing units.

What is the timing?

Referenced the handout and slide with the steps that need to be taken to submit an application.

Staff asked residents if anyone thought the conversion plan was a bad idea.

No one raised their hand.

Resident Advisory Board and Resident Council meeting on proposed Public Housing Conversion Plan
Washington County CDA Board Room, July 11, 2019 beginning at 11:00 a.m. C.D.S.T.

3 households represented, 3 attendees

Staff present: Kathryn Paulson, Melissa Taphorn, Ann Lindquist, and Keely Perrizo

My daughter is pregnant. How would that work if she wants to receive a voucher?

Since you are the head of household, you would receive the voucher through this process, if approved. Your daughter, if she wanted to move out on her own, would need to apply separately for a voucher to begin the process. She might want to check over at Dakota County CDA as they may be open and taking applications right now.

I think it's [conversion plan] a good idea.

Do you think it will take place next year?

If approved, yes. We will submit an application in the fall and HUD has 90 days to review, which would put us in early 2020. We are unsure what that process will entail and how long it will take.

I heard that you have to live in your unit for one year before you can move, is that the same?

That rule is still in place. If converted, these vouchers would be issued as tenant protection vouchers and they allow you to move immediately so you would not have to stay in your unit for a year, if you wished to move. Once you move, you would enter into a one-year lease.

That's really good news. My boys have gotten bigger and we've outgrown our space.

The housing market is very tight right now so it may take some time to find something, but there are definitely units out there.

How is variable income calculated, like if I work more hours one month than another?

For Section 8, we project forward what your income will be in the next 12 months.

Do they still have that homebuyer program?

The CDA has a homebuyer education class, Home Stretch. Certification is good for one year. Free classes in June and sometimes December. We offer downpayment assistance and work with the state to offer a low interest mortgage program. We have homebuyer counseling on site too.

Is Two Rivers CLT still around?

Yes, they too are a good resource for affordable homeownership.

Has this happened before in other locations?

Yes. Bloomington and Metro HRA have converted units, Carver County CDA and some Greater Minnesota housing agencies have converted subsets of their public housing units. They have not generally used the same conversion tools as Washington County CDA plans to use, but they have converted from Public Housing to another rental assistance program.

Does every public housing agency do the same thing?

No. We're in a unique situation which allows us to continue owning the units. We administer the Section 8 program and we also have affordable housing units that are only income and rent restricted. We have a great partner in Shelter Corporation to help manage all the housing units. Some agencies only have public housing and/or Section 8 vouchers.

What is the age for children to have separate bedrooms?

If you have two children of opposite sex, they do not have to share a bedroom once they reach the age of ten.

My daughter is pregnant. So after the baby is born do I have to move? There will be 5 people in a 4 bedroom unit.

No, the addition of the baby is still in the occupancy standards for a 4 bedroom unit.

Will HUD sell the house to you if you live in it for a certain period of time?

Some agencies do rent-to-own. We don't. I know Minneapolis has done some rent-to-own in the past but I don't know of any other PHAs that have that program.

Staff asked residents if anyone thought the conversion plan was a bad idea.

No one raised their hand.

Additional comments submitted by postcard, email and voicemail. Received at the Washington County CDA Office by July 26, 2019 C.D.S.T.

Received 7-9-2019 following the presentation at Whispering Pines. No contact information provided.

This is a great program – and I am excited and really hope I will be approved. I have lived here 11 – 12 years now in quite a small apartment and would like to receive a voucher where I can look forward to a larger living space. Thank you!!!

Received 7-15-2019 by email.

Hi, I wasn't able to make the 2 meetings because of work, but I am all too excited about it converting to Section 8 Vouchers. This will give us the tenant, a wider choice in keeping our housing & finding better places to live. What makes a tenant eligible to receive the voucher? If I'm eligible, I will be able to move out of Washington county and/or find me an affordable home to rent where I can garden & live in the neighborhood of my choosing. I hope this is approved and implemented as soon as possible. This is great news for current residents & I hope this is done swiftly & fairly.

Staff provided this response:

Dear:

Thank you for taking the time to provide feedback on the conversion plan. We received many positive comments about the plan. Please keep in mind, this needs to be approved by HUD before we can

implement the plan. IF the plan is approved, we don't anticipate issuing vouchers until sometime next spring or early summer.

In order to be eligible for a Housing Choice Voucher you need to be living in the Public Housing unit and your household income must be at or below 80% of the area median income as determined by household size.

We expect to receive HUD's response to the plan in early 2020 and will notify all residents, at that time, of the status. It will still take time to make the change and again, it may not be until spring or early summer before we can issue vouchers.

Thank you again,

Received July 24, 2019 by postcard. From a scattered site resident, but no name or address provided for response.

I think this is great that we will be part of section 8, because it will give me more choices of where I can live instead of being stuck in the same unit I have been for years.

Received July 26, 2019 on a postcard forwarded from Whispering Pines. No name or address provided for response.

I believe this program would be very beneficial to tenants, its hard to find affordable housing. With this program it will help those in need to move if they choose. It will give them a much bigger variety that would suit their needs.

Voice message received July 26, 2019.

Hello, I am one of the residents of a scattered site property. I'm interested in providing my input for the Public Housing conversion. I'm interested in talking with someone about it or being involved with it to make it happen. I'm interested to see if I can get a voucher.

Staff called the resident back, described the timeline and explained how the conversion will work. The resident is in favor of the conversion and excited to have the option of moving.

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																														
A.1	<p>PHA Name: _____ PHA Code: _____</p> <p>PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performer</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____</p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Public Housing (PH) Units _____ Number of Housing Choice Vouchers (HCVs) _____</p> <p>Total Combined _____</p> <p>PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p> <table border="1"> <thead> <tr> <th data-bbox="164 1549 440 1623">Participating PHAs</th> <th data-bbox="440 1549 570 1623">PHA Code</th> <th data-bbox="570 1549 870 1623">Program(s) in the Consortia</th> <th data-bbox="870 1549 1143 1623">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1143 1549 1451 1623">No. of Units in Each Program</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th data-bbox="1143 1623 1289 1675">PH</th> <th data-bbox="1289 1623 1451 1675">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="164 1675 440 1707">Lead PHA:</td> <td data-bbox="440 1675 570 1707"></td> <td data-bbox="570 1675 870 1707"></td> <td data-bbox="870 1675 1143 1707"></td> <td data-bbox="1143 1675 1289 1707"></td> <td data-bbox="1289 1675 1451 1707"></td> </tr> <tr> <td data-bbox="164 1707 440 1780"></td> <td data-bbox="440 1707 570 1780"></td> <td data-bbox="570 1707 870 1780"></td> <td data-bbox="870 1707 1143 1780"></td> <td data-bbox="1143 1707 1289 1780"></td> <td data-bbox="1289 1707 1451 1780"></td> </tr> <tr> <td data-bbox="164 1780 440 1871"></td> <td data-bbox="440 1780 570 1871"></td> <td data-bbox="570 1780 870 1871"></td> <td data-bbox="870 1780 1143 1871"></td> <td data-bbox="1143 1780 1289 1871"></td> <td data-bbox="1289 1780 1451 1871"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program						PH	HCV	Lead PHA:																	
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B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission? Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention. <input type="checkbox"/> <input type="checkbox"/> Pet Policy. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods. <input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development. <input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance. <input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD. <input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers. <input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization. <input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p>

B.4.	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
Other Document and/or Certification Requirements.	
C.1	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.2	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP</u>, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.4	<p>Certification by State or Local Officials.</p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

Instructions for Preparation of Form HUD-50075-HP

Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

☐ **Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at:

<http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

WASHINGTON COUNTY CDA
PROPOSED PUBLIC HOUSING CONVERSION PLAN

The Washington County Community Development Agency (CDA) intends to apply, before December 31, 2019, to the U.S. Department of Housing and Urban Development (HUD) to convert its 105 public housing units to tenant-based assistance, as permitted by Section 22 of the U.S. Housing Act of 1937. PIH Notice 2019-05 (dated March 21, 2019) waives the need to complete and submit a conversion assessment for small Public Housing Agencies, including the Washington County CDA. If approved by HUD, the Washington County CDA would offer and extend Section 8 tenant protection vouchers to eligible households residing in the public housing units. The new voucher holders will have the choice to remain in their current apartment or use their voucher elsewhere, as permitted by the Section 8 Housing Choice Voucher program. Upon conversion, the Washington County CDA would continue to own and operate the rental units as low-rent apartments. A relocation plan is not necessary as no involuntary displacement will occur. Occupancy of the units, upon turnover, would be restricted to households with incomes at or below 80 percent of the Area Median Income, adjusted by household size as determined by HUD. Rents would be restricted to the lesser of Fair Market Rent, adjusted by bedroom size as determined by HUD, or a reasonable market rent, as determined by comparison with similar rental units.

This plan affects two Public Housing projects:

- AMP No. MN212000001, 65 scattered site units located in the cities of Cottage Grove, Oakdale, St Paul Park, and Woodbury
- AMP No. MN212000002, 40 units at Whispering Pines apartments in Forest Lake

A.

PHA Information.

A.1

PHA Name:

__Washington County Community Development Agency_____

PHA Code:

__MN212_____

PHA Plan for Fiscal Year Beginning:

(MM/YYYY): -01/2020_____

PHA Plan Submission Type:

☒ 5-Year Plan Submission

☐ Revised 5-Year Plan Submission

Availability of Information.

In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. Through innovation, the Washington County Community Development Agency promotes community and economic development, and provides and maintains affordable, decent and safe housing opportunities in Washington County.

B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p>Increase the availability of decent, safe, and affordable housing.</p> <p>PHA Goal: Expand the supply of assisted housing</p> <p>Objectives:</p> <ul style="list-style-type: none"> Create more housing choices to match the needs of a diverse workforce and to provide access to quality affordable housing for owners and renters alike. <ul style="list-style-type: none"> a. Apply for additional rental assistance programs as available. b. Administer a homeownership program in conjunction with federal, state and/or local resources. c. If accepted as a Moving to Work Agency, look at streamlining rental calculation and additional cost savings. d. To create affordable senior housing to enable seniors to live close to their families with the support that they need. e. Leverage private or other public funds to create additional housing opportunities. f. Facilitate creation of new affordable units. <p>PHA Goal: Improve the quality of assisted housing</p> <p>Objectives:</p> <ul style="list-style-type: none"> a. Convert Public Housing units to tenant-based rental assistance as a more stable financial platform while maintaining units as affordable rental housing, as detailed in the 2020 PHA Annual Plan. b. Until Public Housing units are converted, maintain or improve public housing management as determined by Public Housing Assessment System score. c. Maintain or improve voucher management as determined by Section Eight Management Assessment Program score. d. Perform customer and tenant satisfaction surveys; address relevant concerns. e. Complete annual reviews of both the Administrative plan and the Admissions and Continued Occupancy Plan. <p>PHA Goal: Increase assisted housing choices</p> <p>Objectives:</p> <ul style="list-style-type: none"> Increase the opportunity to obtain stable housing for families, seniors and persons with disabilities. <ul style="list-style-type: none"> g. Create affordable senior housing to enable seniors to live close to their families with the support that they need. h. Conduct outreach efforts to potential landlords interested in rental assistance programs. i. Increase voucher payment standards as allowed by budget authority. j. Offer Homestretch home buying education to public housing residents and Housing Choice Voucher residents. k. Continue to maximize utilization of Housing Choice Voucher budget authority. <p>Promote self-sufficiency and asset development of families and individuals</p> <p>PHA Goal: Promote self-sufficiency and asset development of assisted households</p> <p>Objectives:</p> <ul style="list-style-type: none"> a. Seek funding for Family Self Sufficiency Coordinator position to continue providing program to Housing Choice Voucher and Public Housing residents. b. Provide Service Coordinator services in senior properties to increase independence for elderly or people with disabilities. c. Provide information to participants regarding services offered by the Work Force Center. d. Increase the amount of developable acreage for new commercial and industrial investment to increase jobs and tax base. <p>Ensure Equal Opportunity in Housing for all Americans</p> <p>PHA Goal: Ensure equal opportunity and affirmatively further fair housing</p> <p>Objectives:</p>
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	<ul style="list-style-type: none">a. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.b. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.c. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities.
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B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>PHA Goal: Expand the supply of assisted housing</p> <p>Progress:</p> <ul style="list-style-type: none"> Received additional rental assistance including 10 Veterans Affairs Supportive Housing and 15 Family Unification vouchers. Consistently maintained low public housing vacancies. Leveraged private or other public funds to create additional housing opportunities; Piccadilly, 79 units and The Glen, 42 units. Administered a homeownership program in conjunction with federal, state and/or local resources. <p>PHA Goal: Improve the quality of assisted housing</p> <p>Progress:</p> <ul style="list-style-type: none"> Maintain or improve public housing management as determined by Public Housing Assessment Score Maintain or improve voucher management as determined by Section Eight Management Assessment Program score. Performed customer satisfaction surveys; addressed relevant concerns. Survey conducted with all residents in CDA properties every two years. Evaluated and changed policies to improve over-all operation of affordable housing units including; eligibility guidelines, and smoke free policy. Increased membership of the Resident Councils by more than 50%. Specific projects were identified for public housing residents to volunteer their time and meet the Community Service requirements. Resident newsletter promoted community volunteer opportunities. Revised the Public Housing Admissions and Continued Occupancy Plan (ACOP). Completed annual reviews of both the Administrative plan and the ACOP. <p>PHA Goal: Increase assisted housing choices</p> <p>Progress:</p> <ul style="list-style-type: none"> Conduct outreach efforts to potential landlords interested in rental assistance programs. Increased voucher payment standards as allowed by Budget Authority. Use 100% of Fair Market Rent to assure accessibility to units in all communities. Offered Homestretch home buying education to public housing residents and voucher holders. Promoted services in resident newsletter. Continue to maximize utilization of Housing Choice Voucher Budget Authority. Entered into Memorandum Of Understanding with affordable housing developers that the CDA receives notice when interest lists open so that people on programs are notified. <p>PHA Goal: Promote self-sufficiency and asset development of assisted households</p> <p>Progress:</p> <ul style="list-style-type: none"> Developed agency relationship with local Work Force Center. CDA staff appointed to Work Force Investment Board. Provided information to participants regarding services offered by the Work Force Center in resident newsletter. Received HUD funding for Service Coordinator position in project base section 8 building to increase independence for the elderly or families with disabilities. Provide Service Coordinator services in all Senior buildings operated by CDA using other funding sources. Received funding for Family Self-sufficiency Coordinator for both Section 8 and Public Housing programs. Maintained number of participants to reach goal. <p>PHA Goal: Ensure equal opportunity and affirmatively further fair housing</p> <p>Progress:</p> <ul style="list-style-type: none"> Washington County CDA proactively complies with the Fair Housing Act and other civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. Activities include: <ul style="list-style-type: none"> • Participates in the Fair Housing Implementation Council (FHIC).
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	<ul style="list-style-type: none"> • In 2016, Washington County jointly funded and participated in the following fair housing activities to attempt to address the impediments to fair housing choice facing the region: <ul style="list-style-type: none"> ○ Continued efforts in completing the 2014 Analysis of Impediments and Addendum. ○ Furthered community engagement sessions. ○ Simulation additional fair housing outreach and educational activities. ○ Work with community organizations to explore development opportunities in Washington County for communities of color. ○ Enhanced Homebuyer Education. ○ Encourage inclusive housing location policies for both private and public housing providers. ○ CDA staff participated in Undoing Racism training. • Along with the FHIC, Washington County funded 3 fair housing projects in order to incorporate and support the recommendations from the Addendum to the 2014 Regional AI. The projects are: <ul style="list-style-type: none"> • Housing Justice Center provided a report to the FHIC that identified strategies to minimize and mitigate resident displacement from affordable housing. • American Indian Family Center through their community engagement process, to conduct fair housing training. This includes providing documentation to their communities to help them understand their rights to fair housing. • Southern Minnesota Regional Legal Services housing discrimination attorneys and staff will partner with four local organizations serving immigrant communities to conduct 7 trainings on renters' rights and responsibilities and fair housing law. • In 2017, Washington County addressed recommendation to eliminate priority based on location on the Qualified Allocation Plan. • Work with community organizations to explore development opportunities in Washington County for communities of color. • Provide education to landlords and tenants on rights and responsibilities. • Enhance Homebuyer Education & work with public and non-profit agencies to expand information and services related to fair lending and foreclosure prevention. • Encourage inclusive housing location policies for both private and public housing providers • Council on American-Islamic Relations (CAIR) Minnesota training to CDA staff on Somali and Muslim culture & accommodations.
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>Violence Against Women Act (VAWA)</p> <p>The WCCDA policies and procedures incorporate and support the laws and requirements outlined in the Violence Against Women Act of 2013 (VAWA). The WC CDA has revised and updated the Section 8 Administrative Plan to support victims of domestic violence, dating violence, sexual assault or stalking. The WCCDA will continue to administer its housing programs in ways that support program participants and applicants who may be victims of domestic violence, dating violence, sexual assault or stalking. The WCCDA will not take any adverse action against a resident/participant or applicant solely on the basis of her or him being a victim of such criminal activity, including threats of such activity. "Adverse action" in this context includes denial or termination of housing assistance. The WCCDA will continue to develop/revise policies and procedures as needed to implement the requirements of VAWA and to collaborate with other agencies to prevent and respond to domestic violence, dating violence, sexual assault or stalking, as those criminal activities may affect applicants for and participants in the CDA's housing programs. The HCV Section 8 Administrative Plan and the Public Housing ACOP contain policy on VAWA.</p>

B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>The Washington County CDA defines a substantial deviation of the 5-year Plan as follows:</p> <ul style="list-style-type: none"> a. Any changes to the PHA overall mission. b. Any changes to the goals or objectives that affect services to the residents, or significant changes to the PHA's financial positions. c. A complete revision or abandonment of one or more of the components of a PHA's five year plan. <p>Significant Amendment or Modification to the Annual Plan:</p> <p>The Washington County CDA defines a significant amendment or modification to the Annual Plan as a change in the plans or policies of the PHA that require formal approval by the Washington County CDA Board of Commissioners. It is understood that the Washington County CDA may not adopt the amendment or modification until the PHA has duly called a meeting of its Board of Director and the meetings, at which the amendment or modification is adopted, is open to the public. Further, the CDA understands that it may not implement the amendment or modification until notification of the amendment or modification is provided to HUD and approved by HUD in accordance with HUD's plan review procedures, as provided in Statute 903.23.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. No recommendations, see attachment for comments</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table.

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

- (a) Did the public or RAB provide comments?
- (b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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

DATE September 17, 2019 RESOLUTION NO. 19-38

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

PUBLIC HEARING AND RESOLUTION AUTHORIZING EXECUTION
OF THE PHA CERTIFICATE OF COMPLIANCE WITH THE ANNUAL
PHA PLAN 2020 AND FIVE YEAR PLAN 2020-2024 AND RELATED
REGULATONS INCLUDING REQUIRED CIVIL RIGHTS
CERTIFICATIONS

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 17th day of September, 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 17th day of September, 2019.

CDA Secretary

Barbara Dacy, Executive Director

Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 02/29/2016
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RESOLUTION NO. 19-38

**Resolution Authorizing Execution of the PHA Certification of Compliance with the Annual PHA Plan
2020 and Five Year Plan 2020-2024 and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 2020-2024 5-Year and the 2020 Annual PHA Plan for the PHA fiscal year beginning 2020, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Washington County Community Development Agency
PHA Name

MN 212
PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2020

☒ 5-Year PHA Plan for Fiscal Years 2020 - 2024

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official	Title
John Belisle	Washington County CDA Board Chair
Signature	Date

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

September 17, 2019
BOARD MEETING DATE

AGENDA ITEM A-5

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 08/29/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

HOLD A PUBLIC HEARING AND RESOLUTION
ENDORING THE WASHINGTON COUNTY 2018
CONSOLIDATED ANNUAL PERFORMANCE AND
EVALUATION REPORT AND AUTHORIZING SUBMISSION
TO WASHINGTON COUNTY BOARD OF COMMISSIONERS

BACKGROUND/JUSTIFICATION

The Consolidated Annual Performance and Evaluation Report (CAPER) details Washington County's progress toward meeting the goals outlined in Washington County's 2015-2019 Consolidated Plan and projects undertaken with 2018 Community Development Block Grant (CDBG) and the Home Investment Partnerships (HOME) program funds. The CAPER is a means to communicate to US Department of Housing and Urban Development (HUD) and policymakers how funds are spent and the impact the programs make in our community. The full report can be viewed on the Washington County CDA's website.

The CAPER details accomplishments including 1) funds invested in projects and activities; 2) households and persons assisted; 3) actions taken to affirmatively further fair housing; and 4) grant-funded projects that meet housing and community development needs in Washington County.

Washington County's Program Year 2018 accomplishments included nine home improvement loans, rectory conversion into a 5-bedroom emergency shelter, sewer drain improvements in Landfall, capital improvements to 184 rental units in Cottage Grove, acquisition and improvements of a single family home in Forest Lake, construction of four single family homes in Hugo, and acquisition of six vacant lots in the Red Rock Corridor. Funds also were used to prevent homelessness by providing public services to 1,702 people with housing emergencies.

The draft CAPER was released for public comment and published on the CDA's website with instructions on how to comment on August 23, 2019. The public comment period is open until the end of business on September 17, 2019. Notice of the public comment period and public hearing was published in the Stillwater Gazette. On September 24, 2019 a public hearing will be held in Dakota County on behalf of Dakota County HOME Consortium.

Staff respectfully recommends that the Board hold a public hearing and receive comments on the draft CAPER. Assuming there are no substantive changes as a result, staff further recommends endorsing the CAPER for approval by the Washington County Board of Commissioners on September 24, 2019.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

CDBG Citizen Advisory Committee reviewed and recommended approval of the 2018 Consolidated Annual Performance and Evaluation Report on August 19, 2019

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 9/9/19

ATTACHMENT LIST:

Attachment A – 2018 Consolidated Annual
Performance and Evaluation Report Executive
Summary

FINANCIAL IMPLICATIONS: \$ NA

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS



Washington County
Consolidated Annual Performance and Evaluation
Report
Program Year 2018

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

Executive Summary

The Consolidated Annual Performance and Evaluation Report (CAPER) details Washington County's progress toward meeting the goals outlined in Washington County's 2018 Annual Action Plan and 2015-2019 Consolidated Plan. The CAPER reports on activities funded by the U.S. Department of Housing and Urban Development (HUD) Home Investment Partnerships Program (HOME) and Community Development Block Grant (CDBG) Program. Washington County has participated in the CDBG Program since 2001 and the HOME Program, through the Dakota County Consortium, since 1994. Washington County Community Development Agency (CDA) administers the CDBG and HOME programs on behalf of Washington County.

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

The CAPER contains three main parts:

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

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

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

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

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

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

In the 2018 Program Year, Washington County had the following accomplishments:

- Saint Andrew's Resource Center used funding to finalize the conversion of the St. Genevieve rectory into a 5-bed Emergency Shelter (\$174,019.81 CDBG);
- Generation Acres used HOME funds to construct nine single family homes in Hugo, the project was completed in Program Year 2018 and completed the final draw (\$9,000 HOME);
- Washington County Home Improvement Loan Program assisted nine households in making necessary repairs to their homes (\$155,365.36 CDBG);
- Twin Cities Habitat for Humanity acquired one vacant lot and constructed a single-family home which was then sold to an income eligible homebuyer (\$67,000.00 CDBG);
- Two Rivers Community Land Trust acquired a single-family home. After making energy efficient repairs, this home will be sold to an income eligible homebuyer (\$63,000.00 CDBG);
- City of Landfall used funding for street improvements for replacement of the aged storm sewer line and mill and overlay of the asphalt (\$113,866.00 CDBG);
- Community Action Partnership of Ramsey and Washington Counties finalized a rental duplex in the city of Forest Lake utilizing Community Housing Development Organization set-aside funds (\$24,528.37 HOME);
- Washington County Community Development Agency used funding to begin work on replacing tub-valves in a 184-unit rental complex (\$44,630.99 HOME);
- Washington County Community Services provided homelessness prevention services (crisis funding and service staffing) and assisted 1,702 people (\$125,695.00 CDBG);
- Program Administration (\$121,166.47 CDBG and \$21,495.29 HOME).
 - Utilizing Program Administration Fund, Washington County, in collaboration with cities and counties in the Twin Cities Metro area, funded fair housing projects for tenant rights and community engagement. The CDA hosted a training for staff and Washington County Community Services staff on human rights advocacy. Washington County participated in the Twin Cities Section 3 Collaborative to implement certification and outreach activities on a metro-wide basis for Section 3 covered projects meant to empower low to moderate income residents and businesses to access employment and contracting opportunities.

In the 2018 Program Year, the total expenditure of CDBG funds was \$864,743.63 of which \$743,577.16 was disbursed to projects and \$121,166.47 for program administration. The total expenditure of 2018 Program Year HOME funds for Washington County 55,023.66, of which \$33,528.37 was distributed for projects. Administration expenditures were disbursed totaling \$21,495.29.

I. Summary of Resources and Distribution of Funds

For 2018 Program Year, Washington County was appropriated CDBG funds, as an Urban County Entitlement Community, in the amount of \$742,423.00 and HOME funds, as a Dakota County Consortium Member, in the amount of \$334,219 to accomplish the goals identified in its 2018 Annual Action Plan.

In addition to the annual allocations, Washington County received \$33,895.00 of program income during the 2017 Program Year through payoffs of CDBG-funded Home Improvement Loans. It is a requirement that program income be expended prior to entitlement funds. As a result, \$33,895.00 of 2017 CDBG entitlement funds became unallocated and were reallocated in the 2018 Annual Action Plan thus making a total of \$776,318 available.

In Program Year 2017, \$15,300 of HOME funds received in program income through payoffs Down Payment Assistance Loans. As a result of this, \$15,300 of 2018 Program Year CDBG entitlement funds became unallocated and were reallocated in the 2018 Annual Action Plan, thus making a total of \$349,519.00 available. Washington County committed the following funds in 2018 Program Year:

2018	Community Development Block Grant (CDBG)	\$742,423.00
2017	Community Development Block Grant Program Income	\$33,895.00
2018	HOME Investment Partnerships (HOME)	\$334,219.00
2017	Home Investment Partnerships Program Income	\$15,300.00
TOTAL		\$1,125,837.00

Allocation of Resources: 2018 Program Year funds were allocated to the following activities.

PROJECTS	CDBG	HOME	OBJECTIVE	OUTCOME	Units/households served
Two Rivers Community Land Trust Scattered Site Acquisition and Rehabilitation	\$70,000		Decent Housing	Affordability	1 unit
Washington County Community Development Agency-Woodland Park Rental Rehabilitation	\$181,505		Decent Housing	Sustainability	184 units
Home Improvement Loan Program	\$241,079		Decent Housing	Sustainability	10 units
Twin Cities Habitat for Humanity Scattered Site Acquisition and Rehabilitation		\$265,964	Decent Housing	Affordability	5 units
Washington County Community Services-Family Service Worker and Crisis Fund Assistance	\$125,695		Creating Suitable Living Environment	Affordability	540 persons
Consortium Community Housing Development Organization (CHDO) Set-Aside		\$50,133	Decent Housing	Affordability	
Administration	\$158,039	\$33,422			
Total	\$776,318	\$349,519			

While these funds were allocated through the Annual Action Plan, the amount of funds expended during the 2018 Program Year includes funds allocated in prior years but not expended until the 2018 Program Year due to project timelines. Washington County disbursed a total of \$919,767.29 in CDBG and HOME funds during the 2018 Program Year. Expenditures for projects and activities include: Saint Andrew's Emergency Shelter, the Home Improvement Loan Program, Washington County CDA Rental Rehabilitation, Habitat for Humanity Scattered Site II, Two Rivers Community Land Trust, City of Landfall Street Improvements, Twin Cities Habitat for Humanity Generation Acres, Washington County Public Services and CDA administration. Due to other projects not having spent down their entire allocation as of June 30, 2018, expenditure percentages may seem higher or lower in some areas. All projects funded met a federal National Objective as well as goals and priorities established by Washington County. All projects other than administration benefitted families at or below 80% area median income (AMI).

The total expenditure of CDBG funds in the 2018 Program Year was \$864,743.63. HOME funds total expenditure for Washington County was \$55,023.66. The table below shows the project expenditures that took place in the 2018 Program Year, even if funded with prior year allocations.

2018 Program Year Expenditures

PROJECTS	CDBG Expenditures	HOME Expenditures	Accomplishment
Saint Andrew's Emergency Shelter	\$174,019.81		5- Emergency Beds
Generation Acres		\$9,000.00	9 Single Family Homes
Washington County Home Improvement Loan Program	\$155,365.36		9 Owner Occupied Homes
Habitat for Humanity Scattered Site Acquisition	\$67,000.00		6 New Owner Units
Two Rivers Community Land Trust Scattered Site Acquisition & Rehabilitation	\$63,000.00		1 Owner Occupied Homes
Washington County Community Development Agency Woodland Park	\$44,630.99		184 Rental Units
Community Action Partnership CHDO Rental		\$24,528.37	2 Rental Units
Landfall Street Improvements	\$113,866.00		756 persons
Washington County Community Services – Social Worker	\$125,695.00		1,702 persons
Washington County Community Services – Crisis Fund			
Washington County Community Development Agency Administration	\$121,166.47	\$21,495.29	
Total	\$864,743.63	\$55,023.66	

HOME Highlights

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



CDBG Highlights

Rental Rehabilitation: Washington County Community Development Agency replacing tub-valves in 184-rental units. This project is still underway.

Before: Two Handled Faucet



After: One Handle Faucet



Before: No shut off valve



After: New valve and shut off



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

Before



After



Public Facilities: Saint Andrew's Resource Center converted the St. Genevieve Church rectory into a 5-bed emergency Shelter. The project was completed in summer of 2018.



Acquisition and Rehabilitation: Two Rivers Community Land Trust purchased a single-family home in Forest Lake. Energy efficiency improvements are being completed. The home will then be sold to an income eligible homebuyer.



Acquisition: Habitat for Humanity purchased a vacant lot in Cottage Grove using CDBG funds. They then constructed a single-family accessible unit. The home will then be sold to an income eligible homebuyer.

Before:



After:



Public Improvements: The City of Landfall is replacing their spring sewer drains and then proceeding with the mill and overlay. Project is still underway.



Project Activity Modifications:

The Woodland Tub Valve project had bids come in lower than anticipated and will not utilize \$64,150 of CDBG funding. This will be allocated through the Program Year 2020 funding allocation process.

Other Financial Information

Washington County received a total of \$33,895 in CDBG program income during 2018 Program Year from Home Improvement Loan Program repayments. These funds were allocated as follows: Administration 10%, Public Services 15%, and the remaining 85% were recycled back into the Home Improvement Loan Program.

The Washington County Home Improvement Loan Program, as of June 30, 2019, had 74 loans outstanding with principal balances totaling \$1,166,116.95. Loans in the Washington County Home Improvement Loan Program are deferred until the homeowner sells the property, refinances the property and receives cash back from the refinancing, or no longer occupies the residence as their primary residence. The Washington County Down Payment Assistance Program had 30 outstanding loans totaling \$262,500, as of June 30, 2019. These loans are also deferred until the homeowner sells, refinances the property and receives cash back from refinancing, or no longer occupies the residence as their primary residence.

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

DATE September 17, 2019 RESOLUTION NO. 19-39

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

RESOLUTION ENDORSING THE WASHINGTON COUNTY 2018
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION
REPORT AND AUTHORIZING SUBMISSION TO WASHINGTON
COUNTY 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 17th day of September, 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 17th day of September, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-39

RESOLUTION ENDORSING THE WASHINGTON COUNTY
2018 CONSOLIDATED ANNUAL PERFORMANCE AND
EVALUATION REPORT AND AUTHORIZING SUBMISSION
TO WASHINGTON COUNTY BOARD OF COMMISSIONERS

WHEREAS, Washington County is an Entitlement Jurisdiction of federal Community Development Block Grant (the “CDBG”); and

WHEREAS, Washington County is a member of the Dakota County HOME Consortium as a Participating Jurisdiction of the HOME Investment Partnerships program (the “HOME”); and

WHEREAS, Washington County Community Development Agency (the “CDA”) has entered into a Subrecipient Agreement with Washington County to administer and manage the CDBG and HOME programs (collectively, the “Programs”); and

WHEREAS, the Programs require the submission of a Consolidated Annual Performance and Evaluation Report (the “CAPER”) every year in accordance with Chapter 91 of Title 24 of the Code of Federal Regulations; and

WHEREAS, the CAPER requires a fifteen day public notice and public hearing before approval; and

WHEREAS, the Dakota County HOME Consortium will hold a public hearing on September 24, 2019 at 9:00 am at the Dakota County Administration Center, 1590 West Highway 55, Hastings, Minnesota; and

WHEREAS, a public hearing was held on September 17, 2019 at the Washington County CDA, 7645 Currell Boulevard, Woodbury, Minnesota; and

WHEREAS, the required public comment period for the CAPER was held from August 23, 2019 to September 17, 2019; and

WHEREAS, the CAPER must be submitted to the U.S. Department of Housing and Urban Development by September 30, 2019.

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

1. That the Authority recommends to the Washington County Board of Commissioners approval of the 2019 Consolidated Annual Performance and Evaluation Report for submission to the U.S. Department of Housing and Urban Development.
2. That the Executive Director is hereby authorized to execute the certifications as presented, subject to such changes to the certifications that the Executive Director deems reasonable and necessary and the Executive Director verifying that all requirements for the CDBG and HOME programs are completed.
3. That the Executive Director is hereby authorized, empowered, and directed to execute and deliver in the name and on behalf of the Authority any other documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the Consolidated Annual Performance and Evaluation Report as contemplated above.
4. 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 17th day of September 2019.

Chair

ATTEST:

Secretary

NEW BUSINESS

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

September 17, 2019
BOARD MEETING DATE

AGENDA ITEM A-6

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 9/4/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION ADOPTING THE WASHINGTON
COUNTY COMMUNITY DEVELOPMENT AGENCY
POLICY FOR THE NAMING OF CDA-OWNED
FACILITIES AND AMENITIES

BACKGROUND/JUSTIFICATION

At its August meeting, the CDA Board discussed a draft policy formalizing the method and criteria for naming its rental properties and amenities (e.g. community rooms and public plazas). A formal naming policy will provide a consistent and purposeful nomenclature to the CDA's rental portfolio.

Based on the Board's discussion, staff amended the draft policy to add criteria for naming a facility or amenity in recognition of a financial or real estate contribution to the facility. Staff also clarified the need for Board approval, by resolution, to name a facility or amenity after an individual or family.

Staff respectfully recommends approval of the resolution establishing a policy for naming facilities and amenities.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

8/20/2019 – CDA Board of Directors Discussion of Draft Naming Policy

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 9/9/19

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

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

DATE September 17, 2019 RESOLUTION NO. 19-40

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

RESOLUTION ADOPTING THE WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY POLICY FOR THE
NAMING OF CDA-OWNED FACILITIES AND AMENITIES

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 17th day of September, 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 17th day of September, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-40

RESOLUTION ADOPTING THE WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY POLICY FOR THE
NAMING OF CDA-OWNED FACILITIES AND AMENITIES

WHEREAS, the Washington County Community Development Agency (the “Agency”) owns real property including apartment buildings (individually and collectively, the “Property”); and

WHEREAS, the Agency assigns names to Property and amenities within Property for marketing, branding, and recognition purposes; and

WHEREAS, the Agency may choose to name Property in memory or honor of an individual; and

WHEREAS, the Agency has developed a policy with formal criteria to follow when naming Property and amenities.

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

1. That the Washington County Community Development Agency Policy for the Naming of CDA-Owned Facilities and Amenities (Exhibit A) is approved and effective immediately.
2. 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 17th day of September 2019.

Chair

ATTEST:

Secretary

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 an individual or members of a family who have made a significant contribution to the CDA, Washington County, and/or the city in which the site is located; or
 - C. In recognition of an individual or members of a family who have made a financial or real estate contribution to the facility.
- 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. Staff will seek comment from the City where the facility is located.
 - 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 II. C.)
 - 4. A financial or real estate contribution (see section II.D.)
 - C. Consideration shall be given to the naming of facilities and amenities after an individual or members of a family only if one of the following criteria has been met:

1. The individual has been deceased for at least one year;
 2. The individual demonstrated character which exemplified and was consistent with the mission of the CDA; and
 3. The individual made significant contribution, above and beyond, to the CDA, Washington County, and/or the municipality through a long-term, demonstrated commitment to affordable housing and economic development providing benefit to the residents and community.
- D. Consideration shall be given to the naming of facilities and amenities after an individual or members of a family in recognition of a financial contribution or real estate donation in accordance with this policy.
- E. If facility or amenity names are considered under section II.C. or II.D., a Board resolution will be sought. Staff shall make recommendations to the CDA Board concerning the naming of facilities and amenities. Staff will synthesize any community comments received and make a recommendation to the CDA Board.
- III. Renaming CDA Facilities: It is the preference to retain long-standing names of CDA-owned facilities and amenities. Renaming a CDA facility and amenity can occur only if:
- A. A valid justification for renaming the facility is provided;
 - B. Rebranding of the facility or amenity is deemed appropriate;
 - C. Changing the name will not cause undue confusion within the community; and
 - D. An appropriate level of community support exists.

If facility or amenity is proposed to be renamed, a Board resolution will be sought. Staff shall make recommendations to the CDA Board concerning the renaming of facilities and amenities. Staff will synthesize any community comments received and make a recommendation to the CDA Board.

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

September 17, 2019
BOARD MEETING DATE

AGENDA ITEM A-7

Community Development
ORIGINATING DEPARTMENT/SERVICE

Melissa Taphorn 9/4/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

RESOLUTION NAMING THE COMMON SPACE AT THE
GLEN AT VALLEY CREEK "BILL AND JOAN HARGIS
COMMUNITY ROOM"

BACKGROUND/JUSTIFICATION

The CDA is slated to open its eleventh senior apartment building, The Glen at Valley Creek, in November 2019. Late Commissioner and Board Chair Bill Hargis was a champion of affordable housing during his many years of public service and during his tenure at the CDA, specifically requested a deeper strategy for affordable senior housing. In accordance with the CDA's new naming policy, it is proposed that an amenity of The Glen at Valley Creek be named after Bill and his wife Joan to honor their memory and significant contributions to the Woodbury community and the CDA mission.

Bill Hargis served on the CDA Board of Commissioners from January 2012 until his passing in April 2018. He served as Chair of the CDA Board in 2013 and from January 2015 to April 2018. Under his leadership, policies were developed to improve resident communication including adding an open forum to monthly agendas, formalizing complaint tracking, and enhancing CDA programs for seniors and those with disabilities. Bill's community background and expertise enabled the CDA to agree on new strategic initiatives with the County Board.

Bill promoted affordable housing and economic development long before his tenure with the CDA. While serving as mayor of the city of Woodbury (1993-2010), Bill advocated for affordable life cycle and workforce housing to be included during this fast growth period. Woodbury was one of very few communities during 1996-2010 to meet its affordable housing goals with the Metropolitan Council. He served on the Regional Council of Mayors' Task Force on Affordable Housing, chaired the Metropolitan Council Transportation Advisory Board Programming Committee, and established the Woodbury HRA.

Being a public servant affects the entire family with many meetings during the week and phone calls and emails from constituents and staff. His wife, Joan until her passing in April 2016, strongly supported Bill's work. I spoke with Mark Hargis about this proposal and he specifically stated that the recognition should be the Bill and Joan Hargis Community Room.

Through these actions and an abundance of other community involvement, Bill and Joan Hargis went above and beyond to be a champion of affordable housing for the CDA, Washington County and the city of Woodbury. Staff respectfully recommends approval of the resolution naming the community room at The Glen at Valley Creek apartments in memory of late CDA Commissioner and Board Chair Bill Hargis and his wife Joan Hargis.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 9/9/19

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ N/A

BUDGETED: ☐ YES ☐ NO

FUNDING: _____

COMMENTS

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

DATE September 17, 2019 RESOLUTION NO. 19-41

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

RESOLUTION NAMING THE COMMON SPACE AT THE GLEN AT
VALLEY CREEK "BILL AND JOAN HARGIS COMMUNITY ROOM"

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 17th day of September, 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 17th day of September, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-41

RESOLUTION NAMING THE COMMON SPACE AT THE
GLEN AT VALLEY CREEK “BILL AND JOAN HARGIS
COMMUNITY ROOM”

WHEREAS, the Washington County Community Development Agency (the “Agency”) has constructed a senior apartment building located in the city of Woodbury known as The Glen at Valley Creek; and

WHEREAS, the Agency has adopted a Policy for Naming CDA-Owned Facilities and Amenities (the “Policy”); and

WHEREAS, the Policy designates criteria for naming of facilities and amenities in memory or honor of an individual; and

WHEREAS, the Agency comes forward with a recommendation to formally name The Glen at Valley Creek community room “Bill and Joan Hargis Community Room” in honor of the late William Hargis and Joan Hargis; and

WHEREAS, Bill Hargis was an Agency Commissioner from 2012 to 2018, and the Board of Commissioners Chair in 2013 and from 2015 to 2018; and

WHEREAS, Bill Hargis served as the City of Woodbury Mayor from 1993 to 2010; and

WHEREAS, the public record clearly demonstrates the significant contributions of Bill and Joan Hargis to advancing affordable housing and economic development in Washington County; and

WHEREAS, the Agency has determined that the recommendation is consistent with the Policy.

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

1. That the name of the community room located in The Glen at Valley Creek senior apartment building be named "Bill and Joan Hargis Community Room".
2. 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 17th day of September 2019.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

September 17, 2019
BOARD MEETING DATE

AGENDA ITEM A-8

Economic Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 9/5/2019
REQUESTOR'S SIGNATURE/DATE

BOARD ACTION REQUESTED

Resolution Amending the Predevelopment Finance Fund
Program Policy and Guidelines

BACKGROUND/JUSTIFICATION

In February 2018, the CDA Board created a grant program to share the costs of predevelopment technical studies with cities and townships. The purpose of the Predevelopment Finance Fund is as follows:

- 1) Increase the availability of shovel ready commercial and industrial sites;
- 2) Provide opportunities for our existing businesses to stay and grow;
- 3) Spur new business development opportunities;
- 4) Provide new opportunities for business diversity;
- 5) Create increased commercial and industrial market values; and
- 6) Assist with redeveloping blighted properties.

Recommendation

The Predevelopment Finance Fund Program policy and guidelines were approved in February 2018 when the program was created. At the request of the City of Woodbury, staff is asking the CDA Board to consider amending the current policy to authorize grant awards of more than \$40,000 (the current allowable maximum) on a case-by-case basis at the sole discretion and upon approval of the CDA Board.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

- The Washington County Economic Development Work Group meetings and development of the 2017-2019 Economic Development Plan which included the Predevelopment Finance Fund (August 2016 – March 2017).
- The CDA Board approved the 2017 – 2019 ED Plan (April 2017).
- The County Board reviewed and supported the 2017 -2019 ED Plan (May 2017).
- The CDA Board budgeted \$150,000 for the proposed program for FY18 (July 2017).
- The County Board approved the 2018 levy request which included \$150,000 for the Predevelopment Finance Fund (August-September 2017).
- The CDA Board approved Predevelopment Finance Fund Policy and Guidelines (Approved February 2018).
- Economic Development Director mentioned in his July report that an application is anticipated from the City of Woodbury that exceeded the \$40,000 maximum allowable grant award currently in the policy (July 2019)

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 9/11/19

ATTACHMENT LIST:

None

FINANCIAL IMPLICATIONS: \$ _____

BUDGETED: ☒ YES ☐ NO

FUNDING: Economic Development Budget

COMMENTS

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

DATE September 17, 2019 RESOLUTION NO. 19-42

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

RESOLUTION AMENDING THE PREDEVELOPMENT FINANCE
FUND PROGRAM POLICY AND GUIDELINES

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 17th day of September, 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 17th day of September, 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-42

RESOLUTION AMENDING THE PREDEVELOPMENT
FINANCE FUND PROGRAM POLICY AND GUIDELINES

WHEREAS, the Washington County Community Development Agency (the "Agency") approved Resolution 18-05 on February 20, 2018 creating the Predevelopment Finance Fund Program ("the Program"); and

WHEREAS, the purpose of the Program, as reflected in Exhibit A attached hereto and made a part hereof, is to:

- 1) Increase the availability of shovel ready commercial and industrial sites;
- 2) Provide opportunities for existing businesses to stay and grow;
- 3) Spur new business development opportunities;
- 4) Provide new opportunities for business diversity;
- 5) Create increased commercial and industrial market values;
- 6) Assist with redeveloping blighted properties; and

WHEREAS, the activities to be undertaken under the Program are all activities that the Agency could undertake directly pursuant to Minnesota Statutes, 469.001 to 469.047 and 469.090 to 469.1082; and

WHEREAS, the Agency has determined that an amendment to the Program's Policy and Guidelines is desired to increase the maximum dollar amount of grant awards available per year, per city to exceed \$40,000 at the discretion and approval of the CDA Board to accomplish the purposes heretofore set out by assisting municipal predevelopment efforts and promoting the development of commercial and industrial properties.

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

1. That the First Amendment to the Predevelopment Finance Fund Policy and Guidelines in Exhibit A is hereby adopted;
2. That the Executive Director/her designee is hereby authorized, empowered, and directed to immediately implement the changes made in the First Amendment to the Predevelopment Finance Fund Program Policy and Guidelines including the preparation of all documents and instruments in such form and on such terms and conditions as she deems necessary or appropriate in connection with the implementation of the Predevelopment

appropriate in connection with the implementation of the Predevelopment Finance Fund as amended;

Adopted this 17th day of September 2019.

ATTEST:

Chair

Secretary

FIRST AMENDMENT
WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND
POLICY AND GUIDELINES

I. Purpose:

To provide predevelopment grants to cities, townships and local government development authorities located in Washington County. These funds are intended to: 1) increase the availability of shovel ready properties in the county; 2) provide opportunities for our existing businesses to stay and grow here in Washington County; 3) spur new business development and job opportunities in the County; 4) provide opportunities for business diversity; 5) increased commercial and industrial market values within Washington County, and 6) assist with removing blighted properties.

II. Maximum Grant Awards and Matching Requirements:

a. There will be two levels of grant funding. The small pool will include a lower level of funding of grants totaling less than \$10,000. The large pool will include grant amounts between \$10,000 and \$40,000.

a-b. Exceptions to the maximum amount of large pool applications may be granted at the discretion and approval of the CDA Board based on available funds and submission of application materials in compliance with Section IV. g. ii.

c. Grant amounts may not exceed \$40,000 per year, per city, at the discretion and approval of the CDA Board based on available funds unless an exception in II. B. has been granted by the CDA Board.

b-d. Matching funds from the Applicant is -and required, and must be a \$1 to \$1 (CDA funds to local funds) match for large pool grants of \$10,000 or more and .20 cents local to every \$1 of CDA funds match for small pool grants of less than \$10,000.

e-e. Applicants may use non-public funds as local match. In-kind contributions shall not be considered a match.

III. Eligible Applicants:

Eligible applicants include cities and townships located in Washington County, and/or their duly created economic development organizations or authorities that are enabled under Minnesota Statutes are eligible to apply.

IV. General Program Parameters and Application Requirements:

a. Applicants must consult with CDA Economic Development Director prior to the submission of an application to determine if the proposed request would meet the intent and the criteria of the program.

- b. The required application form will be provided upon request; however, a detailed project narrative must accompany the application and must address the following items in order to proceed to scoring:
 - i. A description of the proposed activities for which the grant funds will be utilized and a description of the expected development including the anticipated types of businesses as a result of the activities.
 - ii. An analysis of how the proposed activities satisfy the criteria in Section VII, including an analysis of why the property is not likely to develop through the normal private sector development process without the requested CDA funding.
 - iii. A sources and uses spreadsheet identifying the expenditures/uses anticipated, including the purpose of the requested funds, and identifying all sources of funds to pay for the proposed work, including the matching funds. It must be documented that the matching funds will be used for eligible activities.
 - iv. A project timeline describing when the requested activities is proposed to occur, the timeline of subsequent activities including, the timeline of anticipated development and the expected type(s) of development.
 - v. A description of how the development is consistent with policies and strategies of the local community comprehensive and/or other economic development plan.
 - vi. A description of the benefits to the city and the county, including but not limited to, a description of total anticipated jobs, wages, the amount of new jobs, the level of private investment, the change in commercial and industrial market values, and anticipated indirect economic benefits.
 - vii. A description of how anticipated development interacts with the local economy, existing businesses and suppliers and the accessibility to local talent), and whether the anticipated development diversifies the economic base of the community.
 - viii. A description of the level of local commitment to the development of the property, including an explanation of previous or pending public meetings.
- c. Submission of a supporting resolution from the governing body of the jurisdiction (template provided below).
- d. The Washington County CDA reserves the right to award all or a portion of the funds requested.
- e. Applications will be accepted on a continual pipeline basis until all available funds have been exhausted.
- f. The general operating costs of an applicant may not be funded through this grant or be used to fulfil matching requirements.
- g. Two pools of funds are available:
 - i. The "Small Pool" is for grants of less than \$10,000 and is awarded by the Washington County CDA Economic Development Director.
 - 1. The application will be reviewed and ranked in the order in which it was received. A minimum of 60 points must be scored in order to be funded from the Small Pool.

- ii. The “Large Pool” is for grants ranging from \$10,000 to \$40,000 and is awarded by the Washington County CDA Board of Commissioners.
 - 1. The application will be reviewed and ranked in the order in which it was received. Applications for the Large Pool will be processed for the next available Board meeting. A minimum of 60 points must be scored in order to be funded from the Large Pool.
 - 2. Funds already expended on eligible activities within six months of the date of application may be included in the request and approved by the CDA Board.
 - h. Any CDA funded activities that are included in a MN Statutes Chapter 429 Assessment must be reimbursed to the Washington County CDA.
- V. Eligible Activities:
 - a. The following activities are eligible for funding:
 - i. Environmental studies (including wetland studies, EAW, EIS and AUAR studies, geotechnical, soil tests and feasibility studies)
 - ii. Site planning and design (including land use studies)
 - iii. Appraisals
 - iv. Survey work
 - v. Engineering studies including reports, drawings and water, sewer and storm water feasibility studies (these items may be required to be reimbursed through Chapter 429 assessments)
 - vi. TIF, Tax Abatement Analysis (i.e. TIF Plan) or other financial incentives planning
 - vii. Other predevelopment activities as determined to be acceptable at the discretion of the CDA Board of Directors.
 - b. It is anticipated that the above eligible activities will be aimed at development or redevelopment of a blighted property, underutilized property, creation or redevelopment of large acreage industrial/business park, and/or difficult to develop or contaminated sites.
- VI. Grant Distribution and Close Out:
 - a. All budgeted grant activities must be drawn from the grantee’s program account held by the Washington County CDA Predevelopment Finance Fund. Requests for draws must be fully documented and contracts must be executed and invoices or proof of payment submitted to the CDA prior to release of any funds.
 - b. At the end of the grant period the grantee must provide a final report to document:
 - i. All grant activities have been completed;
 - ii. All funds received must have been expended; and
 - iii. The proposed study or activity paid for by CDA funds has been achieved.
 - c. The Washington County CDA reserves the right to terminate the grant agreement if the proposed project is not making adequate progress.
- VII. Funding Priorities and Scoring System:
 - a. If the application is complete and demonstrates compliance with the intent and the criteria of the program, applications will be reviewed and ranked

in the order in which it was received based on the following competitive criteria:

- i. Increase the Inventory of Commercial and Industrial Shovel Ready/Developable Properties. The application clearly demonstrates that development on the subject parcel(s) is not imminent, and also demonstrates that the request will allow development to occur that may not otherwise occur. [up to 20 Maximum Points]
 - ii. Business Retention and Expansion. The application clearly demonstrates that the request could allow for retention and/or expansion of existing business. [up to 10 Maximum Points]
 - iii. Opportunity for Business Diversity. The application clearly demonstrates that the request could provide for different types of businesses to be located in the community thereby strengthening the diversity of the existing economy. [up to 10 Maximum Points]
 - iv. Removes Blighted Properties. The application clearly demonstrates that the request will aid in removing blighted properties that may be hindering economic investment. [up to 10 Maximum Points]
 - v. Economic Benefit. The application clearly demonstrates the potential future impact/benefit on the local economy, as measured through factors including but not limited to growth and/or projected growth in commercial and industrial value, property taxes, and/or the potential for new and/or retained livable wage jobs. [up to 40 Maximum Points]
 - vi. Increased Leverage. The applicant provides local matching contributions in excess of the minimum requirements for the large pool grant and small pool request requirements. [up to 10 Maximum Points]
- b. Applications must be submitted on the forms provided by the CDA and will be accepted on a pipeline basis beginning March 1, 2018. Applications must be submitted electronically by email to the CDA Economic Development Director.

VIII. Grant Agreement:

- a. ~~CDA staff will work with the~~The Applicant ~~and must~~ enter into a Grant Agreement. This agreement will detail the terms and conditions of the grant, ~~as determined by the CDA and allow for the release of funds to the grant recipient.~~
- b. The grant agreement will require funds to be spent no later than December 31, ~~2019~~21 of the year following the Grant Agreement execution date.
- c. The Grant Agreement must be fully executed by both parties no later than December 31, ~~2020~~18 of the year approved.
- d. Waivers and extensions to any provision in the agreement requested by the grantee will be considered on a case by case basis depending on the merits of the request.
- e. Grants will be paid on a reimbursement basis. Grantees will be required to submit quarterly/semi-annual progress reports to the CDA when requested.

REQUIRED RESOLUTION PROVISIONS – CITY

WHEREAS, the City of has identified a proposed project within the City that meets the Washington County Community Development Agency (CDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the City has established that the property in consideration has been zoned and/or guided for future development accordingly and the proposed project is a high priority of the city; and

WHEREAS, the City supports the proposed project scope of work and hereby supports the application to the Predevelopment Finance Fund; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents.

NOW THEREFORE BE IT RESOLVED that the City of approves the application for funding from the Washington County CDA Predevelopment Finance Fund.

BE IT FURTHER RESOLVED that upon approval of its application by the Washington County CDA, [insert authorized official's name], the [insert authorized official's title], is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

September 17, 2019
BOARD MEETING DATE

AGENDA ITEM A-9

Economic Development
ORIGINATING DEPARTMENT/SERVICE

Chris Eng 9/5/2019
REQUESTOR'S SIGNATURE/DATE

Board action requested

Resolution Authorizing the Executive Director to enter into a Grant Agreement with the City of Woodbury Economic Development Authority to Fund Predevelopment Commercial Master Plan Studies for Station Areas Along the New Metro Gold Line Corridor in Woodbury

BACKGROUND/JUSTIFICATION

CDA staff recommends approving a resolution authorizing the Executive Director to enter into a Predevelopment Finance Fund Program grant agreement with the City of Woodbury Economic Development Authority in an amount not to exceed \$50,000. The City is proposing to commit \$100,000 in city funds to match the requested \$50,000 in CDA dollars (\$2 to \$1) to assist with station area master planning surrounding the three proposed METRO Gold Line station areas in Woodbury to spur and guide future commercial development and redevelopment opportunities.

The METRO Gold Line station planning areas in the City of Woodbury contain over 400 acres and will focus on high-quality, well planned commercial places to work, places to shop and high-density residential uses that are likely to develop or redevelop as a result of the proposed transit investment. The goal of these planning activities is to enhance potential for future development and/or redevelopment that would bring both additional jobs and commercial tax base into the city and county.

Woodbury has found that effective master planning helps secure high-quality private investment in commercial spaces. Initial planning in the southern portion of the project area has identified the potential for 70,000 square feet of additional retail space, 350,000 square feet of additional office space, 150 high density residential units and 120 hotel rooms. Once implemented, the master plan will become part of the marketing material for city staff to have available where/when site selectors often inquire about the availability of transit. The Gold Line station master planning will assist Woodbury in the ability to offer a 410-acre Project Area that includes a cohesive and consistent set of zoning and aesthetic standards that will make Woodbury more competitive in the eyes of site selectors.

The application is attached as Attachment A.

PREVIOUS ACTION ON REQUEST/OTHER PARTIES ADVISED

EXECUTIVE DIRECTOR/DATE:

Barbara Dacy 09/05/2019

ATTACHMENT LIST

Attachment A – Grant application

FINANCIAL IMPLICATIONS: \$50,000

BUDGETED: X YES NO

FUNDING: Economic Development (Fund 300)

COMMENTS

WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND GRANT APPLICATION

General Information

Date: September 10, 2019

Project Name: Gold Line Station Area Master Planning

Applicant City/Township: Woodbury Economic Development Authority

Applicant Address: 8301 Valley Creek Road; Woodbury, MN 55125

Application/Project Contact: Karl Batalden

Contact Email Address: karl.batalden@woodburymn.gov

Contact Phone Number: 651-414-3438

Authorized Official(s) for Execution of Contracts (name and title): Dwight W. Picha, EDA Secretary

How much grant funding are you requesting? \$50,000

Is the applicant an eligible public entity as defined in the program policy and guidelines? Yes X No

I. PREDEVELOPMENT FINANCE FUND PROPOSED PROJECT DESCRIPTION

1. Describe the city's/township's goals, objectives and need for the Predevelopment Finance Fund grant and anticipated future commercial and industrial opportunities and other proposed components. Please explain the public benefit of the proposed plan, report or study. Attach copy of proposed contract for services or scope of work for any activities to be funded by CDA grant funds.

Please see **Attachment A: "Goals, Policies and Project Priorities"** as well as **Attachment B: "Gold Line Station Master Plan Area"**.

2. Has a developer or end user been identified or committed to the proposed site?

No. This grant application requests financing to assist with the station area master planning surrounding the three proposed METRO Gold Line station areas in Woodbury. Woodbury believes from an economic development perspective that the proposed METRO Gold Line will help spur development and redevelopment activity and the master planning process will facilitate those development and redevelopment activities.

3. Provide a brief history of the site including any previous uses, activities, prior or existing contamination, and other previous attempts at selling, developing or redeveloping the site. (please

identify any obstacles that may be preventing the city/township from accomplishing its goals for the site or area)?

The Gold Line Station Master Plan Area (“Project Area”) consists of approximately 410 acres in northwestern Woodbury including a variety of places to work, places to shop, high-density residential uses, open space and public/semi-public uses. While there are additional acres within the traditional half-mile radii of the station locations, the Project Area is focusing on the commercial and high density residential uses that are likely to develop or redevelop as part of the proposed transit investment.

The Project Area first began its development several decades ago with the multi-tenant office building at 500 Bielenberg (sometimes referred to as the Hartford Building) and over time hundreds of thousands of square feet of commercial development, several apartment buildings and supporting amenities have been developed.

The Project Area is proposed to include the start of the METRO Gold Line which presents a unique economic development opportunity for development as well as redevelopment in the Project Area.

The Project Area does not include any known contaminated sites. While Woodbury does not envision significant barriers in developing or redeveloping sites within the Project Area, the master planning process will lead to a better quality of development and redevelopment activity.

4. Describe any studies or development activities at the proposed site or project area that have already been completed or are currently underway (if applicable).

Woodbury utilized its 2040 Comprehensive Plan process to identify goals and policies that the will ultimately be used to generate master plans that are intended to deliver bus rapid transit-oriented development (BRTOD) to capitalize on the proposed transit investments made for the Gold Line. Additionally, initial station area planning occurred in 2018 and 2019 during previous planning phases of the proposed METRO Gold Line as facilitated by Crandall Arambula, a contractor working for Gold Line Partners. This initial planning identified the locations of the station areas for the METRO Gold Line and increased the number of stations in Woodbury from two to three to increase opportunities for BRTOD.

The initial planning identified the proposed Tamarack station (northern of three Woodbury stations) in Woodbury as an “employment station” which focuses on land uses that include a high number of jobs per acre, such as medical, financial, technology, and corporate headquarters. Further south, the initial planning identified the proposed Woodbury Theatre and Woodbury I-494 stations as “commerce stations” which include substantial employment, entertainment, retail, and dining uses and offer the opportunity to establish or strengthen an activity center that serves daily and weekly shopping needs of residents along the corridor.

5. Proposed Budget. Itemize all funding sources that have been or will be used to complete the proposed project goals and activities.

In addition to the tables below, please see **Attachment C: “Gold Line Station Master Plan Area Proposed Sources and Uses”**. The attachment provides more details regarding the uses of the funds than the summary table below.

The Woodbury EDA has created an initial budget based on previous master plan experiences. Procurement of a consulting team has not been finalized. The EDA proposes that if the ultimate project budget is less than the anticipated \$150,000, the amount of the CDA grant funding would be reduced on a pro rata basis.

Source of Funds	Amount	Committed	Pending
Washington County CDA Funds	\$50,000	<input type="checkbox"/>	X
Woodbury EDA	\$100,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$150,000		

Itemize expenses for the completion of the proposed project goals or proposed activities.

Itemized Use of Funds/Expenses	Costs	Funding Source
Stakeholder engagement and public processes	\$20,000	CDA/EDA
Market study, need assessment and design standards	\$80,000	CDA/EDA
Land use evaluation	\$20,000	CDA/EDA
Implementation plan	\$30,000	CDA/EDA
Total:	\$150,000	

II. DETAILED PROJECT AND ACTIVITY DESCRIPTION

1. Please provide location maps, photos, current and projected site plans (if available). (maps should include site or project area location, property boundaries, north arrow, and bar scale, etc.)

Please see **Attachment B: “Gold Line Station Master Plan Area”**.

2. Describe all of the proposed activities (i.e. studies) that are part of this grant funding request.

The four main components of the Gold Line station area master planning include: stakeholder engagement and public processes, market study and need assessment, land use evaluation, and an implementation plan. **Attachment C: “Gold Line Station Master Plan Area Proposed Sources and Uses”** provides additional breakouts regarding those four components to master planning.

3. Is demolition of blighted buildings or other structures part of the proposed project?

No. However, once the master plan is completed and in the implementation phases, there may be demolition as a future component of redevelopment.

4. What is the proposed future end use of the project site or area?

Several stations are planned along the proposed METRO Gold Line, and each of the five communities along the route has its own vision for the area surrounding these stations. Woodbury will continue to work with other communities along the corridor as part of a larger planning effort to tie these community visions together to form a cohesive plan for the entire corridor.

Three of the proposed stations along the proposed METRO Gold Line are in Woodbury (see **Attachment B: “Gold Line Station Master Plan Area”**). The addition of all-day, bi-directional transit to these three station areas provides a unique opportunity for the City to optimize the potential development or redevelopment through the master planning process.

As noted above in Section I.4, the preliminary planning coordinated by Crandall Arambula identified that one of the stations will be an “employment station” and two will be “commerce stations”. These designations underscore the City’s commitment to both preserving as well as growing the number of businesses and jobs within the Project Area.

The City will use this process to study and secure the appropriate combination of land uses for each station area based on each area’s unique development opportunities, market conditions and ridership potential. Master planning at the station areas will promote cohesive architectural identity using building materials, landscaping, and other architectural or streetscape features to create a unique sense of place.

Woodbury will incorporate the core BRTOD principles of density and walkability into the master planning process with the aim of creating a vibrant environment with a mixture of uses including housing, office, retail, and other amenities.

5. Describe the site or project area (including): *(please attach current property tax statement(s))*:

Acreage of overall site: Approximately 410 Number of parcels: *

*Per staff discussions, given that there are more than 80 parcels with additional final plats pending, and given that the Project Area is approximately 410 acres, property tax statements are not being included with this grant application.

Owner Support Letter Attached

Parcel Identification/Description Number or Address

Yes

No

*See above		
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Please identify all property owners and include a letter of support from each owner: *See above

Is the property currently listed or available for sale? Given that the Project Area is approximately 410 acres, there will almost always be a portion of the Project Area that is listed or available for sale. Such status does not affect or impede the master planning process.

After development or redevelopment is complete, what portion of the project site be publicly and privately owned? Public: 76** Private: 334**

**Of the approximately 410-acre Project Area, approximately 60 acres are City-owned open space. An additional 5.15 acres are owned by the US Postal Service, 1.49 acres are owned by the Washington County CDA and the 9.4 acre site that is home to the Woodbury Theatre is owned by Metro Transit. Not counting streets and public right-of-way, approximately 334 acres are privately owned.

6. Identify any other partners and their roles such as land owners, realtors, developers, consultants, and regulating/permitting agencies, etc. (if applicable):

The most significant partners are the public-at-large as well as the Gold Line project office. The proposed Gold Line station area master planning process is neither the beginning nor the end of the Gold Line process. A large amount of stakeholder input has been gathered and Woodbury's station area master planning will build from that foundation. Most significantly, initial Gold Line planning occurred during the proposed corridor's Project Development Phase, which generated and ultimately memorialized the locations of the station areas for the Gold Line and increased the number of stations in Woodbury from two to three to increase opportunities for BRTOD.

This grant proposal is specific to Woodbury's station area master planning, but a wide range of public bodies and advisory groups continue to be engaged in the overall Gold Line planning process.

7. How will the proposed project and/or activities promote or increase future commercial/industrial market values in the city/township/county (please identify your goals for increased commercial and industrial property tax base as a result of the proposed activities and describe how you will measure success)?

The Gold Line station area master planning process will set the stage for future growth in the tax base in two distinct ways. First, given the two shovel-ready

vacant commercial sites to the south and southeast of the 500 Bielenberg building as well as the potential for redevelopment in the southern portion of the Project Area, the initial planning for the Gold Line has identified the potential for

- 70,000 square feet of additional retail space,
- 350,000 square feet of additional office space,
- 150 high density residential units, and
- 120 hotel rooms.

Second, once implemented, the master plan will become a piece of marketing collateral for the City's economic development staff. Corporate site selectors often inquire about the availability of transit. With the Gold Line station area master planning, Woodbury will be able to offer a 410-acre Project Area that includes a cohesive and consistent set of zoning and aesthetic standards that will make Woodbury more competitive in the eyes of site selectors.

8. How will the proposed project and/or activities promote or increase future employment opportunities in the city/township/county (please identify your job and wage goals as a result of the proposed activities and describe how you will measure success)?

Woodbury does not have specific job and wage goals for the 410-acre Project Area, but the nature of BRTOD, when combined with effective master planning, will increase the likelihood of commercial development on the vacant parcels in the Project Area as well as redevelopment. Around the country, BRTOD has proved to be catalytic to commercial as well as high-density residential development. The Project Area within Woodbury will likely benefit from that same sense of energy.

As noted above in Section I.4, the preliminary planning coordinated by Crandall Arambula identified that one of the stations will be an "employment station" and two will be "commerce stations". These designations underscore the City's commitment to both preserving as well as growing the number of businesses and jobs within the Project Area.

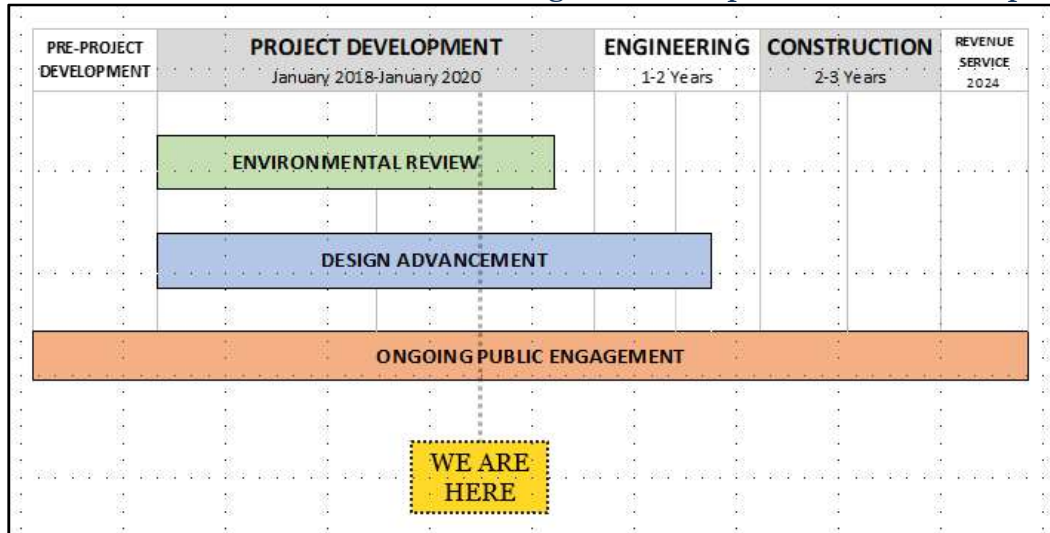
9. Please provide detailed project timeline with all actions, phases, and anticipated dates for completion (when will the activities/studies be complete)?

The chart below illustrates the timeline for the overall proposed METRO Gold Line corridor with the line scheduled to begin operation in 2024. As the Gold Line transitions from the project development phase to the engineering phase in 2020, the station area master planning will set the stage for the area to development and redevelop.

Specific to this grant proposal, Woodbury envisions the following milestones:

- a. Q4 2019: Procurement of consultant team
- b. January 2020: Master planning kickoff with Planning Commission and City Council
- c. Q1-Q2 2020: Stakeholder engagement and preliminary design and study work

- d. Q3 2020: Final version of master plan
- e. 2021: Implementation of zoning and land use related official controls to set the stage for development and redevelopment



10. Describe why the development or redevelopment study, report or plan is needed and why the property is not likely to develop through the normal private sector process?

The Project Area includes more than 80 separate parcels spread out over approximately 410 acres. Without a cohesive, coordinated master planning process, development will occur one piece at a time in a segmented fashion. Woodbury wants to build off of its previous master planning successes such as but not limited to City Center, CityPlace and the Urban Village to foster a sense of place and a sense of identity connected to the proposed METRO Gold Line. In turn, this will create a more connected, higher quality development.

11. Describe the level of commitment by the city/township to the development of the property or area (please identify how the proposed activities meet the city/township priorities, land use planning, economic development goals, etc....)? Why is this important to the city/township? Please attach a resolution requesting grant funding from the Predevelopment Finance Fund adopted by the city/township (sample resolution provided by the CDA).

This grant proposal is being submitted by the Woodbury EDA rather than the City of Woodbury. This is due to the nature of the EDA as a revenue source to pay for the station area master planning as well as Woodbury's belief that one of the main benefits of the proposed METRO Gold Line will be of an economic development nature.

The City of Woodbury is committed to this project and most recently re-affirmed its commitment to the project via a Council Resolution adopted on August 28, 2019. In addition to this recent City Council re-affirmation of support, the City's 2040 Comprehensive Plan, which was adopted in August 2019, includes specific commitments to both the proposed METRO Gold Line as well as the station area

master planning process. See **Attachment A: “Goals, Policies and Project Priorities”** for more detail in this regard.

See “**Attachment D: Woodbury EDA Resolution 19-02**” regarding the authorization to apply for grant funding from the CDA’s Predevelopment Finance Fund.

12. Please submit this application and all necessary attachments electronically (.pdf file preferred) to Economic Development Director, Washington County CDA at:
ChrisE@washingtoncountycda.org

Attachment A: Goals, Policies and Project Priorities

Woodbury intends to complete the Gold Line station area master planning in 2020. The following Gold Line station area goals and policies are memorialized within Woodbury's 2040 Comprehensive Plan. Additionally, the City of Woodbury identified via Council Resolution nine project priorities for the METRO Gold Line:

Gold Line Station Area Goals

1. Define and implement Woodbury's vision for a vibrant, transit-supportive station area that meets Woodbury's community and architectural standards.
2. Maximize the economic development opportunities around BRT stations by helping the City compete regionally and nationally to attract new business investment while helping existing companies recruit and retain employees.
3. Identify infrastructure investments and policy changes to support desired outcomes.
4. Be supportive of and complementary to Metro Transit's existing Express Bus services.
5. Improve walkability and multi-modal accessibility along the Gold Line corridor.
6. Provide transportation alternatives for seniors and others who can't drive, or choose not to drive.
7. Review the City's Density Policy to determine if an additional category of density bonus should be included to facilitate high density residential uses near BRT stations. If implemented, the new density bonus category would be the City's preferred economic development incentive for BRTOD.
8. Optimize BRTOD through master planning at and around the station areas.

Gold Line Station Area Policies

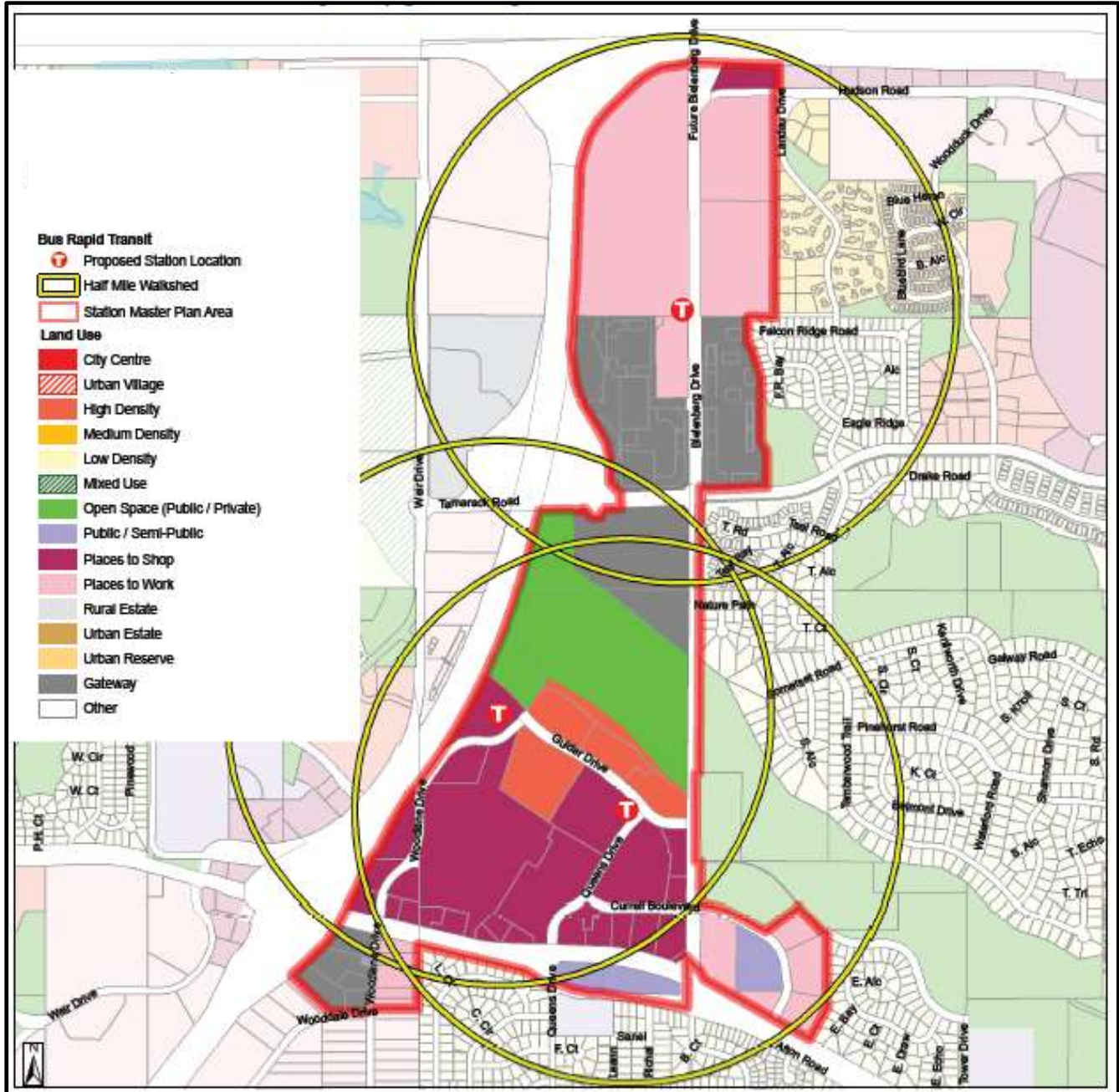
Planning for BRTOD includes emphasizing the fundamentals of density and walkability. To that end the City will:

1. Add trail or sidewalk connections as needed along the Gold Line corridor to ensure that walking and bicycling routes are direct, safe, and pleasant to use.
2. Work with Metropolitan Council, owner of the Woodbury Theatre station area, to optimize the redevelopment potential through joint development.
3. Ensure that new buildings are designed and situated to support public transit.
4. Utilize the master planning process to evaluate BRTOD-related comprehensive plan amendments.
5. New residential development and/or redevelopment within the station areas will be guided at a minimum of 15 units per net developable acre.

Project Priorities for the Proposed METRO Gold Line

1. The Express Bus routes currently operating in Woodbury provide a critical transit service for residents, and the METRO Gold Line should supplement and support this service.
 - a. Ultimately the Express Bus system could be improved under a future unfunded phase by consolidating the park and ride lots with the end-of-line BRT station at I-494 and Guider/Woodlane Drive, however this is outside the scope and funding of the METRO Gold Line project. The City will continue to advocate for a parking structure as part of a future consolidation phase at this location to provide the best opportunity for transit oriented development and consolidation of service.
2. Safety and security at the station locations and on the METRO Gold Line busses is of utmost importance.
 - b. The Gold Line Project Office has indicated meetings with all agencies will be held to implement safety components into the METRO Gold Line planning and operations. City of Woodbury Public Safety Department will have representation during these efforts and Metro Transit Police have commented on the good relationship they have already with Woodbury Public Safety.
3. Aesthetics and community context are important, and the stations should be consistent with Woodbury's design standards.
4. The City will work with the Met Council to explore development opportunities at the Woodbury Theatre site in conjunction with the relocation of the park and ride to the end-of- line BRT station.
5. The City will lead the master planning efforts at the station areas. This work is slated to begin in 2019 and will include public review from both businesses and residents along the corridor.
6. The City supports an efficient and effective feeder bus network to serve the broader Woodbury community. Further planning should occur in the near term to plan and implement the role of the feeder system. Metro Transit's extensive public outreach for feeder service for new transitways typically starts closer to construction.
7. Support for the METRO Gold Line does not diminish the City's support for transportation improvements in the east metro.
8. It is acknowledged that the proposed METRO Gold Line will have an impact on existing vehicle movements and corridor design, however, the potential impact to service levels on city streets should be minimized to the extent possible.
9. The City, through its representation on the various METRO Gold Line committees, will continue to stay engaged and involved in this process.

Attachment B: Gold Line Station Master Plan Area



Consistent with the City of Woodbury's 2040 Comprehensive Plan, the area outlined in red identifies the approximately 410 acres that is referenced throughout this grant application and which is defined in Section I.3 above as the Project Area.

Attachment C: Gold Line Station Master Plan Area Proposed Sources and Uses**Proposed Sources**

Woodbury Economic Development Authority	\$100,000
<u>CDA Predevelopment Finance Fund</u>	<u>\$50,000</u>
Subtotal:	\$150,000

Proposed Uses

Stakeholder engagement and public processes	\$20,000
Owners and property managers	
Developers	
Public open houses	
City Council and Planning Commission processes	
Market study, need assessment and design standards	\$80,000
Highest and best use evaluation	
Economics	
Use mix alternatives	
Footprint studies	
Massing/scale evaluation	
Pedestrian/bicycle circulation	
Parking needs assessment	
Land use evaluation	\$20,000
Opening day Gold Line land use needs	
Development magnitudes	
Guiding principles/urban design guidelines	
Implementation plan	\$30,000
Zoning needs	
Redevelopment needs	
Capital Improvement Plan impacts	
Subtotal:	\$150,000

The Woodbury EDA has created an initial budget based on previous master plan experiences. Procurement of a consulting team has not been finalized. The EDA proposes that if the ultimate project budget is less than the anticipated \$150,000, the amount of the CDA grant funding would be reduced on a pro rata basis.

Attachment D: Woodbury EDA Resolution 19-02

EDA Resolution 19-02

Resolution of the Board of Commissioners of the Economic Development Authority in and for the City of Woodbury, Washington County, Minnesota

Authorization to apply for Predevelopment Finance Fund Grant Dollars From the Washington County Community Development Agency To Pay for a Portion of the Gold Line Station Area Master Planning Costs

WHEREAS, the 2040 Comprehensive Plan includes a goal to optimize bus rapid transit-oriented development through master planning at and around Gold Line station areas; and

WHEREAS, Woodbury has established through its 2040 Comprehensive Plan that Gold Line station area planning will likely lead to future development and/or redevelopment and the master planning process is a high priority of the Woodbury EDA; and

WHEREAS, the EDA is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents; and

WHEREAS, this master planning process will require the procurement of a consultant to assist with the project; and

WHEREAS, the EDA has the legal authority to apply for financial assistance; and

WHEREAS, the proposed Gold Line station area master planning meets the Washington County Community Development Agency (WCCDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the EDA supports the proposed master planning and hereby supports an application for a \$50,000 grant to the WCCDA's Predevelopment Finance Fund.

NOW, THEREFORE, BE IT RESOLVED that the EDA Board of Commissioners authorizes the submittal of an application to the WCCDA's Predevelopment Finance Fund; and

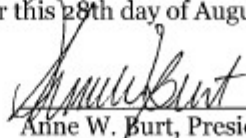
NOW, THEREFORE, BE IT FURTHER RESOLVED that upon receipt of a WCCDA grant award, the President and Executive Director of the EDA are hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to begin a procurement process of a station area planning consultant.

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 28th day of August, 2019.

Attest:


Clinton P. Gridley, Executive Director


Anne W. Burt, President

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

DATE September 17, 2019 RESOLUTION NO. 19-43

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

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
ENTER INTO A GRANT AGREEMENT WITH THE CITY OF
WOODBURY ECONOMIC DEVELOPMENT AUTHORITY TO FUND
PREDEVELOPMENT COMMERCIAL MASTER PLAN STUDIES
FOR STATION AREAS ALONG THE NEW METRO GOLD LINE
COORIDOR IN WOODBURY

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 17th day of September, 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 17th day of September 2019.

CDA Secretary

Barbara Dacy, Executive Director

WASHINGTON COUNTY
COMMUNITY DEVELOPMENT AGENCY

RESOLUTION NO. 19-43

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR
TO ENTER INTO A GRANT AGREEMENT WITH THE CITY
OF WOODBURY ECONOMIC DEVELOPMENT AUTHORITY
TO FUND PREDEVELOPMENT COMMERCIAL MASTER
PLAN STUDIES FOR STATION AREAS ALONG THE NEW
METRO GOLD LINE CORRIDOR IN WOODBURY

WHEREAS, the Washington County Community Development Agency (the "Agency") has identified, as part of its 2017-2019 Economic Development Plan Update (the "Plan"), a goal to provide predevelopment matching grants to cities, townships and local government economic development authorities to encourage new economic development opportunities in Washington County; and

WHEREAS, the City of Woodbury Economic Development Authority has submitted an application for funding from the Agency's Predevelopment Finance Fund (the "Fund") to develop master plan studies for commercial development/redevelopment in the METRO Gold Line station areas; and

WHEREAS, the Agency has determined that the application is consistent with the Agency's policy; and

WHEREAS, the Agency wishes to enter into a grant agreement with the City of Woodbury Economic Development Authority in the amount not to exceed fifty thousand dollars (\$50,000) from the Agency's Predevelopment Finance Fund to be matched by the City no less than dollar-for-dollar.

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 grant agreement as presented in Exhibit A, subject to (i) such changes to the grant agreement the Executive Director deems reasonable and necessary.
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 contract for services as contemplated above.
3. That the Executive Director is hereby authorized, empowered, and directed to

services 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 17th day of September 2019.

Chair

ATTEST:

Secretary

WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY

**PREDEVELOPMENT FINANCE FUND
GRANT AGREEMENT**

THIS GRANT AGREEMENT entered into this 17th day of September, 2019, by and between the Washington County Community Development Agency, a public body corporate and politic (the “Agency”), and the City of Woodbury Economic Development Authority, a political subdivision of the State of Minnesota (the “Grantee”).

RECITALS

WHEREAS, pursuant to Resolution No. 18-05 the Agency established the Predevelopment Finance Fund Grant Program (the “Program”) to improve the tax base and quality of life in Washington County by assisting municipal predevelopment efforts and promoting the development of commercial and industrial properties; and

WHEREAS, the activities to be undertaken under the Program are all activities that the Agency could undertake directly pursuant to *Minnesota Statutes*, §§469.001 to 469.047 and 469.090 to 469.1082; and

WHEREAS, this Agreement shall constitute a cooperation agreement between the parties, as contemplated by *Minnesota Statutes* §§ 469.012, subdivision 11 and 469.101, subdivisions 5 and 14; and

WHEREAS, the Grantee submitted an application for a Program grant (the “Application”) to help fund the project identified in Attachment A, attached hereto and incorporated herein (the “Project”); and

WHEREAS, the Agency has concluded that the Grantee has the necessary expertise, skill and ability to successfully complete the Project and that the Project is in the best interests of the Agency and will positively contribute to meeting the goals of the Program; and

WHEREAS, the Grantee is a municipality of Washington County that is supportive of the Agency’s mission and of the development of commercial and industrial properties; and

WHEREAS, the Agency agrees to provide grant funds to the Grantee pursuant to the Program and Resolution No. 18-05, subject to the terms, conditions, and clarifications hereof.

NOW THEREFORE, in consideration of the mutual covenants and agreement contained herein, the Agency and the Grantee agree as follows:

ARTICLE 1: TERMS OF GRANT

1.01 Grant Amount: The Agency agrees to provide a grant to the Grantee in the amount of not to exceed Fifty Thousand Dollars (\$50,000.00) (the "Grant") from the Program upon the terms and conditions and for the purposes set forth in this Agreement. The Grant constitutes a grant of funds and no portion of the Grant is to be repaid by the Grantee to the Agency unless mutually agreed to by all parties as part of this Agreement or an Event of Default (as defined below) occurs.

1.02 Match Requirement: The Grantee shall match the total Grant amount received from the Agency based upon the expenditure of fifty thousand dollars - (\$1.00 or more) of Grantee funds for each one dollar (\$1.00) of Grant funding ("Matching Funds"). Such Matching Funds shall (a) constitute the actual expenditure of Grantee funds on the Project described in Attachment A and not "in kind" contributions; and (b) be in balance at the time of each Grant disbursement pursuant to Section 1.06 hereof ("Balanced Funds"). The source and amount of Matching Funds shall be identified by the Grantee in each Reimbursement Request, as defined in Section 1.06.

1.03 Use of Funds: The Grantee agrees to use the proceeds of the Grant solely for the purposes and activities described in Attachment A. A Project summary that identifies eligible uses of Grant proceeds, as approved by the Agency, is contained in Attachment A ("Eligible Uses"). Grant funds shall not be used for (a) construction costs, (b) costs not included in the Application, (c) residential housing or (d) administration expenses. In the event that Grant proceeds are disbursed in whole or in part to Grantee in connection with the Project and it is later determined that the development resulting from such Project will be funded by an assessment included under Chapter 429 of the Minnesota statutes, then Grantee shall immediately reimburse to the Agency all Grant proceeds received.

1.04 Grant Term: The Project shall be completed in a timely manner and all Grant funds will be expended no later than **December 31, 2021** (the "End Date").

1.05 Term Extension: The End Date may be extended beyond the original End Date at the sole discretion of the Executive Director of the Agency. The Grantee must submit any extension request in writing at least thirty (30) calendar days prior to the End Date (a) stating the reason for the extension request, (b) providing a proposed new End Date and (c) describing in reasonable detail proposed changes to the Project activities and budget, if any. The End Date may be extended only once and the extension shall not exceed one (1) year beyond the original End Date.

1.06 Disbursement of Grant Funds: The Agency will disburse Grant funds in response to written reimbursement requests ("Reimbursement Requests") submitted to the Agency by the Grantee upon forms provided by the Agency and accompanied by (a) copies of bills and invoices from third parties for which Grantee seeks reimbursement and (b) proof of expenditure of Matching Funds in the amount of Balanced Funds as of the date of the Reimbursement Request. Subject to verification of the facts contained each Reimbursement Request and a determination of compliance with the terms of this Agreement, the Agency will disburse the requested amount to the Grantee within fourteen (14) days after receipt of each Reimbursement Request.

1.07 Unused Grant Funds: Upon the earlier of (a) the completion of the Project; (b) the End Date; or (c) the termination of this Agreement pursuant to Section 4.02 (the "Grant Termination Date"), any Grant funds not previously disbursed to the Grantee for any reason, shall not be bound by the terms of this Agreement and may be retained by the Agency, at the Agency's sole discretion.

ARTICLE 2: ACCOUNTING, AUDIT AND REPORTING REQUIREMENTS

2.01 Accounting and Records: The Grantee agrees to establish and maintain complete, accurate and detailed accounts and records relating to the receipt and expenditure of all Grant funds received under this Agreement. Such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the Grant Termination Date. Such financial records shall sufficiently evidence the nature and expenditure of all Matching Funds required. Accounting methods shall be in accordance with generally accepted accounting principles.

2.02 Audits: The accounts and records of the Grantee described in Section 2.01 shall be audited in the same manner as all other accounts and records of the Grantee and may, for a period of six (6) years following the Grant Termination Date, be inspected on the Grantee's premises by the Agency or individuals or organizations designated by the Agency, upon reasonable notice thereof to the Grantee. The books, records, documents and accounting procedures relevant to this Agreement are subject to examination by the State Auditor in accordance with Minnesota law.

2.03 Report Requirements: The Grantee shall periodically report to the Agency regarding the status of Project activities and the expenditures of the Grant funds. Reports are **due on each May 31st and November 30th during the Grant term**, as defined in Section 1.04. A final report is due sixty (60) days following the Grant Termination Date. This reporting requirement and all others required in this Agreement shall survive the termination or expiration of this Agreement.

ARTICLE 3: GRANTEE REPRESENTATIONS AND WARRANTIES

3.01 Authority: Grantee represents and warrants that it is duly organized in good standing under applicable laws of the State of Minnesota and that it has legal authority to execute, deliver, and perform its obligations under this Agreement. Grantee further represents and warrants that executing this Agreement will not violate any provisions of Grantee's organizational documents, the laws of the State of Minnesota or the United States of America, or cause a breach or default of any other agreement to which the Grantee is a party.

3.02 Use of Grant Funds: Grantee represents and warrants that it shall use the proceeds of the Grant solely for Eligible Uses in accordance with Section 1.03 hereof and that it has not made any materially false statements or misstatements of fact to the Agency in connection with this Agreement or its Application.

3.03 Project Site Acknowledgements: The Grantee represents and warrants that it shall acknowledge the assistance provided by the Agency and Washington County in promotional materials, press releases, reports and publications relating to the Project activities that are funded in whole or in part with the Grant funds. The acknowledgement should contain the following language: "Financing for this project was provided by the Washington County CDA

Predevelopment Finance Fund Grant Program and support from Washington County”. Until the Project is completed, the Grantee shall ensure the above acknowledgement language, or alternative language approved by the Executive Director of the Agency, is included on all signs located at Project or construction sites that identify Project funding partners or entities providing financial support for the Project.

3.04 Assignment: Grantee shall not cause or permit any voluntary transfer, assignment, or other conveyance of this Agreement without the written consent of the Agency, which said consent may be withheld in the Agency's sole discretion. Any non-approved transfer, assignment or conveyance shall be void.

3.05 Indemnification: Grantee shall defend, hold harmless and indemnify the Agency and its elected and appointed officials, officers, agents and employees from and against all claims, liability, costs expenses, loss or damages of any nature whatsoever, including reasonable attorney's fees, arising out of or in any way connected with its failure to perform its covenants and obligations under this Agreement and any of its operations or activities related thereto. The provisions of this paragraph shall survive the termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Agency of any immunities or limits on liability provided by applicable Minnesota law.

ARTICLE 4: DEFAULT AND REMEDIES

4.01 Event of Default: Any and all of the following events shall constitute an “Event of Default” under this Agreement:

- (a) If, without the written consent of the Agency, Grantee's interest in the Project or this Agreement is sold, assigned, transferred, or otherwise conveyed, whether voluntary, involuntary or by operation of the law.
- (b) Grantee uses any portion of the Grant proceeds for purposes other than specified herein.
- (c) Grantee fails to comply with any of the terms, conditions, requirements, represents, warranties or provisions contained in its Application, this Agreement or any other Agency document.
- (d) Any of the information, documentation or representations that Grantee supplied to the Agency in its Application, this Agreement or any other Agency document to induce the Agency to make the Grant is determined to be false, untrue, or misleading in any material manner.

4.02 Remedies: Upon the occurrence of an Event of Default, the Agency may immediately, without notice to Grantee, suspend its performance under this Agreement. After providing thirty (30) days written notice to Grantee of an Event of Default, but only if the alleged Event of Default has not been fully cured within said thirty (30) days by Grantee, the Agency may (a) refrain from disbursing any further Grant proceeds; (b) demand that any amount of Grant proceeds already disbursed to Grantee be immediately returned to the Agency, and upon such demand, Grantee shall immediately return such proceeds to the Agency; (c) terminate this Agreement by written notice; and (d) pursue whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to collect all costs (including reasonable attorneys' fees) and any

amounts due under this Agreement or to enforce the performance and observance of any obligation, agreement, or covenant hereof.

4.03 No Remedy Exclusive: No remedy herein conferred upon or reserved to the Agency is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any Event of Default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Agency to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as provided in Section 4.02.

4.04 No Additional Waiver Implied by One Waiver: In the event any agreement contained in this Agreement should be breached by the Grantee and thereafter waived by the Agency, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

ARTICLE 5: GENERAL PROVISIONS

5.01 Amendments: This Agreement represents the entire agreement between the Agency and Grantee on the matters covered herein. No other agreement, statement, or promise made by any party, or by any employee, officer, or agent of any party that is not in writing and signed by all the parties to this Agreement shall be binding. The Agency and the Grantee may amend this Agreement by mutual agreement and shall be effective only on the execution of written amendments signed by authorized representatives of the Agency and the Grantee.

5.02 Equal Opportunity: The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.03 Conflict of Interest: The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.04 Severability: If one or more provisions of this Agreement are found invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions shall not in any way be affected, prejudiced, disturbed or impaired thereby, and all other provisions of this Agreement shall remain in full force.

5.05 Time: Time is of the essence in the performance of the terms and conditions of this Agreement.

5.06 Contacts: Reimbursement Requests, written reports and correspondence submitted to the Agency pursuant to this Agreement shall be directed to:

Washington County CDA
Attn: Economic Development Director
7645 Currell Boulevard
Woodbury, MN 55125

Any notice, demand, or other communication under the Agreement to the Grantee shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to Grantee at:

City of Woodbury Economic Development Authority
Attn: Community Development Director
Address: 8301 Valley Creek Road, Woodbury, MN 55125

or at such other address that Grantee may, from time to time, designate in writing. Mailed notices shall be deemed duly delivered two (2) business days after the date of mailing.

5.07 Warranty of Legal Capacity: The individuals signing this Agreement on behalf of the Grantee and on behalf of the Agency represent and warrant on the Grantee's and the Agency's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Agency's behalf, respectively and that this Agreement constitutes the Grantee's and the Agency's valid, binding and enforceable agreements.

5.08 Counterparts: This Agreement may be executed in multiple counterparts, and all such executed counterparts shall constitute the same Agreement. It shall be necessary to account for only one (1) such counterpart executed by each party hereto in proving the existence, validity or content of this Agreement. A signature on a copy of this Agreement transmitted by facsimile or .pdf file shall be deemed to have the same force and effect as an original signature.

5.09 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota, without regard to choice of law principles.

IN WITNESS WHEREOF, the Grantee and the Agency have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Agency.

Agency: Washington County Community Development Agency

By: _____
Barbara Dacy, Executive Director

Dated: _____

Grantee: The City of Woodbury Economic Development Authority

By: _____

Its: _____

Dated: _____

WASHINGTON COUNTY CDA PREDEVELOPMENT FINANCE FUND GRANT APPLICATION

General Information

Date: September 10, 2019

Project Name: Gold Line Station Area Master Planning

Applicant City/Township: Woodbury Economic Development Authority

Applicant Address: 8301 Valley Creek Road; Woodbury, MN 55125

Application/Project Contact: Karl Batalden

Contact Email Address: karl.batalden@woodburymn.gov

Contact Phone Number: 651-414-3438

Authorized Official(s) for Execution of Contracts (name and title): Dwight W. Picha, EDA Secretary

How much grant funding are you requesting? \$50,000

Is the applicant an eligible public entity as defined in the program policy and guidelines? Yes X No

I. PREDEVELOPMENT FINANCE FUND PROPOSED PROJECT DESCRIPTION

1. Describe the city's/township's goals, objectives and need for the Predevelopment Finance Fund grant and anticipated future commercial and industrial opportunities and other proposed components. Please explain the public benefit of the proposed plan, report or study. Attach copy of proposed contract for services or scope of work for any activities to be funded by CDA grant funds.

Please see **Attachment A: "Goals, Policies and Project Priorities"** as well as **Attachment B: "Gold Line Station Master Plan Area"**.

2. Has a developer or end user been identified or committed to the proposed site?

No. This grant application requests financing to assist with the station area master planning surrounding the three proposed METRO Gold Line station areas in Woodbury. Woodbury believes from an economic development perspective that the proposed METRO Gold Line will help spur development and redevelopment activity and the master planning process will facilitate those development and redevelopment activities.

3. Provide a brief history of the site including any previous uses, activities, prior or existing contamination, and other previous attempts at selling, developing or redeveloping the site. (please

identify any obstacles that may be preventing the city/township from accomplishing its goals for the site or area)?

The Gold Line Station Master Plan Area (“Project Area”) consists of approximately 410 acres in northwestern Woodbury including a variety of places to work, places to shop, high-density residential uses, open space and public/semi-public uses. While there are additional acres within the traditional half-mile radii of the station locations, the Project Area is focusing on the commercial and high density residential uses that are likely to develop or redevelop as part of the proposed transit investment.

The Project Area first began its development several decades ago with the multi-tenant office building at 500 Bielenberg (sometimes referred to as the Hartford Building) and over time hundreds of thousands of square feet of commercial development, several apartment buildings and supporting amenities have been developed.

The Project Area is proposed to include the start of the METRO Gold Line which presents a unique economic development opportunity for development as well as redevelopment in the Project Area.

The Project Area does not include any known contaminated sites. While Woodbury does not envision significant barriers in developing or redeveloping sites within the Project Area, the master planning process will lead to a better quality of development and redevelopment activity.

4. Describe any studies or development activities at the proposed site or project area that have already been completed or are currently underway (if applicable).

Woodbury utilized its 2040 Comprehensive Plan process to identify goals and policies that the will ultimately be used to generate master plans that are intended to deliver bus rapid transit-oriented development (BRTOD) to capitalize on the proposed transit investments made for the Gold Line. Additionally, initial station area planning occurred in 2018 and 2019 during previous planning phases of the proposed METRO Gold Line as facilitated by Crandall Arambula, a contractor working for Gold Line Partners. This initial planning identified the locations of the station areas for the METRO Gold Line and increased the number of stations in Woodbury from two to three to increase opportunities for BRTOD.

The initial planning identified the proposed Tamarack station (northern of three Woodbury stations) in Woodbury as an “employment station” which focuses on land uses that include a high number of jobs per acre, such as medical, financial, technology, and corporate headquarters. Further south, the initial planning identified the proposed Woodbury Theatre and Woodbury I-494 stations as “commerce stations” which include substantial employment, entertainment, retail, and dining uses and offer the opportunity to establish or strengthen an activity center that serves daily and weekly shopping needs of residents along the corridor.

5. Proposed Budget. Itemize all funding sources that have been or will be used to complete the proposed project goals and activities.

In addition to the tables below, please see **Attachment C: “Gold Line Station Master Plan Area Proposed Sources and Uses”**. The attachment provides more details regarding the uses of the funds than the summary table below.

The Woodbury EDA has created an initial budget based on previous master plan experiences. Procurement of a consulting team has not been finalized. The EDA proposes that if the ultimate project budget is less than the anticipated \$150,000, the amount of the CDA grant funding would be reduced on a pro rata basis.

Source of Funds	Amount	Committed	Pending
Washington County CDA Funds	\$50,000	<input type="checkbox"/>	X
Woodbury EDA	\$100,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$150,000		

Itemize expenses for the completion of the proposed project goals or proposed activities.

Itemized Use of Funds/Expenses	Costs	Funding Source
Stakeholder engagement and public processes	\$20,000	CDA/EDA
Market study, need assessment and design standards	\$80,000	CDA/EDA
Land use evaluation	\$20,000	CDA/EDA
Implementation plan	\$30,000	CDA/EDA
Total:	\$150,000	

II. DETAILED PROJECT AND ACTIVITY DESCRIPTION

1. Please provide location maps, photos, current and projected site plans (if available). (maps should include site or project area location, property boundaries, north arrow, and bar scale, etc.)

Please see **Attachment B: “Gold Line Station Master Plan Area”**.

2. Describe all of the proposed activities (i.e. studies) that are part of this grant funding request.

The four main components of the Gold Line station area master planning include: stakeholder engagement and public processes, market study and need assessment, land use evaluation, and an implementation plan. **Attachment C: “Gold Line Station Master Plan Area Proposed Sources and Uses”** provides additional breakouts regarding those four components to master planning.

3. Is demolition of blighted buildings or other structures part of the proposed project?

No. However, once the master plan is completed and in the implementation phases, there may be demolition as a future component of redevelopment.

4. What is the proposed future end use of the project site or area?

Several stations are planned along the proposed METRO Gold Line, and each of the five communities along the route has its own vision for the area surrounding these stations. Woodbury will continue to work with other communities along the corridor as part of a larger planning effort to tie these community visions together to form a cohesive plan for the entire corridor.

Three of the proposed stations along the proposed METRO Gold Line are in Woodbury (see **Attachment B: “Gold Line Station Master Plan Area”**). The addition of all-day, bi-directional transit to these three station areas provides a unique opportunity for the City to optimize the potential development or redevelopment through the master planning process.

As noted above in Section I.4, the preliminary planning coordinated by Crandall Arambula identified that one of the stations will be an “employment station” and two will be “commerce stations”. These designations underscore the City’s commitment to both preserving as well as growing the number of businesses and jobs within the Project Area.

The City will use this process to study and secure the appropriate combination of land uses for each station area based on each area’s unique development opportunities, market conditions and ridership potential. Master planning at the station areas will promote cohesive architectural identity using building materials, landscaping, and other architectural or streetscape features to create a unique sense of place.

Woodbury will incorporate the core BRTOD principles of density and walkability into the master planning process with the aim of creating a vibrant environment with a mixture of uses including housing, office, retail, and other amenities.

5. Describe the site or project area (including): *(please attach current property tax statement(s))*:

Acreage of overall site: Approximately 410 Number of parcels: *

*Per staff discussions, given that there are more than 80 parcels with additional final plats pending, and given that the Project Area is approximately 410 acres, property tax statements are not being included with this grant application.

Owner Support Letter Attached

Parcel Identification/Description Number or Address

Yes

No

*See above		
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Please identify all property owners and include a letter of support from each owner: *See above

Is the property currently listed or available for sale? Given that the Project Area is approximately 410 acres, there will almost always be a portion of the Project Area that is listed or available for sale. Such status does not affect or impede the master planning process.

After development or redevelopment is complete, what portion of the project site be publicly and privately owned? Public: 76** Private: 334**

**Of the approximately 410-acre Project Area, approximately 60 acres are City-owned open space. An additional 5.15 acres are owned by the US Postal Service, 1.49 acres are owned by the Washington County CDA and the 9.4 acre site that is home to the Woodbury Theatre is owned by Metro Transit. Not counting streets and public right-of-way, approximately 334 acres are privately owned.

6. Identify any other partners and their roles such as land owners, realtors, developers, consultants, and regulating/permitting agencies, etc. (if applicable):

The most significant partners are the public-at-large as well as the Gold Line project office. The proposed Gold Line station area master planning process is neither the beginning nor the end of the Gold Line process. A large amount of stakeholder input has been gathered and Woodbury's station area master planning will build from that foundation. Most significantly, initial Gold Line planning occurred during the proposed corridor's Project Development Phase, which generated and ultimately memorialized the locations of the station areas for the Gold Line and increased the number of stations in Woodbury from two to three to increase opportunities for BRTOD.

This grant proposal is specific to Woodbury's station area master planning, but a wide range of public bodies and advisory groups continue to be engaged in the overall Gold Line planning process.

7. How will the proposed project and/or activities promote or increase future commercial/industrial market values in the city/township/county (please identify your goals for increased commercial and industrial property tax base as a result of the proposed activities and describe how you will measure success)?

The Gold Line station area master planning process will set the stage for future growth in the tax base in two distinct ways. First, given the two shovel-ready

vacant commercial sites to the south and southeast of the 500 Bielenberg building as well as the potential for redevelopment in the southern portion of the Project Area, the initial planning for the Gold Line has identified the potential for

- 70,000 square feet of additional retail space,
- 350,000 square feet of additional office space,
- 150 high density residential units, and
- 120 hotel rooms.

Second, once implemented, the master plan will become a piece of marketing collateral for the City's economic development staff. Corporate site selectors often inquire about the availability of transit. With the Gold Line station area master planning, Woodbury will be able to offer a 410-acre Project Area that includes a cohesive and consistent set of zoning and aesthetic standards that will make Woodbury more competitive in the eyes of site selectors.

8. How will the proposed project and/or activities promote or increase future employment opportunities in the city/township/county (please identify your job and wage goals as a result of the proposed activities and describe how you will measure success)?

Woodbury does not have specific job and wage goals for the 410-acre Project Area, but the nature of BRTOD, when combined with effective master planning, will increase the likelihood of commercial development on the vacant parcels in the Project Area as well as redevelopment. Around the country, BRTOD has proved to be catalytic to commercial as well as high-density residential development. The Project Area within Woodbury will likely benefit from that same sense of energy.

As noted above in Section I.4, the preliminary planning coordinated by Crandall Arambula identified that one of the stations will be an "employment station" and two will be "commerce stations". These designations underscore the City's commitment to both preserving as well as growing the number of businesses and jobs within the Project Area.

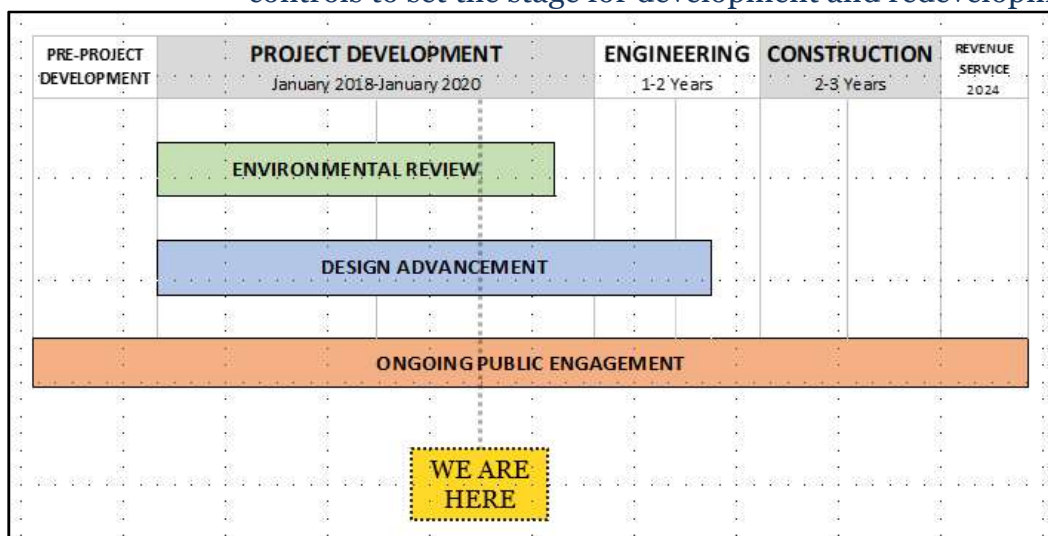
9. Please provide detailed project timeline with all actions, phases, and anticipated dates for completion (when will the activities/studies be complete)?

The chart below illustrates the timeline for the overall proposed METRO Gold Line corridor with the line scheduled to begin operation in 2024. As the Gold Line transitions from the project development phase to the engineering phase in 2020, the station area master planning will set the stage for the area to development and redevelop.

Specific to this grant proposal, Woodbury envisions the following milestones:

- a. Q4 2019: Procurement of consultant team
- b. January 2020: Master planning kickoff with Planning Commission and City Council
- c. Q1-Q2 2020: Stakeholder engagement and preliminary design and study work

- d. Q3 2020: Final version of master plan
- e. 2021: Implementation of zoning and land use related official controls to set the stage for development and redevelopment



10. Describe why the development or redevelopment study, report or plan is needed and why the property is not likely to develop through the normal private sector process?

The Project Area includes more than 80 separate parcels spread out over approximately 410 acres. Without a cohesive, coordinated master planning process, development will occur one piece at a time in a segmented fashion. Woodbury wants to build off of its previous master planning successes such as but not limited to City Center, CityPlace and the Urban Village to foster a sense of place and a sense of identity connected to the proposed METRO Gold Line. In turn, this will create a more connected, higher quality development.

11. Describe the level of commitment by the city/township to the development of the property or area (please identify how the proposed activities meet the city/township priorities, land use planning, economic development goals, etc....)? Why is this important to the city/township? Please attach a resolution requesting grant funding from the Predevelopment Finance Fund adopted by the city/township (sample resolution provided by the CDA).

This grant proposal is being submitted by the Woodbury EDA rather than the City of Woodbury. This is due to the nature of the EDA as a revenue source to pay for the station area master planning as well as Woodbury's belief that one of the main benefits of the proposed METRO Gold Line will be of an economic development nature.

The City of Woodbury is committed to this project and most recently re-affirmed its commitment to the project via a Council Resolution adopted on August 28, 2019. In addition to this recent City Council re-affirmation of support, the City's 2040 Comprehensive Plan, which was adopted in August 2019, includes specific commitments to both the proposed METRO Gold Line as well as the station area

master planning process. See **Attachment A: “Goals, Policies and Project Priorities”** for more detail in this regard.

See “**Attachment D: Woodbury EDA Resolution 19-02**” regarding the authorization to apply for grant funding from the CDA’s Predevelopment Finance Fund.

12. Please submit this application and all necessary attachments electronically (.pdf file preferred) to Economic Development Director, Washington County CDA at:
ChrisE@washingtoncountycda.org

Attachment A: Goals, Policies and Project Priorities

Woodbury intends to complete the Gold Line station area master planning in 2020. The following Gold Line station area goals and policies are memorialized within Woodbury's 2040 Comprehensive Plan. Additionally, the City of Woodbury identified via Council Resolution nine project priorities for the METRO Gold Line:

Gold Line Station Area Goals

1. Define and implement Woodbury's vision for a vibrant, transit-supportive station area that meets Woodbury's community and architectural standards.
2. Maximize the economic development opportunities around BRT stations by helping the City compete regionally and nationally to attract new business investment while helping existing companies recruit and retain employees.
3. Identify infrastructure investments and policy changes to support desired outcomes.
4. Be supportive of and complementary to Metro Transit's existing Express Bus services.
5. Improve walkability and multi-modal accessibility along the Gold Line corridor.
6. Provide transportation alternatives for seniors and others who can't drive, or choose not to drive.
7. Review the City's Density Policy to determine if an additional category of density bonus should be included to facilitate high density residential uses near BRT stations. If implemented, the new density bonus category would be the City's preferred economic development incentive for BRTOD.
8. Optimize BRTOD through master planning at and around the station areas.

Gold Line Station Area Policies

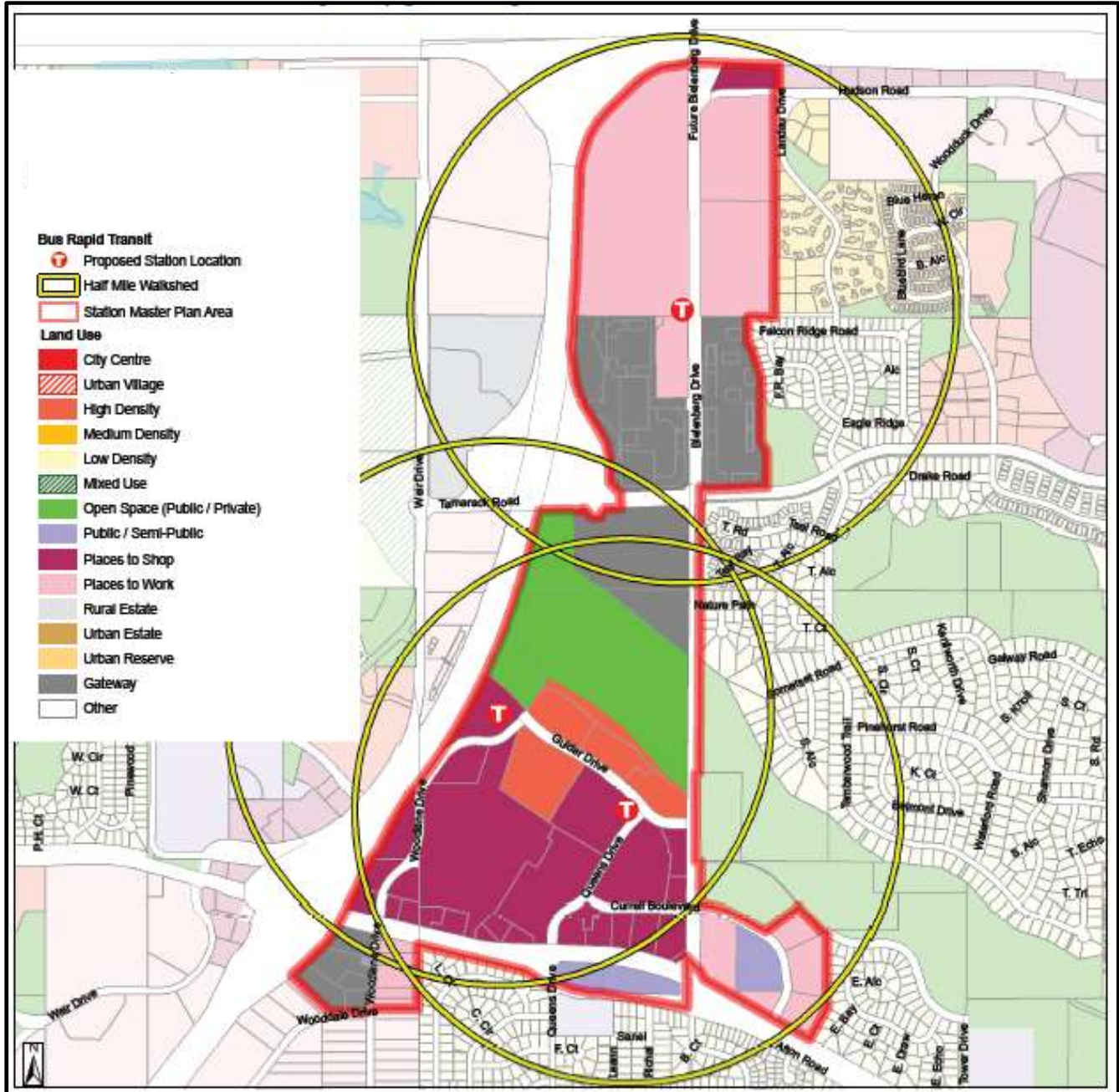
Planning for BRTOD includes emphasizing the fundamentals of density and walkability. To that end the City will:

1. Add trail or sidewalk connections as needed along the Gold Line corridor to ensure that walking and bicycling routes are direct, safe, and pleasant to use.
2. Work with Metropolitan Council, owner of the Woodbury Theatre station area, to optimize the redevelopment potential through joint development.
3. Ensure that new buildings are designed and situated to support public transit.
4. Utilize the master planning process to evaluate BRTOD-related comprehensive plan amendments.
5. New residential development and/or redevelopment within the station areas will be guided at a minimum of 15 units per net developable acre.

Project Priorities for the Proposed METRO Gold Line

1. The Express Bus routes currently operating in Woodbury provide a critical transit service for residents, and the METRO Gold Line should supplement and support this service.
 - a. Ultimately the Express Bus system could be improved under a future unfunded phase by consolidating the park and ride lots with the end-of-line BRT station at I-494 and Guider/Woodlane Drive, however this is outside the scope and funding of the METRO Gold Line project. The City will continue to advocate for a parking structure as part of a future consolidation phase at this location to provide the best opportunity for transit oriented development and consolidation of service.
2. Safety and security at the station locations and on the METRO Gold Line busses is of utmost importance.
 - b. The Gold Line Project Office has indicated meetings with all agencies will be held to implement safety components into the METRO Gold Line planning and operations. City of Woodbury Public Safety Department will have representation during these efforts and Metro Transit Police have commented on the good relationship they have already with Woodbury Public Safety.
3. Aesthetics and community context are important, and the stations should be consistent with Woodbury's design standards.
4. The City will work with the Met Council to explore development opportunities at the Woodbury Theatre site in conjunction with the relocation of the park and ride to the end-of- line BRT station.
5. The City will lead the master planning efforts at the station areas. This work is slated to begin in 2019 and will include public review from both businesses and residents along the corridor.
6. The City supports an efficient and effective feeder bus network to serve the broader Woodbury community. Further planning should occur in the near term to plan and implement the role of the feeder system. Metro Transit's extensive public outreach for feeder service for new transitways typically starts closer to construction.
7. Support for the METRO Gold Line does not diminish the City's support for transportation improvements in the east metro.
8. It is acknowledged that the proposed METRO Gold Line will have an impact on existing vehicle movements and corridor design, however, the potential impact to service levels on city streets should be minimized to the extent possible.
9. The City, through its representation on the various METRO Gold Line committees, will continue to stay engaged and involved in this process.

Attachment B: Gold Line Station Master Plan Area



Consistent with the City of Woodbury's 2040 Comprehensive Plan, the area outlined in red identifies the approximately 410 acres that is referenced throughout this grant application and which is defined in Section I.3 above as the Project Area.

Attachment C: Gold Line Station Master Plan Area Proposed Sources and Uses**Proposed Sources**

Woodbury Economic Development Authority	\$100,000
<u>CDA Predevelopment Finance Fund</u>	<u>\$50,000</u>
Subtotal:	\$150,000

Proposed Uses

Stakeholder engagement and public processes	\$20,000
Owners and property managers	
Developers	
Public open houses	
City Council and Planning Commission processes	
Market study, need assessment and design standards	\$80,000
Highest and best use evaluation	
Economics	
Use mix alternatives	
Footprint studies	
Massing/scale evaluation	
Pedestrian/bicycle circulation	
Parking needs assessment	
Land use evaluation	\$20,000
Opening day Gold Line land use needs	
Development magnitudes	
Guiding principles/urban design guidelines	
Implementation plan	\$30,000
Zoning needs	
Redevelopment needs	
Capital Improvement Plan impacts	
Subtotal:	\$150,000

The Woodbury EDA has created an initial budget based on previous master plan experiences. Procurement of a consulting team has not been finalized. The EDA proposes that if the ultimate project budget is less than the anticipated \$150,000, the amount of the CDA grant funding would be reduced on a pro rata basis.

Attachment D: Woodbury EDA Resolution 19-02

EDA Resolution 19-02

Resolution of the Board of Commissioners of the Economic Development Authority in and for the City of Woodbury, Washington County, Minnesota

Authorization to apply for Predevelopment Finance Fund Grant Dollars From the Washington County Community Development Agency To Pay for a Portion of the Gold Line Station Area Master Planning Costs

WHEREAS, the 2040 Comprehensive Plan includes a goal to optimize bus rapid transit-oriented development through master planning at and around Gold Line station areas; and

WHEREAS, Woodbury has established through its 2040 Comprehensive Plan that Gold Line station area planning will likely lead to future development and/or redevelopment and the master planning process is a high priority of the Woodbury EDA; and

WHEREAS, the EDA is supportive of enhancing economic development opportunities that will serve to create jobs, enhance the tax base and improve the lives of Washington County residents; and

WHEREAS, this master planning process will require the procurement of a consultant to assist with the project; and

WHEREAS, the EDA has the legal authority to apply for financial assistance; and

WHEREAS, the proposed Gold Line station area master planning meets the Washington County Community Development Agency (WCCDA) Predevelopment Finance Fund's purposes and criteria; and

WHEREAS, the EDA supports the proposed master planning and hereby supports an application for a \$50,000 grant to the WCCDA's Predevelopment Finance Fund.

NOW, THEREFORE, BE IT RESOLVED that the EDA Board of Commissioners authorizes the submittal of an application to the WCCDA's Predevelopment Finance Fund; and

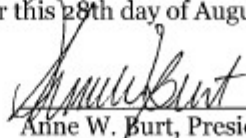
NOW, THEREFORE, BE IT FURTHER RESOLVED that upon receipt of a WCCDA grant award, the President and Executive Director of the EDA are hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to begin a procurement process of a station area planning consultant.

This Resolution was declared duly passed and adopted and was signed by the President and attested to by the Executive Director this 28th day of August, 2019.

Attest:


Clinton P. Gridley, Executive Director


Anne W. Burt, President

DISCUSSION

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director
Melissa Taphorn, Deputy Executive Director
Bill Lightner, Project Manager II

Date: September 17, 2019

RE: Preservation of Naturally Occurring Affordable Housing Incentive Program

Background

One of the Community Development Department's strategic initiatives for 2019 is to research and recommend a strategy to preserve naturally occurring affordable housing, commonly referred to as NOAH, properties in the county. NOAH properties have affordable rents but do not have any form of government subsidy, like tax credits or Section 8. Their rents are relatively low compared to the housing market. NOAH properties are typically Class B and Class C rental buildings. Most of the affordable housing comes from these unsubsidized properties. In fact, three quarters of all affordable units in the Minneapolis-St. Paul metro are unsubsidized.

As the rental market tightens, NOAH properties are attractive targets to be purchased and recapitalized with much higher rents. When rents are raised, low-income families lose access to these housing options. This loss of existing affordable units can negate the extensive efforts to develop new affordable, typically subsidized, housing units.

This trend has been a major concern in the affordable housing community. It was the focus of a goal in the Governor's Task Force on Housing report. A recent study by Minnesota Housing found that three such properties in Woodbury lost their affordability after resale, between 2010 and 2017. One means to incent owners of NOAH properties to maintain lower rents is by reducing operating costs.

Purpose

Staff proposes to pilot a program which would offer nominal financial assistance and reduced property taxes to rental properties who commit to rent and income restrictions for a period of 10 years. It is proposed that the program be piloted in one city and enroll a maximum of 10 properties. If viable, the program could be expanded to other cities. The cities of Saint Paul, Minneapolis and Saint Louis Park have established similar programs.

The State of Minnesota has a low-income rental property tax classification, under Minnesota Statutes section 273.13, subdivision 25, referred to as "4d". The 4d class rate applies to properties receiving financial assistance provided by federal, state, or local government and are subject to rent and income restrictions on at least 20 percent

of the total units. Rental properties without financial assistance are taxed as “4a” residential property with a rate 0.5 percent higher than the 4d class rate.

The proposed program asks existing landlords to restrict rents and incomes at or below 60 percent Area Median Income (AMI) for at least 20 percent of the units for a period of 10 years. In exchange, the landlord would receive a small grant of \$200 per eligible unit, up to \$6,000, to cover program administrative costs and to assist with maintenance costs. This financial assistance then qualifies the property for the 4d tax classification. The 4d rate is estimated to provide a 40 percent savings on property taxes over the general rental property tax class rate. The proposed criteria require properties to be in good standing with its city and without any building or rental code violations.

Impact

It is difficult to quantify how the program impacts taxes collected and imposed on other properties. Changing an apartment's class rate from 4a to 4d is just one of many adjustments that would occur each year. A reduction in the proportion the 4d class pays in taxes will result in a redistribution of certified levies and referenda to all properties within a taxing district. The amount of the increase to the other taxpayers depends on many different factors including changes to the levy amounts, the class rates, and changes in valuations. The size or impact of the redistribution is also proportionate to the number of taxable parcels and variety of tax rates in a given city or taxing jurisdiction. Adding to the complexity, there are 110 different tax district combinations in the county which reflects the complexities of property tax calculations. In short, other taxable properties in jurisdictions with very diverse tax bases will see minimal increases; however, other taxable properties in jurisdictions with small geographies and/or more homogenous tax bases will see more sizeable increases.

The preliminary budget for the proposed program totals up to \$63,000. The proposed funding source for this comes from the CDA levy and savings projected from the public housing conversion.

Recommendation

Staff recommends the development of a 4d incentive program pilot program with a local city. Unless directed otherwise, staff will finalize the program policy for approval at the October Board meeting and solicit a partner city in which to pilot the program.

In order to make changes to the tax classification for 2021, applications to the Minnesota Housing Finance Agency must be made by March 28, 2020. The CDA would need to work with a local city who is willing to pilot the program and develop outreach materials to publicize the program this fall in order to meet these deadlines or wait another year to implement the program.

Washington County CDA

4(d) Affordable Housing Incentive Program - DRAFT

Background

As the demand for affordable rental housing grows, so does the need to preserve existing affordable units that do not have any government subsidy. This type of housing is often referred to as “naturally occurring” affordable housing, or NOAH properties, because the affordable rents are derived from the market place rather than any form of government subsidy. One effect of the exception tightly rental market recently is that these NOAH have made for attractive targets to be purchased and recapitalized by new owners with much higher rents, which results in a loss of affordable units.

Program Goal

The goal of this program is to preserve the affordability of the NOAH properties through the state income 4(d) tax classification. This classification offers a 40% tax rate reduction to qualified properties. In exchange for the reduced tax rate, a property owner makes a 10 year commitment to keep rents at 60% AMI or below for at least 20% of the units, which helps to preserve the supply of affordable rental units. By providing small incentives and publicizing the benefits of the program, more properties can utilize the tax rate. The incentives and reduced tax rate also provide funds to property owners to improve or maintain the building’s physical condition so that these affordable properties are decent and safe places for residents to live.

Program Description

The CDA offers the program to apartment owners only in participating cities. The CDA administers all components of the program. The 2020 pilot program offers incentives for up to ten properties. The program offers the following incentives to building owners:

- 40 percent tax rate reduction on qualifying units for 10-years through the 4d property tax classification.
- Payment of the Minnesota Low Income Rental Classification application fee for the first year to the State of Minnesota for certification of the 4(d) property classification (\$10 per unit).
- Payment of the recording fee of the Declaration of Restrictive Covenants.
- Grant up to \$200 per affordable unit up to \$6,000 per property.

The owners of multi-family properties must meet the following eligibility requirements to participate in the program:

- At least 20 percent of the rental units in a building are affordable to households with household incomes at or below 60% of the area median income (AMI).
- The building must have at least two units.
- Existing tenants in units that have program compliant rents do not need to be income qualified.
- Income qualification of tenants is determined at initial occupancy. Increases to tenant household income after initial occupancy do not affect program eligibility.
- Properties must be in good standing with the local city without any code compliance violations.
- Buildings can include owner occupied units, but only rental units are eligible for 4d status.
- Program is on a first-come, first-serve basis for up to 10 properties for the 2020 pilot.

Implementation Steps

1. Identify fiscal impact, work with County Property Records staff - September
2. Identify candidates for pilot and meet with them - September
3. Meet with and obtain County approval – September/October
4. Legal review - September
5. Bring to CDA Board; discussion item then formal adoption - September/October
6. Draft program outreach materials – October
 - a. Program guide
 - b. Application
 - c. CDA Policy
 - d. Website
7. Publicize program and outreach to property owners – November
8. CDA Applications deadline - February 15 2020
9. CDA submit application on behalf of owners – March 28, 2020

Annual Work Scope

- Outreach to enroll new qualified properties
- Annual compliance monitoring: Review annual report to CDA
- Administer program: application, payments,
- City outreach

REPORTS

Community Development Department Report September 17, 2019

Deputy Executive Director

I will be attending the NALHFA Legislative Conference September 16th through 18th. I look forward to talking with our Washington County representatives on the impact of private activity bonds, Low Income Housing Tax Credits and HUD funding allocations.

Homeownership Division

Homebuyer Counseling and Education

The CDA participates in the Minnesota Cities Participation Program, a bond-funded mortgage program administered by Minnesota Housing, under the title Start Up for first time homebuyers. As of August 10th, 93 Start Up mortgages have been committed in Washington County, totaling over \$18.9 million. In addition, Minnesota Housing provided other funds for an additional 38 Start Up mortgages (\$8.2 million) and 32 Step Up mortgages (\$7.6 million) for moderate income, non-first time buyers purchasing or refinancing a home in Washington County.

Homeownership Program	Grant Year to date Oct 1 – Aug 31	Grant Year Goal	Progress toward Goal
Homebuyer Education	46	90	51%
Homebuyer Counseling	15	50	30%
Foreclosure Counseling	31	75	41%
Refinance Counseling	6	10	60%
Reverse Mortgage Counseling	49	N/A	N/A

Down Payment Assistance Program

During the month of August, CDA staff closed on the program's first two Down Payment Assistance Program loans. The first loan for \$7,500 was provided to a family moving out of a manufactured home in St. Paul to a duplex in Oakdale to be closer to their special needs child's school. The second loan for \$10,000 was provided to a single parent household purchasing a townhome in Woodbury. Additionally, this buyer was able to qualify for Woodbury's First-time Homebuyer program and Minnesota Housing's Start-up mortgage, funded through the Minnesota Cities Participation Program.

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 four applications in the inspection and bidding process. In addition to this CDBG-funded program, the CDA has completed one project for a Minnesota Housing Rehabilitation Loan, and four applications are in the underwriting process. 2019 CDBG funds will be included in the September report.

Home Improvement Loan	Program Year to date Jul 1 – Aug 31	Program Year Goal through Jun 30	Progress toward Goal
Total funds spent	\$203,469.99	\$354,374	57%
Number of loans closed	17	17	100%

Development Division

CDBG/HOME Administration

The 2020-2024 Consolidated Plan priorities survey ended on August 31, 2019. Staff will review the weighted results with the CDBG Citizen Advisory Committee in October. Staff will present the recommendations of high and low priorities to the CDA and County boards in November.

Subsurface Sewage Treatment System (SSTS) Financial Assistance Programs

Staff have issued recommendations totaling \$287,800 in loans and \$27,246 in grants to property owners in Afton, Cottage Grove, Forest Lake, Grant, Grey Cloud Island Township, Lake Elmo, Lakeland, May Township, Scandia, and Stillwater Township. Fourteen households have utilized the SSTS financial assistance programs in 2019.

The Glen at Valley Creek

Brick and siding are expected to be done by September 15. Retaining walls are being set at the garage and south end of the property ahead of final grading and paving preparation. Third floor units are nearly complete with punchlist review scheduled for the week of September 9; second floor units are expected two weeks later.



North and East Faces



Retaining Walls at Garage Drive



2nd 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 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
Briar Pond (Oakdale)	Boiler pump motor	Bid awarded; work to be completed by Oct 4.
Brick Pond (Stillwater)	Site drainage	Work complete.
John Jergens (Forest Lake)	Concrete swale at lower drive	Project complete.
Muller Manor (Hugo)	Window replacement.	Completion expected in November.
Oakhill (Scandia)	Well replacement & well house improvement	Work on Well #2 in process.
Oakhill (Scandia)	Drainage Improvements	Project complete.
Raymie Johnson Estates (Oak Park Heights)	Parking Lot Mill and Overlay	Punchlist items underway.
Scattered Site PH 27	Kitchen & Bath Remodel	Bids due 9/9.
Scattered Site PH 34	Exterior Improvements	Bid awarded; construction expected to be completed by the end of October.
Whispering Pines (Forest Lake)	Window sash replacement	Project about 50% complete; scheduled to be totally complete 9/20.
Whispering Pines (Forest Lake)	Parking lot expansion study	Consulted with city and watershed district. Cost estimates expected by mid-October.
Woodland Park (Cottage Grove)	Parking Lot Maintenance	Rescheduled due to weather.
Woodland Park (Cottage Grove)	Tub valve replacement	Project complete.
Woodland Park (Cottage Grove)	Boiler pump motor	Bid awarded; work to be completed by Sept. 27.

September 2019 Economic Development Report

Washington County's Got Talent!

I continue working with our partners at local high schools, the Washington County Workforce Center and DEED to make strong connections with our area educators, workforce service providers, employees and businesses. Recent statistics show there will be a projected 300,000 job vacancies in MN by the year 2025. There is a quote – “If you don’t have the people to do the work, it doesn’t matter how much work there is”. – We want to continue being a resource to help our existing businesses find and retain talent here in the county. Recently, we partnered with the Forest Lake High School to make connections with area businesses to introduce the new Forest Lake Area High School Career Launch Program. Also, we have been working with Park High School in Cottage Grove on a similar initiative called the Inventor Space. Our most recent partnership is with DEED and the Washington County Workforce Center to make connections between our local health care businesses to learn more about their needs and then work with them to address the challenges and opportunities and plug them in with our area educators and workforce services/program providers (See Attachment B). A number of round table events are being held around the County in September to make these connections.



Minnesota Technology Corridor Website

We have been tracking hits to the new MN Tech Corridor website. It's interesting to see where the hits are coming from and we will be talking about opportunities to reach out to these companies/leads to follow up on their interest. In the first months, the website has seen 32 visits from MN, 16 from the US and 3 from international locations. This same tracking tool will also be available on the CDA's new economic development website and we will include this information in future reports to the CDA Board.

Marketing - Update

We will be co-sponsoring and will have a display booth at the MNCAR EXPO on October 30th in downtown Minneapolis. This will be the third year the CDA has had a display booth and distributed marketing and promotional materials. There are typically 400+ commercial realtors, developers and businesses in attendance at this event and it has been a great way to make connections and network while highlighting development opportunities in Washington County.



There have been a number of new business inquiries (See Attachment A) forwarded to our city partners. You will notice a reduction in the forwards I send to city staff on future summary activity reports. We now subscribe to the MNCAR direct feed which will provide a specific listing of available land and buildings available in Washington County on our new economic development website. When new buildings or land are listed for sale or lease in Washington County going forward, the up-to-date information will be available to everyone by clicking on our new website.

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 continuing to assist Forest Lake and Scandia EDA's with their economic development plan implementation. We have started a BR&E Program in Scandia.

Summary of August 2019 Economic Development Activities

Marketing/Promotion

Countywide Marketing	Greater MSP - regional investor meeting
Countywide Marketing	Greater MSP - meeting with company looking at relocating and expanding into the region
Countywide Marketing East Metro Dev. Summit	Spoke on a panel promoting development opportunities in Washington County

Technical Assistance - Community

Washington County Public Works	Assisting with Transportation Economic Development Grant for Manning & 36
Forest Lake EDA	Assisting with EDA Work Plan implementation
Scandia EDA	Assisting with EDA Work Plan implementation
Woodbury	Assisting with TIF planning
Cottage Grove	Assisting City Staff with large business looking to relocate and expand in Cottage Grove

Site Related Buildings Looking for a new Owner/Tenant

Stillwater	Forwarded to city staff retail/office building available for lease
Stillwater	Forwarded to city staff commercial office building available for lease
Woodbury	Forwarded to city staff commercial office building available for lease
Forest Lake	Forwarded to city staff commercial/retail building available for lease
Bayport	Forwarded to city staff inquiry for industrial building available for sale

Site Related Business Looking for Land/Building

Newport	Forwarded to city staff inquiry for industrial building available for sale
St. Paul Park	Forwarded to city staff inquiry for building with commercial kitchen space available for sale
All Cities	Forwarded to city staff inquiry for industrial building available for sale
Hugo	Forwarded to city staff inquiry for industrial building available for sale



Washington County Healthcare Roundtables

LOCATIONS AND DATES:

FOREST LAKE

Wed., Sept. 11, 2019, 8:30-10:30 am
CareerForce in Forest Lake
19955 Forest Road North
Forest Lake, MN 55025

STILLWATER

Wed., Sept. 25, 2019, 8:30-10:30 am
Stillwater Government Center
Lower Level, Room 14
14949 62nd Street North
Stillwater, MN 55092

LAKE ELMO

Wed., Sept. 25, 2019, 1:00-3:00 pm
Lake Elmo Public Library
3537 Lake Elmo Avenue North
Lake Elmo, MN 55042

COTTAGE GROVE

Wed., Oct. 2, 2019, 1:00-3:00 pm
CareerForce in Cottage Grove
13000 Ravine Parkway South
Cottage Grove, MN 55016

REGISTER NOW AT: mn.gov/deed/events/wc-roundtables
(Seating is limited)

COST: No Charge

Washington County Healthcare Workforce Initiative is a collaborative effort to build an employer-led career pathway system for healthcare occupations in Washington County.

Each Roundtable will feature:

- » A presentation about the initiative
- » Information about labor market trends in healthcare for the county
- » A discussion about employer hiring needs and occupations of focus
- » Next steps and a request for employer partners

Intended Audience:

- » Small- to medium-sized healthcare employers
- » Long-term care employers
- » Assisted living employers
- » Employers with job vacancies

Questions? Please Contact:

Adesewa Adesiji, Workforce Strategy Consultant
Minnesota Department of Employment
and Economic Development
adesewa.adesiji@state.mn.us or (952) 261-6942

PARTNERS:

Finance Department Report September 17, 2019

Financial Analysis – Year-To-Date July 31, 2019 Financials

Total Agency –Total Agency income before depreciation and transfers had a positive variance to budget of \$1,083,831. Revenues were over budget by \$48,556 and expenses were under budget by \$1,035,275.

Total Agency budget to actual revenues were over budget by \$48,556. Property revenues, including rents, were over budget by \$292,000 while the governmental funds were under budget by \$243,000. 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 \$348,000. 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 \$114,000.

Total Agency expenses were under budget by \$1,035,275. 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 \$437,000, \$51,000, 140,000 and \$25,000 respectively.

In addition, total property expense was under budget by \$373,455. Administrative expense was under budget by \$267,000, maintenance was under budget by \$57,000 and finally utilities were under budget by \$50,000.

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. Staff has completed the submission and is now waiting for auditor review.

Finance Committee –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 24th – 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.

Finance Report
September 17, 2019

The financial results for July 31, 2019 are as follows:

Total Agency Year-To-Date

	2018 Actual	2019 Actual	2019 Budget	Variance
Revenues	\$15,258,408	\$12,964,567	\$12,916,011	\$48,556
Expenses	10,504,516	8,800,638	9,835,913	(1,035,275)
Income (Loss)	\$4,753,892	\$4,163,929	\$3,080,098	\$1,083,831

(Prior To Depreciation and Transfers)

Total Properties Year-To-Date

	2018 Actual	2019 Actual	2019 Budget	Variance
Operating Revenues	\$7,198,499	\$6,915,803	\$6,623,727	\$292,076
Operating Expenses	2,536,665	2,520,867	2,894,322	(373,455)
Operating Income (Loss)	\$4,661,834	\$4,394,936	\$3,729,405	\$665,531

Individual Properties Operating Income (Loss) Year-To-Date

	2018 Actual	2019 Actual	2019 Budget	Variance
Family Properties				
Brick Pond	\$141,921	\$138,038	\$108,441	\$29,597
Woodland Park	835,774	983,044	883,434	99,610
Briar Pond	791,436	860,138	704,357	155,781
Park Place I	127,994	129,908	75,882	54,026
Park Place II	7,695	14,836	7,412	7,424
Scattered Site	117,725	253,865	135,608	118,257
Whispering Pines	29,833	54,107	13,811	40,296
Transitional Housing	7,149	11,004	8,053	2,951
Senior Properties				
Trailside	684,016	339,977	285,920	54,057
Oakhill Cottages	144,910	154,107	134,181	19,926
Muller Manor	92,408	108,270	82,282	25,988
Ann Bodlovick	149,554	174,540	130,974	43,566
John Jergens	94,721	101,402	90,426	10,976
Pioneer	25,152	249,001	232,907	16,094
Cobble Hill	165,015	170,150	145,940	24,210
Raymie Johnson	430,112	407,690	398,624	9,066
Joint Ventures				
WCD - Series 2013	21,318	21,100	20,836	264
Landfall - Series 2010C	41,430	38,151	22,730	15,421
Groves Managing Member	22,805	18,685	21,292	(2,607)
Piccadilly - Lender	147,508	146,496	112,545	33,951
The Glen - Owner	68,469	16,417	113,750	(97,333)
The Glen - Lender	514,889	4,010	0	4,010
Operting Income (Loss)	\$4,661,834	\$4,394,936	\$3,729,405	\$665,531

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%	1.3%	5%
Woodland Park	180	1.2%	1.1%	0.7%	0.3%	5%
Briar Pond	196	0.3%	0.9%	0.6%	0.1%	5%
Park Place I	36	0.2%	1.2%	0.9%	0.7%	5%
Park Place II	6	4.2%	1.4%	1.4%	0.0%	5%
Scattered Site	56	1.5%	0.4%	0.9%	1.1%	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%	0.4%	3%
Pioneer	18	0.0%	2.8%	1.4%	0.0%	3%
Cobble Hill	45	0.2%	0.0%	0.0%	1.4%	3%
Raymie Johnson	120	1.2%	0.5%	1.3%	2.2%	3%
Trailside	70	0.1%	0.0%	0.2%	0.7%	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%	0.3%	5%
The Groves	67	1.1%	0.7%	0.1%	0.4%	5%

Total Agency
Balance Sheet
July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
CASH - LOCKBOX	1,632,309	788,216	844,093
CASH - OPERATING CHECKING	9,614,664	8,978,244	636,420
CASH - OPERATING SAVINGS	43,441	31,583	11,858
CASH - SECTION 8 CHECKING DISBURSEMENT	254,650	177,032	77,619
CASH - TEMPORARY INVESTMENTS	2,447,284	2,232,233	215,051
SECURITY DEPOSIT CHECKING	163,366	150,783	12,583
CASH - SWAP ACCOUNT	299,854	282,465	17,389
TOTAL CASH	14,455,569	12,640,555	1,815,014
ACCOUNTS RECEIVABLE			
ACCOUNTS RECEIVABLE	24,680	16,218	8,463
ACCOUNTS RECEIVABLE - OTHER	134	1,829	-1,695
ACCOUNTS RECEIVABLE - HUD	282	0	282
ACCOUNTS RECEIVABLE - TENANT BASED SUBSIDY	519	0	519
ACCOUNTS RECEIVABLE - REPAYMENTS	170	0	170
ACCOUNTS RECEIVABLE - SECURITY DEPOSITS	470	0	470
ACCOUNTS RECEIVABLE - RESIDENT REIMBURSEMENT	1,653	0	1,653
ALLOWANCE FOR DOUBTFUL ACCOUNTS	-6,917	-4,081	-2,836
ACCOUNTS RECEIVABLE - PROPERTY TAX LEVY	2,404,114	5,027,528	-2,623,414
ACCOUNTS RECEIVABLE - DELINQUENT PROPERTY TAX	28,454	46,075	-17,621
DEVELOPER FEE RECEIVABLE	1,126,287	925,000	201,287
DEVELOPER FEE INTEREST RECEIVABLE	119,479	71,781	47,698
CAPITAL LEASE RECEIVABLE	2,934,170	3,394,648	-460,479
DUE FROM OTHER GOVERNMENTS - FEDERAL	48,267	62,307	-14,040
DUE FROM OTHER GOVERNMENTS - STATE	0	16,729	-16,729
DUE FROM OTHER GOVERNMENTS - COUNTY	1,810	32,586	-30,775
TOTAL ACCOUNTS RECEIVABLE	6,683,573	9,590,620	-2,907,048
PREPAID EXPENSES			
PREPAID EXPENSES	240,594	219,731	20,863
TOTAL PREPAID EXPENSES	240,594	219,731	20,863
TOTAL CURRENT ASSETS	21,379,736	22,450,906	-1,071,170
RESTRICTED CASH/ESCROWS			
INSURANCE ESCROW	176,568	134,830	41,738
REAL ESTATE TAX ESCROW	183,296	246,337	-63,041
REAL ESTATE TAX ESCROW - QECB BONDS	29,901	5,844	24,057
ESCROW DEPOSIT ACCOUNT	16,613	17,423	-810
DEBT SERVICE FUND	1,396,834	1,355,453	41,381
DEBT SERVICE FUND - QECB BONDS	0	0	0
DEBT SERVICE RESERVE FUND	2,651,767	2,634,656	17,111

Total Agency
Balance Sheet
July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
DEBT SERVICE RESERVE FUND - QECB BONDS	12	1	12
FUND-OPERATING DEFICIT R	12,479	12,172	307
INTERFUND	42	0	42
ISSUER RESERVE FUND	1,215,314	680,353	534,960
REPAIR FUND	41,249	40,233	1,016
OPERATING FUND	453,053	402,712	50,341
RESTORATION FUND	1	1	0
OPERATING RESERVE	2,215,210	2,154,785	60,425
FEE ESCROW	53,150	41,909	11,241
REPLACEMENT RESERVE FUND	2,407,015	2,338,326	68,689
SURPLUS FUND	103,431	198,887	-95,456
OTHER ESCROW	8,254	8,094	160
TOTAL RESTRICTED CASH/ESCROWS	10,964,189	10,272,015	692,174
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
LAND	4,559,054	4,559,054	0
LAND IMPROVEMENTS	2,316,811	2,219,666	97,145
BUILDING	68,581,956	66,883,653	1,698,303
APPLIANCES	1,104	0	1,104
OFFICE FURNITURE AND EQUIPMENT	515,702	515,702	0
PROPERTY FOR RESALE	483,233	1,248,321	-765,088
TOTAL FIXED ASSETS	76,457,860	75,426,396	1,031,464
ACCUMULATED DEPRECIATION			
ACCUM DEPRECIATION - LAND IMPROVEMENTS	-513,390	-433,704	-79,686
ACCUM DEPRECIATION - BUILDING AND FIXTURES	-31,183,284	-30,928,940	-254,345
ACCUM DEPRECIATION - FURNITURE AND EQUIPMEN	-519,503	-506,208	-13,294
TOTAL ACCUMULATED DEPRECIATION	-32,216,177	-31,868,852	-347,325
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	44,241,683	43,557,545	684,138
INVESTMENTS			
OTHER INVESTMENTS	1,857,704	1,844,680	13,024
TOTAL INVESTMENTS	1,857,704	1,844,680	13,024
NOTES RECEIVABLE			
INSTALLMENT NOTE RECEIVABLE	18,517,918	14,617,258	3,900,659
LOAN RECEIVABLE LHIA ON CDA COMPANY	400,000	0	400,000
NOTE RECEIVABLE	352,709	352,709	0
FORGIVABLE LONG TERM LOAN	1,000,000	500,000	500,000
DUE FROM OTHER FUND	3,691,066	3,821,696	-130,630
TOTAL NOTES RECEIVABLE	23,961,693	19,291,664	4,670,029
OTHER ASSETS			
INTEREST RECEIVABLE	26,651	29,748	-3,097
TAX INCREMENT FUNDING RECEIVABLE	659,339	559,715	99,624

Total Agency
Balance Sheet
July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
CONSTRUCTION IN PROGRESS	790,091	2,602,190	-1,812,099
TOTAL OTHER ASSETS	1,476,080	3,191,652	-1,715,572
TOTAL ASSETS	103,881,086	100,608,462	3,272,624
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
ACCOUNTS PAYABLE	45,639	439,253	-393,614
ACCOUNTS PAYABLE - OTHER	0	620	-620
RETAINAGE PAYABLE	22,513	128,774	-106,260
TOTAL ACCOUNTS PAYABLE	68,152	568,647	-500,494
OTHER CURRENT LIABILITIES			
PREPAID TENANT RENT	751	0	751
HAP REPAYMENT	122	0	122
ERC	-31,255	0	-31,255
SECURITY DEPOSIT LIABILITY	381,869	379,610	2,259
SECURITY DEPOSIT INTEREST LIABILITY	22,625	21,337	1,288
DUE TO OTHER GOVERNMENTS - COUNTY	460,241	418,533	41,709
DUE TO OTHER GOVERNMENTS - OTHER	40,000	40,000	0
TENANT BASED SUBSIDY SUSPENSE	-1,182	0	-1,182
ESCROW DEPOSITS PAYABLE - FSS	59,432	39,006	20,427
TOTAL OTHER CURRENT LIABILITIES	932,604	898,486	34,119
ACCRUED EXPENSES			
ACCRUED PAYROLL EXPENSE	54,319	48,302	6,017
ACCRUED EXPENSES	806	0	806
ACCRUED INTEREST	28,514	29,147	-633
ACCRUED INTEREST SENIOR BONDS	628,506	554,260	74,246
ACCRUED INTEREST SERIES D BONDS	20,320	17,890	2,430
ACCRUED INTEREST	366,245	313,686	52,559
TOTAL ACCRUED EXPENSES	1,098,711	963,286	135,425
TOTAL CURRENT LIABILITIES	2,099,467	2,430,418	-330,951
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
UNEARNED REVENUE	7,180,178	8,213,979	-1,033,801
TOTAL DEFERRED REVENUE	7,180,178	8,213,979	-1,033,801
INTERCOMPANY LIABILITIES			
DUE TO OTHERS	3,691,066	3,821,696	-130,630
HEALTH CARE PLAN LIABILITY	3,198	75	3,123
TOTAL INTERCOMPANY LIABILITIES	3,694,264	3,821,771	-127,507
LONG-TERM DEBT			
MORTGAGE PAYABLE	9,638,455	9,839,309	-200,854

Total Agency
Balance Sheet
July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
NOTE PAYABLE	1,389,793	771,000	618,793
BONDS PAYABLE	32,705,000	34,940,000	-2,235,000
SERIES D BOND PAYABLE	1,395,000	1,535,000	-140,000
UNAMORTIZED PREMIUM	741,309	808,016	-66,707
DEFERRED REFUNDING COSTS	-561,012	-662,097	101,085
DEFERRED GAIN ON SALE OF PROPERTY	269,839	330,984	-61,145
DEFERRED GAIN ON REFUNDING	87,911	214,856	-126,945
UNAMORTIZED DISCOUNT	-225,578	-245,836	20,259
TOTAL LONG-TERM DEBT	45,440,718	47,531,232	-2,090,513
TOTAL LONG-TERM LIABILITIES	56,315,160	59,566,981	-3,251,821
TOTAL LIABILITIES	58,414,627	61,997,399	-3,582,772
CAPITAL			
RETAINED EARNINGS	45,466,458	38,611,063	6,855,395
TOTAL CAPITAL	45,466,458	38,611,063	6,855,395
TOTAL LIABILITIES & CAPITAL	103,881,086	100,608,462	3,272,624

Total Agency
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
RENT INCOME - RESIDENTS	4,555,586	4,502,225	53,361	1	4,426,348	129,238	3
COUNTY ASSISTANCE RENT	334,386	377,592	-43,206	-11	760,727	-426,341	-56
HAP INCOME - SECTION 8	388,525	391,883	-3,358	-1	0	388,525	N/A
BAD DEBT RENT	-5,637	-21,817	16,179	74	-16,690	11,052	66
BAD DEBT OTHER	-13,766	13,883	-27,649	-199	10,940	-24,706	-226
EMPLOYEE CONCESSIONS	-2,977	-5,017	2,040	41	-5,669	2,692	47
VACANCY	-16,123	-209,708	193,585	92	-32,625	16,502	51
APPLICATION FEES	5,212	5,017	196	4	5,575	-362	-7
ELECTRIC REIMBURSEMENT	6,505	0	6,505	N/A	0	6,505	N/A
HEAT REIMBURSEMENT	28	0	28	N/A	0	28	N/A
CABLE REIMBURSEMENT	11,468	10,033	1,435	14	11,212	256	2
TRASH REIMBURSEMENT	70	0	70	N/A	0	70	N/A
UTILITY REIMBURSEMENT RECOVERY	-5,940	16,800	-22,740	-135	-24,337	18,397	76
GUEST SUITE INCOME	2,500	1,400	1,100	79	1,850	650	35
LATE FEES	14,417	11,550	2,867	25	11,845	2,572	22
LAUNDRY INCOME	16,388	17,150	-762	-4	18,160	-1,772	-10
CLUBHOUSE RENTAL	425	0	425	N/A	0	425	N/A
NSF FEES	675	0	675	N/A	0	675	N/A
CLEANING & DAMAGES INCOME	15,365	0	15,365	N/A	0	15,365	N/A
PARKING / GARAGE INCOME	50,678	51,158	-480	-1	50,685	-7	0
EMERGENCY PENDANT REIMBURSEMENT	424	408	15	4	301	122	41
TOTAL OTHER RENTAL INCOME	5,358,209	5,162,558	195,651	4	5,218,322	139,887	3
NET RENTAL INCOME	5,358,209	5,162,558	195,651	4	5,218,322	139,887	3
OTHER INCOME							
INTEREST INCOME	216,036	63,991	152,044	238	179,083	36,953	21
RESTRICTED INTEREST INCOME	124,752	35,467	89,285	252	67,912	56,839	84
INTEREST INCOME - LOANS	97,856	115,669	-17,814	-15	103,108	-5,252	-5
INTEREST INCOME - CAPITAL LEASES	43,603	42,166	1,437	3	51,078	-7,475	-15
OTHER INCOME	14,972	147,525	-132,553	-90	1,537,236	-1,522,264	-99
OTHER INCOME - NON OPERATING	56,061	0	56,061	N/A	0	56,061	N/A
INTERGOVERNMENTAL REVENUE	119,606	0	119,606	N/A	0	119,606	N/A
PROPERTY TAX REVENUE	3,053,097	3,053,299	-201	0	2,948,298	104,799	4
TIF REVENUE	89,425	89,425	0	0	80,975	8,450	10
ADMINISTRATION FEE REVENUE	189,356	210,525	-21,169	-10	242,245	-52,889	-22
PROGRAM INCOME	1,790,988	1,912,633	-121,645	-6	1,966,148	-175,160	-9
GRANT REVENUE - FEDERAL	927,233	919,742	7,491	1	867,726	59,507	7
GRANT REVENUE - STATE	179,519	142,625	36,894	26	245,951	-66,432	-27
GRANT REVENUE - COUNTY	60,784	50,283	10,501	21	50,658	10,126	20
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	299,323	580,261	-280,938	-48	304,913	-5,590	-2
CONTRA GRANT REVENUE - CDBG	-44,631	0	-44,631	N/A	0	-44,631	N/A
ISSUER FEE INCOME	14,897	14,992	-94	-1	58,963	-44,065	-75
TRANSFER FROM OTHER FUNDS	0	17,500	-17,500	-100	1,014,021	-1,014,021	-100
CHARGE FOR SERVICE	350,568	346,267	4,302	1	331,359	19,209	6
HUD PASS THROUGH	-10,162	11,083	-21,246	-192	-9,588	-575	-6
TOTAL OTHER INCOME	7,606,358	7,753,452	-147,094	-2	10,040,086	-2,433,728	-24
TOTAL REVENUE	12,964,567	12,916,011	48,557	0	15,258,408	-2,293,841	-15
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
PAYROLL - OFFICE	1,068,806	1,308,163	239,357	18	1,101,000	32,194	3
PAYROLL TAXES - OFFICE	11,566	13,212	1,647	12	10,746	-819	-8
PAYROLL - CDBG COC PROGRAM	15,774	0	-15,774	N/A	13,272	-2,502	-19
PAYROLL TAXES - CDBG COC PROGRAM	228	0	-228	N/A	192	-35	-18
PAYROLL - CDBG LOAN PROGRAM	6,383	0	-6,383	N/A	6,806	424	6
PAYROLL TAXES CDBG LOAN PROGRAM	92	0	-92	N/A	99	7	7
PAYROLL - MAINTENANCE	242,767	340,589	97,823	29	287,014	44,248	15
PAYROLL - GROUNDS	58,904	119,550	60,645	51	90,132	31,228	35

Total Agency
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
PAYROLL - OTHER	1,529	117	-1,412	-1,210	8,835	7,307	83
PAYROLL BENEFITS - OTHER	85,048	79,392	-5,657	-7	68,518	-16,531	-24
INSURANCE BENEFITS	111,571	138,191	26,620	19	124,041	12,470	10
PAYROLL BENEFITS - CDBG COC PROGRAM	1,751	0	-1,751	N/A	1,194	-557	-47
PAYROLL BENEFITS - CDBG LOAN PROGRAM	702	0	-702	N/A	613	-90	-15
PENSION CONTRIBUTION - EXECUTIVE	2,825	2,450	-375	-15	2,498	-327	-13
PENSION CONTRIBUTION - ADMINISTRATION	9,118	10,617	1,499	14	8,466	-652	-8
PENSION CONTRIBUTION - FINANCE ADMIN	5,231	3,850	-1,381	-36	1,767	-3,464	-196
INSURANCE - ACCT	9,535	7,583	-1,952	-26	4,375	-5,160	-118
INSURANCE - EXECUTIVE	3,011	2,683	-327	-12	4,704	1,693	36
SALARY EXPENSE - ACCOUNTING	52,956	47,542	-5,414	-11	20,570	-32,386	-157
SALARY EXPENSE - EXECUTIVE	25,607	26,833	1,227	5	27,752	2,145	8
PAYROLL TAXES - PROPERTY ACCOUNTING	1,095	992	-104	-10	307	-788	-257
PAYROLL TAXES - EXECUTIVE	353	408	55	14	319	-34	-11
WORKERS COMPENSATION INSURANCE	0	3,442	3,442	100	0	0	N/A
BUSINESS OPS - SALARY PAYROLL	83,148	117,833	34,686	29	94,063	10,915	12
BUSINESS OPS - BENEFITS & INSURANCE	11,554	19,250	7,697	40	16,064	4,510	28
BUSINESS OPS - PR TAX	1,170	1,692	522	31	1,284	115	9
BUSINESS OPS - WORK COMP	0	408	408	100	0	0	N/A
ACTIVE LIFE - SALARY WAGES	55	292	237	81	0	-55	N/A
ACTIVE LIFE - PAYROLL TAXES	0	58	58	100	0	0	N/A
PAYROLL - PROPERTY MANAGEMENT - CDA	345,074	344,517	-558	0	327,582	-17,492	-5
PAYROLL - BOARD OF COMMISSIONERS	0	2,800	2,800	100	2,365	2,365	100
PAYROLL TAX - BOARD OF COMMISSIONERS	0	58	58	100	181	181	100
WORKERS COMP - BOARD OF COMMISSIONERS	0	233	233	100	0	0	N/A
WORKERS COMP - EXEC DIR	0	117	117	100	0	0	N/A
TOTAL PAYROLL	2,155,851	2,592,873	437,022	17	2,224,761	68,910	3
GENERAL & ADMINISTRATIVE							
AUTO LEASE & LICENSE	1,988	0	-1,988	N/A	0	-1,988	N/A
CONSULTING	157,237	218,867	61,630	28	167,703	10,466	6
CONSULTING - EXEC	0	4,142	4,142	100	2,455	2,455	100
CONSULTING - FINANCE/IT	6,439	8,167	1,728	21	1,519	-4,920	-324
CONSULTING - IT	19,311	0	-19,311	N/A	0	-19,311	N/A
DUES & SUBSCRIPTIONS - BUSINESS OFFICE	20,655	44,742	24,087	54	140,449	119,794	85
DUES & SUBSCRIPTIONS - EXEC	1,371	2,917	1,546	53	2,193	822	37
DELIVERY EXPENSES	42	583	542	93	298	256	86
POSTAGE & DELIVERY - OPS	6,646	9,100	2,454	27	7,589	943	12
OFFICE/EQUIPMENT RENTAL	21,733	11,608	-10,124	-87	9,789	-11,943	-122
ADVERTISING/MARKETING	54,488	57,488	3,000	5	29,209	-25,279	-87
ADVERTISING - BOARD OF COMMISSIONERS	0	350	350	100	221	221	100
ADVERTISING/MARKETING - FIN ADMIN	0	175	175	100	1,145	1,145	100
CONTRIBUTIONS - OPERATING	97,500	0	-97,500	N/A	0	-97,500	N/A
AUDIT/TAX RETURN PREPARATION FEE	64,600	40,658	-23,942	-59	63,200	-1,400	-2
CREDIT REPORTS / BACKGROUND CHECKS	5,603	8,108	2,505	31	6,533	930	14
DATA PROCESSING FEES	10,133	57,517	47,383	82	10,932	799	7
DATA PROCESSING FEES - EXEC DIR	0	175	175	100	0	0	N/A
DATA PROCESSING FEES - FIN ADMIN	0	1,750	1,750	100	0	0	N/A
DATA PROCESSING FEES - IT	13,181	0	-13,181	N/A	0	-13,181	N/A
PAYROLL PROCESSING FEES	13,489	14,000	511	4	14,760	1,272	9
LEGAL FEES	71,408	122,325	50,917	42	129,573	58,165	45
LICENSE FEES	13,045	8,925	-4,120	-46	11,710	-1,335	-11
LICENSE FEES - GENERAL BUILDING	46	0	-46	N/A	0	-46	N/A
MILEAGE REIMBURSEMENT	5,067	11,317	6,250	55	5,650	584	10
MILEAGE REIMBURSEMENT - ENVIRONMENTAL SERVI	0	117	117	100	160	160	100
ADMINISTRATIVE SERVICES	796	1,633	838	51	1,611	815	51
PROPERTY PROGRAM EXPENSES	14,400	16,275	1,875	12	13,365	-1,035	-8
MISC EXPENSE - BUSINESS OFFICE	1,604	3,850	2,246	58	258,894	257,291	99
POSTAGE - BUSINESS OFFICE	-550	1,167	1,717	147	560	1,110	198
TRAVEL - EXEC	2,413	2,917	504	17	2,853	440	15
TRAVEL - FINANCE/IT	48	1,167	1,119	96	107	59	55

Total Agency
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TRAVEL - BOARD OF COMMISSIONERS	1,425	583	-842	-144	647	-778	-120
TRAVEL - CDA CAR	1,244	0	-1,244	N/A	0	-1,244	N/A
TRAVEL	9,669	9,683	14	0	7,943	-1,726	-22
TRAVEL - BUSINESS OFFICE	150	1,458	1,309	90	709	559	79
TRAVEL - ACTIVE LIFE	111	58	-53	-91	219	108	49
EDUCATION AND TRAINING	10,689	27,183	16,495	61	16,175	5,486	34
TRAINING/ED - BUSINESS OFFICE	1,017	4,083	3,066	75	3,726	2,708	73
TRAINING/ED - ACTIVE LIFE	1,005	350	-655	-187	448	-558	-125
BANK FEES	31,904	39,083	7,179	18	44,318	12,414	28
TRAINING/ED - EXEC	480	1,517	1,037	68	3,906	3,426	88
TRAINING/ED - FINANCE/IT	1,213	5,658	4,445	79	245	-968	-395
BANK FEES - FINANCIAL ADMIN	284	0	-284	N/A	0	-284	N/A
TRAINING/ED - BOARD OF COMMISSIONERS	3,285	292	-2,993	-1,026	314	-2,971	-947
PROFESSIONAL FEES	10,647	102,433	91,786	90	119,287	108,640	91
PROFESSIONAL SERVICES - ENVIRONMENTAL SERVIC	818	3,792	2,974	78	1,376	559	41
OFFICE CONTRACTS	308	992	684	69	0	-308	N/A
MAINTENANCE SUPPLIES	15	0	-15	N/A	0	-15	N/A
OFFICE SUPPLIES AND EQUIPMENT	6,753	16,923	10,170	60	12,857	6,104	47
OFFICE SUPPLIES - EXEC	0	117	117	100	331	331	100
OFFICE SUPPLIES - FINANCE/IT	85	642	557	87	504	419	83
OFFICE SUPPLIES - BOARD OF COMMISSIONERS	61	117	56	48	57	-4	-6
TELEPHONE - OFFICE USE	41,753	51,917	10,163	20	43,368	1,614	4
TELEPHONE - EXEC DIR	386	583	197	34	325	-61	-19
TELEPHONE - FINANCIAL ADMIN	386	408	22	5	325	-61	-19
RESIDENT RETENTION	3,282	9,392	6,110	65	4,730	1,448	31
PROJECT ASSISTANCE	377,523	379,167	1,643	0	414,991	37,468	9
CONTRA PROJECT ASSISTANCE	-44,631	0	44,631	N/A	0	44,631	N/A
HOUSING ASSISTANCE PAYMENTS	2,442,381	2,426,083	-16,297	-1	2,475,020	32,639	1
MONTHLY CLEANING	18,343	31,150	12,807	41	30,736	12,393	40
REPAIRS & MAINTENANCE	44,892	83,125	38,233	46	56,641	11,749	21
REPAIRS & MAINTENANCE - GENERAL BUILDING	860	3,792	2,932	77	0	-860	N/A
FISCAL AGENCY ADMINISTRATION	2,652	0	-2,652	N/A	0	-2,652	N/A
UNIFORMS - BUSINESS OFFICE	6,667	4,842	-1,825	-38	5,317	-1,350	-25
TOTAL G & A EXPENSE	3,578,347	3,855,461	277,114	7	4,126,994	548,647	13
MANAGEMENT FEE							
MANAGEMENT FEE	274,078	286,429	12,351	4	276,945	2,867	1
TOTAL MANAGEMENT FEE	274,078	286,429	12,351	4	276,945	2,867	1
TOTAL ADMINISTRATIVE EXPENSES	6,008,276	6,734,762	726,486	11	6,628,699	620,423	9
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
SERVICE CONTRACT/REPAIRS - APPLIANCE	927	2,975	2,048	69	1,295	368	28
SERVICE CONTRACT/REPAIRS - CONTRACT MAINTEN	0	2,100	2,100	100	682	682	100
SERVICE CONTRACT/REPAIRS - ELECTRICAL	28,376	36,167	7,791	22	30,875	2,500	8
SERVICE CONTRACT/REPAIRS - FLOORS	65,606	85,633	20,028	23	42,850	-22,756	-53
SERVICE CONTRACT/REPAIRS - GENERAL BUILDING	3,384	1,167	-2,217	-190	0	-3,384	N/A
SERVICE CONTRACT/REPAIRS - HVAC	27,823	37,683	9,860	26	28,986	1,163	4
SERVICE CONTRACT/REPAIRS - JANITORIAL	3,117	7,467	4,350	58	0	-3,117	N/A
SERVICE CONTRACT/REPAIRS - PLUMBING	40,869	35,875	-4,994	-14	43,529	2,659	6
SERVICE CONTRACT/REPAIRS - MISCELLANEOUS	116	0	-116	N/A	0	-116	N/A
SUPPLIES - APPLIANCE	29,072	60,550	31,478	52	36,514	7,442	20
SUPPLIES - ELECTRICAL	15,385	18,317	2,932	16	12,598	-2,787	-22
SUPPLIES - FLOORS	4,169	0	-4,169	N/A	0	-4,169	N/A
SUPPLIES - GENERAL BUILDING	3,739	175	-3,564	-2,036	20	-3,718	-18,408
SUPPLIES - HVAC	19,945	29,575	9,630	33	27,202	7,257	27
SUPPLIES - JANITORIAL	7,960	10,442	2,481	24	7,369	-591	-8
SUPPLIES - PLUMBING	33,219	30,042	-3,177	-11	33,994	776	2
EQUIPMENT RENTAL - BUSINESS OFFICE	1,204	15,983	14,780	92	15,801	14,597	92
SUPPLIES - MISCELLANEOUS	15,590	19,600	4,011	20	13,733	-1,856	-14
REPAIRS - BUSINESS OFFICE	287	1,633	1,346	82	203	-84	-41
TOTAL REPAIRS & MAINTENANCE EXPENSES	300,787	395,383	94,597	24	295,652	-5,134	-2

Total Agency
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
CONTRACT SERVICE							
EXTERMINATION	17,045	11,842	-5,203	-44	10,978	-6,067	-55
SERVICE CONTRACT/REPAIRS - ELEVATORS	22,908	25,258	2,350	9	19,585	-3,323	-17
SERVICE CONTRACT - GROUNDS	67,716	103,417	35,701	35	59,858	-7,858	-13
SERVICE CONTRACT - SNOW	91,258	48,175	-43,082	-89	85,458	-5,799	-7
SUPPLIES - GROUNDS	2,836	58	-2,778	-4,764	0	-2,836	N/A
TOTAL CONTRACT SERVICE	201,762	188,750	-13,012	-7	175,879	-25,883	-15
TURNOVER EXPENSE							
SERVICE CONTRACT - PAINTING	36,686	39,608	2,922	7	23,065	-13,621	-59
SERVICE CONTRACT - CARPET SHAMPOO	90	0	-90	N/A	0	-90	N/A
SUPPLIES - PAINTING	11,290	14,350	3,060	21	9,347	-1,943	-21
TOTAL TURNOVER EXPENSE	48,066	53,958	5,892	11	32,412	-15,654	-48
TOTAL MAINTENANCE EXPENSES	550,615	638,092	87,476	14	503,944	-46,671	-9
UTILITIES							
ELECTRICITY	96,105	131,133	35,028	27	127,132	31,027	24
HEAT / GAS	104,173	124,892	20,719	17	120,044	15,871	13
WATER AND SEWER	132,671	149,917	17,245	12	127,201	-5,470	-4
TRASH REMOVAL	89,921	79,625	-10,296	-13	75,781	-14,140	-19
TRASH REMOVAL - ADMIN SERVICES	104	292	188	64	208	104	50
CABLE TV	13,511	13,242	-270	-2	13,155	-357	-3
TENANT UTILITY ALLOWANCE	14,812	0	-14,812	N/A	0	-14,812	N/A
TOTAL UTILITIES	451,298	499,100	47,802	10	463,520	12,223	3
TOTAL OPERATING EXPENSES	7,010,189	7,871,954	861,765	11	7,596,164	585,975	8
NET OPERATING INCOME BEFORE TAXES & INSURANCE	5,954,379	5,044,057	910,322	18	7,662,244	-1,707,866	-22
NON-OPERATING EXPENSES							
PROPERTY AND LIABILITY INSURANCE	230,053	235,258	5,206	2	225,149	-4,903	-2
REAL ESTATE TAXES	251,746	248,500	-3,246	-1	251,238	-508	0
ASSOCIATION ASSESSMENT	42,003	71,925	29,922	42	71,105	29,101	41
TOTAL NON-OPERATING EXPENSES	523,802	555,683	31,882	6	547,492	23,690	4
TOTAL NON-OPERATING EXPENSES	523,802	555,683	31,882	6	547,492	23,690	4
NET INCOME BEFORE FINANCING EXPENSE	5,430,577	4,488,373	942,204	21	7,114,753	-1,684,176	-24
FINANCING EXPENSE							
SEC DEP INTEREST	1,935	0	-1,935	N/A	0	-1,935	N/A
MORTGAGE INTEREST	313,680	232,803	-80,877	-35	239,786	-73,894	-31
DEBT SERVICE - PRINCIPAL	291,424	256,644	-34,780	-14	382,082	90,658	24
DEBT SERVICE - INTEREST	18,079	0	-18,079	N/A	0	-18,079	N/A
INTEREST - SENIOR BONDS	713,136	840,760	127,624	15	753,003	39,867	5
INTEREST - SERIES A BONDS	23,940	24,524	584	2	25,340	1,400	6
GAIN ON INVESTMENT	-23,178	0	23,178	N/A	6,115	29,292	479
FINANCING FEE	0	817	817	100	2,885	2,885	100
MONITORING FEE	0	1,750	1,750	100	0	0	N/A
FSS ESCROW PAYMENT	5,497	1,750	-3,747	-214	1,377	-4,120	-299
BOND PREMIUM	-36,027	-26,013	10,014	38	-36,157	-130	0
BOND DISCOUNT	11,193	11,536	343	3	11,536	342	3
GAIN/LOSS ON SALE	-33,177	33,378	66,555	199	-32,141	1,036	3
CAPITAL OUTLAY	0	0	0	N/A	23	23	100
CAPITAL OUTLAY - GEN BUILDING	0	19,833	19,833	100	0	0	N/A
DEFERRED REFUNDING	48,501	61,348	12,848	21	61,346	12,845	21
DEFERRED GAIN ON REFUNDING	-68,355	-68,355	0	0	-68,355	0	0
TRANSFER TO OTHER FUNDS	0	17,500	17,500	100	1,014,021	1,014,021	100
TOTAL FINANCING EXPENSE	1,266,648	1,408,275	141,627	10	2,360,861	1,094,212	46
NET INCOME/(LOSS)	4,163,929	3,080,098	1,083,830	35	4,753,892	-589,964	-12
DEPRECIATION EXPENSE							
DEPRECIATION	33,865	28,724	-5,140	-18	31,551	-2,314	-7
DEPRECIATION - BUILDING	1,045,937	1,036,033	-9,905	-1	1,018,099	-27,838	-3
DEPRECIATION - FURNITURE AND EQUIPMENT	4,434	369	-4,064	-1,101	10,337	5,904	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-1,084,236	-1,065,126	-19,109	-2	-1,059,987	-24,249	-2
NET INCOME	3,079,693	2,014,972	1,064,721	53	3,693,905	-614,212	-17

General Fund
Balance Sheet
 July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
CASH - OPERATING CHECKING	4,674,863	4,450,774	224,089
CASH - TEMPORARY INVESTMENTS	3,884	2,870	1,014
TOTAL CASH	4,678,746	4,453,644	225,103
ACCOUNTS RECEIVABLE			
ACCOUNTS RECEIVABLE - PROPERTY TAX LEVY	732,335	1,652,177	-919,842
ACCOUNTS RECEIVABLE - DELINQUENT PROPERTY TAX	28,454	46,075	-17,621
DUE FROM OTHER GOVERNMENTS - COUNTY	0	22,421	-22,421
TOTAL ACCOUNTS RECEIVABLE	760,789	1,720,673	-959,883
PREPAID EXPENSES			
PREPAID EXPENSES	27,642	2,609	25,032
TOTAL PREPAID EXPENSES	27,642	2,609	25,032
TOTAL CURRENT ASSETS	5,467,177	6,176,925	-709,748
RESTRICTED CASH/ESCROWS			
ESCROW DEPOSIT ACCOUNT	622	0	622
OPERATING RESERVE	1,376,681	1,340,072	36,608
TOTAL RESTRICTED CASH/ESCROWS	1,377,303	1,340,072	37,230
NOTES RECEIVABLE			
INSTALLMENT NOTE RECEIVABLE	2,000,000	0	2,000,000
TOTAL NOTES RECEIVABLE	2,000,000	0	2,000,000
TOTAL ASSETS	8,844,480	7,516,998	1,327,483
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
ACCOUNTS PAYABLE	2,182	5,536	-3,354
ACCOUNTS PAYABLE - OTHER	0	210	-210
TOTAL ACCOUNTS PAYABLE	2,182	5,746	-3,564
ACCRUED EXPENSES			
ACCRUED PAYROLL EXPENSE	12,455	18,775	-6,320
TOTAL ACCRUED EXPENSES	12,455	18,775	-6,320
TOTAL CURRENT LIABILITIES	14,637	24,521	-9,884
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
UNEARNED REVENUE	761,857	881,235	-119,378
TOTAL DEFERRED REVENUE	761,857	881,235	-119,378
INTERCOMPANY LIABILITIES			
HEALTH CARE PLAN LIABILITY	3,198	75	3,123
TOTAL INTERCOMPANY LIABILITIES	3,198	75	3,123

General Fund
Balance Sheet
 July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
TOTAL LONG-TERM LIABILITIES	765,055	881,310	-116,255
TOTAL LIABILITIES	779,692	905,830	-126,139
CAPITAL			
RETAINED EARNINGS	8,064,789	6,611,167	1,453,621
TOTAL CAPITAL	8,064,789	6,611,167	1,453,621
TOTAL LIABILITIES & CAPITAL	8,844,480	7,516,998	1,327,483

General Fund
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER INCOME							
INTEREST INCOME	76,237	12,833	63,404	494	53,107	23,130	44
RESTRICTED INTEREST INCOME	6	0	6	N/A	0	6	N/A
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	1,005,014	1,005,014	0	0	979,344	25,670	3
TRANSFER FROM OTHER FUNDS	0	0	0	N/A	0	0	N/A
CHARGE FOR SERVICE	2,494	0	2,494	N/A	0	2,494	N/A
TOTAL OTHER INCOME	1,084,385	1,017,847	66,537	7	1,032,937	51,447	5
TOTAL REVENUE	1,084,385	1,017,847	66,537	7	1,032,937	51,447	5
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
PENSION CONTRIBUTION - EXECUTIVE	2,825	2,450	-375	-15	2,498	-327	-13
PENSION CONTRIBUTION - ADMINISTRATION	9,118	10,617	1,499	14	8,466	-652	-8
PENSION CONTRIBUTION - FINANCE ADMIN	5,231	3,850	-1,381	-36	1,767	-3,464	-196
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INSURANCE - EXECUTIVE	3,011	2,683	-327	-12	4,704	1,693	36
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SALARY EXPENSE - EXECUTIVE	25,607	26,833	1,227	5	27,752	2,145	8
PAYROLL TAXES - PROPERTY ACCOUNTING	1,095	992	-104	-10	307	-788	-257
PAYROLL TAXES - EXECUTIVE	353	408	55	14	319	-34	-11
WORKERS COMPENSATION INSURANCE	0	175	175	100	0	0	N/A
BUSINESS OPS - SALARY PAYROLL	83,148	117,833	34,686	29	94,063	10,915	12
BUSINESS OPS - BENEFITS & INSURANCE	11,554	19,250	7,697	40	16,064	4,510	28
BUSINESS OPS - PR TAX	1,170	1,692	522	31	1,284	115	9
BUSINESS OPS - WORK COMP	0	408	408	100	0	0	N/A
ACTIVE LIFE - SALARY WAGES	55	292	237	81	0	-55	N/A
ACTIVE LIFE - PAYROLL TAXES	0	58	58	100	0	0	N/A
PAYROLL - BOARD OF COMMISSIONERS	0	2,800	2,800	100	2,365	2,365	100
PAYROLL TAX - BOARD OF COMMISSIONERS	0	58	58	100	181	181	100
WORKERS COMP - BOARD OF COMMISSIONERS	0	233	233	100	0	0	N/A
WORKERS COMP - EXEC DIR	0	117	117	100	0	0	N/A
TOTAL PAYROLL	205,657	245,875	40,218	16	184,715	-20,942	-11
GENERAL & ADMINISTRATIVE							
AUTO LEASE & LICENSE	1,988	0	-1,988	N/A	0	-1,988	N/A
CONSULTING	45,097	58,333	13,236	23	39,297	-5,800	-15
CONSULTING - EXEC	0	4,142	4,142	100	2,455	2,455	100
CONSULTING - FINANCE/IT	6,439	8,167	1,728	21	1,519	-4,920	-324
CONSULTING - IT	19,311	0	-19,311	N/A	0	-19,311	N/A
DUES & SUBSCRIPTIONS - BUSINESS OFFICE	5,080	3,792	-1,289	-34	3,022	-2,059	-68
DUES & SUBSCRIPTIONS - EXEC	1,371	2,917	1,546	53	2,193	822	37
DELIVERY EXPENSES	0	117	117	100	0	0	N/A
OFFICE/EQUIPMENT RENTAL	10,502	0	-10,502	N/A	0	-10,502	N/A
ADVERTISING/MARKETING	2,613	2,917	304	10	111	-2,502	-2,262
ADVERTISING - BOARD OF COMMISSIONERS	0	350	350	100	221	221	100
ADVERTISING/MARKETING - FIN ADMIN	0	175	175	100	1,145	1,145	100
AUDIT/TAX RETURN PREPARATION FEE	51,900	30,333	-21,567	-71	44,500	-7,400	-17
CREDIT REPORTS / BACKGROUND CHECKS	29	0	-29	N/A	0	-29	N/A
DATA PROCESSING FEES	10,134	52,500	42,366	81	8,621	-1,514	-18
DATA PROCESSING FEES - EXEC DIR	0	175	175	100	0	0	N/A
DATA PROCESSING FEES - FIN ADMIN	0	1,750	1,750	100	0	0	N/A
DATA PROCESSING FEES - IT	13,181	0	-13,181	N/A	0	-13,181	N/A
PAYROLL PROCESSING FEES	13,489	14,000	511	4	14,760	1,272	9
LEGAL FEES	11,926	35,000	23,074	66	28,138	16,212	58
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	117	117	100	160	160	100
POSTAGE - BUSINESS OFFICE	-550	1,167	1,717	147	560	1,110	198
TRAVEL - EXEC	2,413	2,917	504	17	2,853	440	15

General Fund
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TRAVEL - FINANCE/IT	48	1,167	1,119	96	107	59	55
TRAVEL - BOARD OF COMMISSIONERS	1,425	583	-842	-144	647	-778	-120
TRAVEL - CDA CAR	1,244	0	-1,244	N/A	0	-1,244	N/A
TRAVEL	604	0	-604	N/A	0	-604	N/A
TRAVEL - BUSINESS OFFICE	150	1,458	1,309	90	709	559	79
TRAVEL - ACTIVE LIFE	111	58	-53	-91	219	108	49
EDUCATION AND TRAINING	1,357	0	-1,357	N/A	0	-1,357	N/A
TRAINING/ED - BUSINESS OFFICE	1,017	4,083	3,066	75	3,726	2,708	73
TRAINING/ED - ACTIVE LIFE	1,005	350	-655	-187	448	-558	-125
BANK FEES	3,222	3,208	-14	0	3,329	107	3
TRAINING/ED - EXEC	480	1,517	1,037	68	3,906	3,426	88
TRAINING/ED - FINANCE/IT	1,213	5,658	4,445	79	245	-968	-395
BANK FEES - FINANCIAL ADMIN	284	0	-284	N/A	0	-284	N/A
TRAINING/ED - BOARD OF COMMISSIONERS	3,285	292	-2,993	-1,026	314	-2,971	-947
PROFESSIONAL FEES	1,535	6,417	4,882	76	1,482	-53	-4
PROFESSIONAL SERVICES - ENVIRONMENTAL SERVIC	0	2,567	2,567	100	0	0	N/A
OFFICE SUPPLIES AND EQUIPMENT	2,879	8,108	5,229	64	7,730	4,851	63
OFFICE SUPPLIES - EXEC	0	117	117	100	331	331	100
OFFICE SUPPLIES - FINANCE/IT	85	642	557	87	504	419	83
OFFICE SUPPLIES - BOARD OF COMMISSIONERS	61	117	56	48	57	-4	-6
TELEPHONE - OFFICE USE	6,357	6,708	352	5	6,308	-49	-1
TELEPHONE - EXEC DIR	386	583	197	34	325	-61	-19
TELEPHONE - FINANCIAL ADMIN	386	408	22	5	325	-61	-19
MONTHLY CLEANING	9,254	9,217	-37	0	11,245	1,991	18
REPAIRS & MAINTENANCE	476	0	-476	N/A	2,255	1,778	79
REPAIRS & MAINTENANCE - GENERAL BUILDING	860	3,792	2,932	77	0	-860	N/A
TOTAL G & A EXPENSE	232,752	275,917	43,165	16	193,966	-38,786	-20
TOTAL ADMINISTRATIVE EXPENSES	438,409	521,792	83,383	16	378,681	-59,727	-16
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
SERVICE CONTRACT/REPAIRS - CONTRACT MAINTEN/	0	2,100	2,100	100	682	682	100
SERVICE CONTRACT/REPAIRS - ELECTRICAL	4,032	3,150	-882	-28	1,515	-2,517	-166
SERVICE CONTRACT/REPAIRS - GENERAL BUILDING	0	1,167	1,167	100	0	0	N/A
SERVICE CONTRACT/REPAIRS - HVAC	0	4,025	4,025	100	926	926	100
SERVICE CONTRACT/REPAIRS - PLUMBING	1,008	1,225	218	18	0	-1,008	N/A
SUPPLIES - ELECTRICAL	15	758	743	98	35	20	57
SUPPLIES - GENERAL BUILDING	12	175	163	93	20	8	39
SUPPLIES - HVAC	0	117	117	100	318	318	100
SUPPLIES - JANITORIAL	464	875	411	47	0	-464	N/A
SUPPLIES - PLUMBING	284	350	66	19	279	-5	-2
EQUIPMENT RENTAL - BUSINESS OFFICE	1,204	15,983	14,780	92	15,801	14,597	92
SUPPLIES - MISCELLANEOUS	107	700	593	85	52	-55	-105
REPAIRS - BUSINESS OFFICE	287	1,633	1,346	82	203	-84	-41
TOTAL REPAIRS & MAINTENANCE EXPENSES	7,413	32,258	24,845	77	19,831	12,418	63
CONTRACT SERVICE							
EXTERMINATION	280	467	187	40	210	-70	-33
SERVICE CONTRACT/REPAIRS - ELEVATORS	940	2,917	1,977	68	1,207	267	22
SERVICE CONTRACT - GROUNDS	2,160	4,408	2,248	51	944	-1,217	-129
SERVICE CONTRACT - SNOW	1,800	1,350	-450	-33	2,064	264	13
SUPPLIES - GROUNDS	0	58	58	100	0	0	N/A
TOTAL CONTRACT SERVICE	5,181	9,200	4,019	44	4,424	-757	-17
TURNOVER EXPENSE							
SERVICE CONTRACT - PAINTING	0	1,750	1,750	100	0	0	N/A
SUPPLIES - PAINTING	0	58	58	100	0	0	N/A
TOTAL TURNOVER EXPENSE	0	1,808	1,808	100	0	0	N/A
TOTAL MAINTENANCE EXPENSES	12,594	43,267	30,673	71	24,255	11,662	48
UTILITIES							
ELECTRICITY	5,440	7,233	1,793	25	6,452	1,012	16
HEAT / GAS	1,272	2,333	1,062	45	1,129	-143	-13
WATER AND SEWER	818	1,692	874	52	384	-433	-113

General Fund
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019		7/31/2019		7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TRASH REMOVAL	613	1,167	554	47	555	-57	-10
TRASH REMOVAL - ADMIN SERVICES	104	292	188	64	208	104	50
TOTAL UTILITIES	8,246	12,717	4,470	35	8,729	483	6
TOTAL OPERATING EXPENSES	459,249	577,775	118,526	21	411,666	-47,583	-12
NET OPERATING INCOME BEFORE TAXES & INSURANCE	625,136	440,072	185,064	42	621,272	3,864	1
NON-OPERATING EXPENSES							
PROPERTY AND LIABILITY INSURANCE	4,441	4,025	-416	-10	4,059	-382	-9
TOTAL NON-OPERATING EXPENSES	4,441	4,025	-416	-10	4,059	-382	-9
TOTAL NON-OPERATING EXPENSES	4,441	4,025	-416	-10	4,059	-382	-9
NET INCOME BEFORE FINANCING EXPENSE	620,695	436,047	184,648	42	617,213	3,482	1
FINANCING EXPENSE							
MORTGAGE INTEREST	0	17,718	17,718	100	20,122	20,122	100
DEBT SERVICE - PRINCIPAL	69,787	70,148	361	1	67,744	-2,043	-3
DEBT SERVICE - INTEREST	18,079	0	-18,079	N/A	0	-18,079	N/A
GAIN ON INVESTMENT	-6,767	0	6,767	N/A	2,127	8,894	418
FINANCING FEE	0	758	758	100	0	0	N/A
CAPITAL OUTLAY	0	0	0	N/A	23	23	100
CAPITAL OUTLAY - GEN BUILDING	0	19,833	19,833	100	0	0	N/A
TRANSFER TO OTHER FUNDS	0	0	0	N/A	0	0	N/A
TOTAL FINANCING EXPENSE	81,099	108,458	27,359	25	90,016	8,917	10
NET INCOME/(LOSS)	539,596	327,589	212,007	65	527,197	12,399	2
NET INCOME	539,596	327,589	212,007	65	527,197	12,399	2

Total Properties
Balance Sheet
July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
ASSETS			
CURRENT ASSETS			
CASH			
CASH - LOCKBOX	1,632,309	788,216	844,093
CASH - OPERATING CHECKING	1,201,742	487,858	713,883
CASH - OPERATING SAVINGS	43,441	31,583	11,858
CASH - TEMPORARY INVESTMENTS	2,443,400	2,229,363	214,037
SECURITY DEPOSIT CHECKING	163,766	150,783	12,983
CASH - SWAP ACCOUNT	299,854	282,465	17,389
TOTAL CASH	5,784,512	3,970,267	1,814,246
ACCOUNTS RECEIVABLE			
ACCOUNTS RECEIVABLE	24,680	16,218	8,463
ACCOUNTS RECEIVABLE - OTHER	134	1,829	-1,695
ACCOUNTS RECEIVABLE - HUD	282	0	282
ACCOUNTS RECEIVABLE - TENANT BASED SUBSIDY	519	0	519
ACCOUNTS RECEIVABLE - REPAYMENTS	170	0	170
ACCOUNTS RECEIVABLE - SECURITY DEPOSITS	470	0	470
ACCOUNTS RECEIVABLE - RESIDENT REIMBURSEMENT	1,653	0	1,653
ALLOWANCE FOR DOUBTFUL ACCOUNTS	-6,917	-4,081	-2,836
ACCOUNTS RECEIVABLE - PROPERTY TAX LEVY	760,550	1,327,806	-567,256
DEVELOPER FEE RECEIVABLE	1,126,287	925,000	201,287
DEVELOPER FEE INTEREST RECEIVABLE	119,479	71,781	47,698
CAPITAL LEASE RECEIVABLE	2,934,170	3,394,648	-460,479
DUE FROM OTHER GOVERNMENTS - FEDERAL	17,628	20,731	-3,103
TOTAL ACCOUNTS RECEIVABLE	4,979,105	5,753,933	-774,828
PREPAID EXPENSES			
PREPAID EXPENSES	208,052	216,151	-8,099
TOTAL PREPAID EXPENSES	208,052	216,151	-8,099
TOTAL CURRENT ASSETS	10,971,669	9,940,351	1,031,319
RESTRICTED CASH/ESCROWS			
INSURANCE ESCROW	176,568	134,830	41,738
REAL ESTATE TAX ESCROW	183,296	246,337	-63,041
REAL ESTATE TAX ESCROW - QECB BONDS	29,901	5,844	24,057
DEBT SERVICE FUND	1,396,834	1,355,453	41,381
DEBT SERVICE FUND - QECB BONDS	0	0	0
DEBT SERVICE RESERVE FUND	2,651,767	2,634,656	17,111
DEBT SERVICE RESERVE FUND - QECB BONDS	12	1	12
FUND-OPERATING DEFICIT R	12,479	12,172	307
ISSUER RESERVE FUND	1,215,314	680,353	534,960
REPAIR FUND	41,249	40,233	1,016
OPERATING FUND	453,053	402,712	50,341

Total Properties
Balance Sheet
July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
RESTORATION FUND	1	1	0
OPERATING RESERVE	838,529	814,713	23,817
FEE ESCROW	53,150	41,909	11,241
REPLACEMENT RESERVE FUND	182,377	178,840	3,537
SURPLUS FUND	103,431	198,887	-95,456
OTHER ESCROW	8,254	8,094	160
TOTAL RESTRICTED CASH/ESCROWS	7,346,216	6,755,034	591,182
FIXED ASSETS AND ACCUMULATED DEPRECIATION			
FIXED ASSETS			
LAND	4,559,054	4,559,054	0
LAND IMPROVEMENTS	2,316,811	2,219,666	97,145
BUILDING	68,581,956	66,883,653	1,698,303
APPLIANCES	1,104	0	1,104
OFFICE FURNITURE AND EQUIPMENT	515,702	515,702	0
TOTAL FIXED ASSETS	75,974,627	74,178,075	1,796,552
ACCUMULATED DEPRECIATION			
ACCUM DEPRECIATION - LAND IMPROVEMENTS	-513,390	-433,704	-79,686
ACCUM DEPRECIATION - BUILDING AND FIXTURES	-31,183,284	-30,928,940	-254,345
ACCUM DEPRECIATION - FURNITURE AND EQUIPMEN	-519,503	-506,208	-13,294
TOTAL ACCUMULATED DEPRECIATION	-32,216,177	-31,868,852	-347,325
NET FIXED ASSETS AND ACCUMULATED DEPRECIATION	43,758,450	42,309,224	1,449,226
INVESTMENTS			
OTHER INVESTMENTS	1,857,704	1,844,680	13,024
TOTAL INVESTMENTS	1,857,704	1,844,680	13,024
NOTES RECEIVABLE			
INSTALLMENT NOTE RECEIVABLE	8,649,477	8,563,095	86,381
LOAN RECEIVABLE LHIA ON CDA COMPANY	400,000	0	400,000
FORGIVABLE LONG TERM LOAN	1,000,000	500,000	500,000
TOTAL NOTES RECEIVABLE	10,049,477	9,063,095	986,381
OTHER ASSETS			
INTEREST RECEIVABLE	26,651	29,748	-3,097
CONSTRUCTION IN PROGRESS	790,091	2,602,190	-1,812,099
TOTAL OTHER ASSETS	816,741	2,631,938	-1,815,196
TOTAL ASSETS	74,800,257	72,544,322	2,255,936
LIABILITIES & CAPITAL			
LIABILITIES			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE			
ACCOUNTS PAYABLE	19,938	418,271	-398,333
ACCOUNTS PAYABLE - OTHER	0	36	-36
RETAINAGE PAYABLE	22,513	128,774	-106,260

Total Properties
Balance Sheet
July 31, 2019

	2019	2018	Net
	YTD	YTD	Change
TOTAL ACCOUNTS PAYABLE	42,451	547,080	-504,630
OTHER CURRENT LIABILITIES			
PREPAID TENANT RENT	751	0	751
HAP REPAYMENT	122	0	122
ERC	-31,255	0	-31,255
SECURITY DEPOSIT LIABILITY	382,269	379,610	2,659
SECURITY DEPOSIT INTEREST LIABILITY	22,625	21,337	1,288
DUE TO OTHER GOVERNMENTS - COUNTY	460,263	418,533	41,731
TENANT BASED SUBSIDY SUSPENSE	-1,182	0	-1,182
ESCROW DEPOSITS PAYABLE - FSS	43,441	31,583	11,858
TOTAL OTHER CURRENT LIABILITIES	877,035	851,063	25,972
ACCRUED EXPENSES			
ACCRUED INTEREST	28,514	29,147	-633
ACCRUED INTEREST SENIOR BONDS	628,506	554,260	74,246
ACCRUED INTEREST SERIES D BONDS	20,320	17,890	2,430
TOTAL ACCRUED EXPENSES	677,340	601,297	76,043
TOTAL CURRENT LIABILITIES	1,596,826	1,999,440	-402,615
LONG-TERM LIABILITIES			
DEFERRED REVENUE			
UNEARNED REVENUE	633,993	663,903	-29,910
TOTAL DEFERRED REVENUE	633,993	663,903	-29,910
INTERCOMPANY LIABILITIES			
DUE TO OTHERS	500,000	500,000	0
TOTAL INTERCOMPANY LIABILITIES	500,000	500,000	0
LONG-TERM DEBT			
MORTGAGE PAYABLE	9,638,455	9,839,309	-200,854
NOTE PAYABLE	1,389,793	771,000	618,793
BONDS PAYABLE	32,705,000	34,940,000	-2,235,000
SERIES D BOND PAYABLE	1,395,000	1,535,000	-140,000
UNAMORTIZED PREMIUM	741,309	808,016	-66,707
DEFERRED REFUNDING COSTS	-561,012	-662,097	101,085
DEFERRED GAIN ON SALE OF PROPERTY	269,839	330,984	-61,145
DEFERRED GAIN ON REFUNDING	87,911	214,856	-126,945
UNAMORTIZED DISCOUNT	-225,578	-245,836	20,259
TOTAL LONG-TERM DEBT	45,440,718	47,531,232	-2,090,513
TOTAL LONG-TERM LIABILITIES	46,574,711	48,695,135	-2,120,424
TOTAL LIABILITIES	48,171,537	50,694,575	-2,523,038
CAPITAL			
RETAINED EARNINGS	26,628,720	21,849,747	4,778,974
TOTAL CAPITAL	26,628,720	21,849,747	4,778,974
TOTAL LIABILITIES & CAPITAL	74,800,257	72,544,322	2,255,936

Total Properties
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
OTHER RENTAL INCOME							
RENT INCOME - RESIDENTS	4,555,586	4,502,225	53,361	1	4,426,348	129,238	3
COUNTY ASSISTANCE RENT	334,386	377,592	-43,206	-11	760,727	-426,341	-56
HAP INCOME - SECTION 8	388,525	391,883	-3,358	-1	0	388,525	N/A
BAD DEBT RENT	-5,637	-21,817	16,179	74	-16,690	11,052	66
BAD DEBT OTHER	-13,766	13,883	-27,649	-199	10,940	-24,706	-226
EMPLOYEE CONCESSIONS	-2,977	-5,017	2,040	41	-5,669	2,692	47
VACANCY	-16,123	-209,708	193,585	92	-32,625	16,502	51
APPLICATION FEES	3,825	4,433	-608	-14	3,525	300	9
ELECTRIC REIMBURSEMENT	6,505	0	6,505	N/A	0	6,505	N/A
HEAT REIMBURSEMENT	28	0	28	N/A	0	28	N/A
CABLE REIMBURSEMENT	11,468	10,033	1,435	14	11,212	256	2
TRASH REIMBURSEMENT	70	0	70	N/A	0	70	N/A
UTILITY REIMBURSEMENT RECOVERY	-5,940	10,558	-16,498	-156	-13,137	7,197	55
GUEST SUITE INCOME	2,500	1,400	1,100	79	1,850	650	35
LATE FEES	14,417	11,550	2,867	25	11,845	2,572	22
LAUNDRY INCOME	16,388	17,150	-762	-4	18,160	-1,772	-10
CLUBHOUSE RENTAL	425	0	425	N/A	0	425	N/A
NSF FEES	675	0	675	N/A	0	675	N/A
CLEANING & DAMAGES INCOME	15,365	0	15,365	N/A	0	15,365	N/A
PARKING / GARAGE INCOME	50,678	51,158	-480	-1	50,685	-7	0
EMERGENCY PENDANT REIMBURSEMENT	424	408	15	4	301	122	41
TOTAL OTHER RENTAL INCOME	5,356,822	5,155,733	201,089	4	5,227,472	129,349	2
NET RENTAL INCOME	5,356,822	5,155,733	201,089	4	5,227,472	129,349	2
OTHER INCOME							
INTEREST INCOME	61,908	24,091	37,817	157	65,327	-3,419	-5
RESTRICTED INTEREST INCOME	124,745	35,467	89,279	252	67,912	56,833	84
INTEREST INCOME - LOANS	82,881	85,181	-2,300	-3	88,136	-5,255	-6
INTEREST INCOME - CAPITAL LEASES	43,603	42,166	1,437	3	51,078	-7,475	-15
OTHER INCOME	13,322	147,525	-134,203	-91	439,671	-426,350	-97
OTHER INCOME - NON OPERATING	49,319	0	49,319	N/A	0	49,319	N/A
INTERGOVERNMENTAL REVENUE	119,606	0	119,606	N/A	0	119,606	N/A
PROPERTY TAX REVENUE	887,107	887,308	-201	0	774,553	112,554	15
GRANT REVENUE - FEDERAL	108,945	93,333	15,612	17	98,708	10,237	10
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	141,839	-97,208	-69	0	44,631	N/A
TRANSFER FROM OTHER FUNDS	0	0	0	N/A	395,228	-395,228	-100
HUD PASS THROUGH	-10,162	11,083	-21,246	-192	-9,588	-575	-6
TOTAL OTHER INCOME	1,558,981	1,467,994	90,986	6	1,971,027	-412,046	-21
TOTAL REVENUE	6,915,803	6,623,727	292,075	4	7,198,499	-282,696	-4
OPERATING EXPENSES							
ADMINISTRATIVE EXPENSES							
PAYROLL EXPENSE							
PAYROLL - OFFICE	284,092	376,930	92,838	25	347,361	63,269	18
PAYROLL - MAINTENANCE	242,767	340,589	97,823	29	287,014	44,248	15
PAYROLL - GROUNDS	58,904	119,550	60,645	51	90,132	31,228	35
PAYROLL - PROPERTY MANAGEMENT - CDA	345,074	344,517	-558	0	327,582	-17,492	-5
TOTAL PAYROLL	930,838	1,181,586	250,748	21	1,052,090	121,252	12
GENERAL & ADMINISTRATIVE							
CONSULTING	11,755	10,967	-789	-7	11,047	-709	-6
DUES & SUBSCRIPTIONS - BUSINESS OFFICE	650	117	-533	-457	0	-650	N/A
POSTAGE & DELIVERY - OPS	1,324	2,625	1,301	50	1,261	-63	-5
OFFICE/EQUIPMENT RENTAL	11,230	11,608	378	3	9,789	-1,441	-15
ADVERTISING/MARKETING	16,298	22,925	6,627	29	16,992	694	4
CONTRIBUTIONS - OPERATING	97,500	0	-97,500	N/A	0	-97,500	N/A
AUDIT/TAX RETURN PREPARATION FEE	12,700	9,742	-2,958	-30	16,700	4,000	24
CREDIT REPORTS / BACKGROUND CHECKS	4,685	6,475	1,790	28	5,209	524	10
DATA PROCESSING FEES	0	642	642	100	1,611	1,611	100
LEGAL FEES	17,960	30,742	12,782	42	11,114	-6,846	-62

Total Properties
Income Statement
For the Seven Months Ending July 31, 2019

	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
LICENSE FEES	13,045	8,925	-4,120	-46	11,510	-1,535	-13
MILEAGE REIMBURSEMENT	4,671	11,317	6,646	59	5,650	980	17
PROPERTY PROGRAM EXPENSES	14,400	16,275	1,875	12	13,365	-1,035	-8
MISC EXPENSE - BUSINESS OFFICE	124	2,450	2,326	95	1,418	1,294	91
TRAVEL	2,109	875	-1,235	-141	986	-1,123	-114
EDUCATION AND TRAINING	3,464	4,433	969	22	4,326	862	20
BANK FEES	28,682	35,642	6,960	20	40,989	12,307	30
PROFESSIONAL FEES	3,859	2,333	-1,525	-65	255	-3,603	-1,412
PROFESSIONAL SERVICES - ENVIRONMENTAL SERVIC	818	1,225	408	33	1,314	496	38
OFFICE CONTRACTS	308	933	626	67	0	-308	N/A
MAINTENANCE SUPPLIES	15	0	-15	N/A	0	-15	N/A
OFFICE SUPPLIES AND EQUIPMENT	3,120	6,358	3,238	51	3,644	524	14
TELEPHONE - OFFICE USE	31,505	40,775	9,270	23	33,775	2,270	7
RESIDENT RETENTION	3,282	9,392	6,110	65	4,730	1,448	31
MONTHLY CLEANING	9,089	21,933	12,844	59	19,491	10,402	53
REPAIRS & MAINTENANCE	43,616	82,775	39,159	47	54,386	10,770	20
UNIFORMS - BUSINESS OFFICE	6,667	4,842	-1,825	-38	5,317	-1,350	-25
TOTAL G & A EXPENSE	342,875	346,324	3,450	1	274,879	-67,995	-25
MANAGEMENT FEE							
MANAGEMENT FEE	274,078	286,429	12,351	4	276,945	2,867	1
TOTAL MANAGEMENT FEE	274,078	286,429	12,351	4	276,945	2,867	1
TOTAL ADMINISTRATIVE EXPENSES	1,547,790	1,814,339	266,548	15	1,603,914	56,124	3
MAINTENANCE EXPENSES							
REPAIRS & MAINTENANCE EXPENSES							
SERVICE CONTRACT/REPAIRS - APPLIANCE	927	2,975	2,048	69	1,295	368	28
SERVICE CONTRACT/REPAIRS - ELECTRICAL	24,344	33,017	8,673	26	29,360	5,017	17
SERVICE CONTRACT/REPAIRS - FLOORS	65,606	85,633	20,028	23	42,850	-22,756	-53
SERVICE CONTRACT/REPAIRS - GENERAL BUILDING	3,384	0	-3,384	N/A	0	-3,384	N/A
SERVICE CONTRACT/REPAIRS - HVAC	27,823	33,658	5,835	17	28,060	237	1
SERVICE CONTRACT/REPAIRS - JANITORIAL	3,117	7,467	4,350	58	0	-3,117	N/A
SERVICE CONTRACT/REPAIRS - PLUMBING	39,862	34,650	-5,212	-15	43,529	3,667	8
SERVICE CONTRACT/REPAIRS - MISCELLANEOUS	116	0	-116	N/A	0	-116	N/A
SUPPLIES - APPLIANCE	29,072	60,550	31,478	52	36,514	7,442	20
SUPPLIES - ELECTRICAL	15,370	17,558	2,188	12	12,563	-2,807	-22
SUPPLIES - FLOORS	4,169	0	-4,169	N/A	0	-4,169	N/A
SUPPLIES - GENERAL BUILDING	3,726	0	-3,726	N/A	0	-3,726	N/A
SUPPLIES - HVAC	19,945	29,458	9,513	32	26,884	6,939	26
SUPPLIES - JANITORIAL	7,496	9,567	2,070	22	7,369	-127	-2
SUPPLIES - PLUMBING	32,935	29,692	-3,243	-11	33,716	781	2
SUPPLIES - MISCELLANEOUS	15,482	18,900	3,418	18	13,618	-1,865	-14
TOTAL REPAIRS & MAINTENANCE EXPENSES	293,374	363,125	69,751	19	275,758	-17,616	-6
CONTRACT SERVICE							
EXTERMINATION	16,765	11,375	-5,390	-47	10,768	-5,997	-56
SERVICE CONTRACT/REPAIRS - ELEVATORS	21,968	22,342	374	2	18,379	-3,589	-20
SERVICE CONTRACT - GROUNDS	64,163	97,842	33,679	34	57,314	-6,849	-12
SERVICE CONTRACT - SNOW	89,458	46,825	-42,632	-91	83,395	-6,062	-7
SUPPLIES - GROUNDS	2,836	0	-2,836	N/A	0	-2,836	N/A
TOTAL CONTRACT SERVICE	195,189	178,383	-16,806	-9	169,855	-25,333	-15
TURNOVER EXPENSE							
SERVICE CONTRACT - PAINTING	36,686	37,858	1,172	3	23,065	-13,621	-59
SERVICE CONTRACT - CARPET SHAMPOO	90	0	-90	N/A	0	-90	N/A
SUPPLIES - PAINTING	11,290	14,292	3,001	21	9,347	-1,943	-21
TOTAL TURNOVER EXPENSE	48,066	52,150	4,084	8	32,412	-15,654	-48
TOTAL MAINTENANCE EXPENSES	536,629	593,658	57,029	10	478,025	-58,604	-12
UTILITIES							
ELECTRICITY	90,665	123,842	33,177	27	120,614	29,949	25
HEAT / GAS	102,901	122,558	19,657	16	118,915	16,014	13
WATER AND SEWER	131,854	148,225	16,371	11	126,817	-5,037	-4
TRASH REMOVAL	89,308	78,458	-10,850	-14	75,225	-14,083	-19
CABLE TV	13,511	13,242	-270	-2	13,155	-357	-3

Total Properties
Income Statement
For the Seven Months Ending July 31, 2019

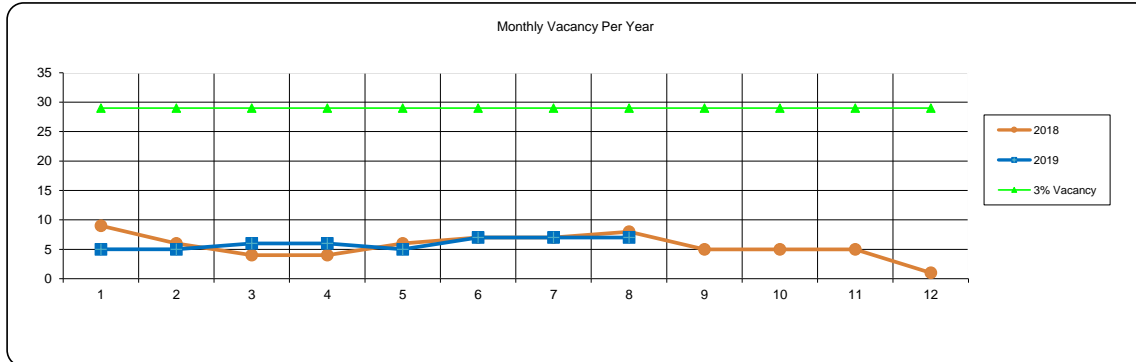
	7/31/2019	7/31/2019			7/31/2018		
	Actual	Budget	Variance	% Var	Last Year	Change	% Change
TENANT UTILITY ALLOWANCE	8,208	0	-8,208	N/A	0	-8,208	N/A
TOTAL UTILITIES	436,447	486,325	49,878	10	454,726	18,278	4
TOTAL OPERATING EXPENSES	2,520,867	2,894,322	373,455	13	2,536,665	15,798	1
NET OPERATING INCOME BEFORE TAXES & INSURANCE	4,394,936	3,729,406	665,531	18	4,661,834	-266,898	-6
NON-OPERATING EXPENSES							
PROPERTY AND LIABILITY INSURANCE	223,759	229,075	5,316	2	219,007	-4,753	-2
REAL ESTATE TAXES	251,386	245,933	-5,452	-2	249,483	-1,903	-1
ASSOCIATION ASSESSMENT	42,003	71,925	29,922	42	71,105	29,101	41
TOTAL NON-OPERATING EXPENSES	517,148	546,933	29,785	5	539,594	22,446	4
TOTAL NON-OPERATING EXPENSES	517,148	546,933	29,785	5	539,594	22,446	4
NET INCOME BEFORE FINANCING EXPENSE	3,877,788	3,182,472	695,316	22	4,122,240	-244,452	-6
FINANCING EXPENSE							
SEC DEP INTEREST	1,935	0	-1,935	N/A	0	-1,935	N/A
MORTGAGE INTEREST	200,636	200,114	-522	0	204,692	4,056	2
INTEREST - SENIOR BONDS	713,136	840,760	127,624	15	753,003	39,867	5
INTEREST - SERIES A BONDS	23,940	24,524	584	2	25,340	1,400	6
GAIN ON INVESTMENT	-129	0	129	N/A	-339	-210	-62
BOND PREMIUM	-36,027	-26,013	10,014	38	-36,157	-130	0
BOND DISCOUNT	11,193	11,536	343	3	11,536	342	3
GAIN/LOSS ON SALE	-33,177	33,378	66,555	199	-32,141	1,036	3
DEFERRED REFUNDING	48,501	61,348	12,848	21	61,346	12,845	21
DEFERRED GAIN ON REFUNDING	-68,355	-68,355	0	0	-68,355	0	0
TRANSFER TO OTHER FUNDS	0	0	0	N/A	118,793	118,793	100
TOTAL FINANCING EXPENSE	861,653	1,077,292	215,639	20	1,037,718	176,066	17
NET INCOME/(LOSS)	3,016,135	2,105,180	910,955	43	3,084,522	-68,386	-2
DEPRECIATION EXPENSE							
DEPRECIATION	33,865	28,724	-5,140	-18	31,551	-2,314	-7
DEPRECIATION - BUILDING	1,045,937	1,036,033	-9,905	-1	1,018,099	-27,838	-3
DEPRECIATION - FURNITURE AND EQUIPMENT	4,434	369	-4,064	-1,101	10,337	5,904	57
TOTAL DEPRECIATION & AMORTIZATION EXPENSE	-1,084,236	-1,065,126	-19,109	-2	-1,059,987	-24,249	-2
NET INCOME	1,931,900	1,040,054	891,846	86	2,024,534	-92,635	-5

Property Summary - June 2019

CDA Owned Properties	Location	# of Units	# of Vacant Units	August	Projected Occupancy		Month End Delinquency
					September	October	
Ann Bodlovick	Stillwater	50	0	100.00%	100.00%	100.00%	\$800
Briar Pond	Oakdale	196	0	100.00%	100.00%	99.00%	\$64
Brick Pond	Stillwater	40	0	100.00%	100.00%	100.00%	\$0
Cobble Hill	Woodbury	45	0	100.00%	100.00%	100.00%	\$0
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	1	98.21%	98.00%	98.00%	\$9,763
Muller Manor	Hugo	28	0	100.00%	100.00%	100.00%	\$1
Oakhill Cottages	Scandia	40	0	100.00%	100.00%	100.00%	\$0
Park Place I	St.Paul Park	36	1	97.22%	97.00%	97.00%	\$25
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%	\$66
Raymie Johnson	Stillwater	120	3	97.50%	97.50%	98.50%	\$649
TrailSide	Forest Lake	70	0	100.00%	100.00%	98.50%	\$25
Whispering Pines	Forest Lake	40	0	100.00%	100.00%	100.00%	\$0
Woodland Park	Cottage Grove	180	2	98.89%	100.00%	99.50%	\$2,520
TOTALS:		958	7	99.27%	99.53%	99.41%	\$13,913
Joint Ventures	Location	# of Units	# of Vacant Units	August	Projected Occupancy		Month End Delinquency
					September	October	
Piccadilly Square	Mahtomedi	79	0	100.00%	100.00%	98.50%	\$0
The Groves	Cottage Grove	67	1	98.51%	100.00%	100.00%	\$2,722

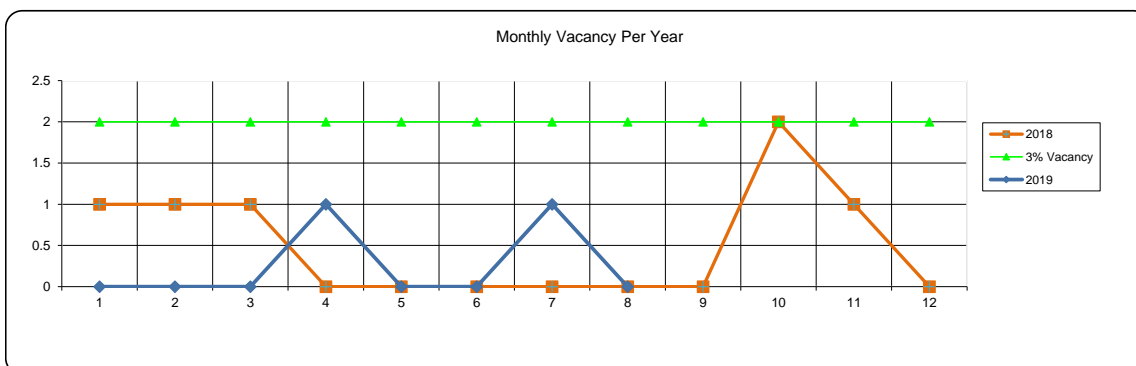
Washington County CDA Current Annual Vacancy as of August 2019

	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	7				
3% Vacancy	29	29	29	29	29	29	29	29	29	29	29	29



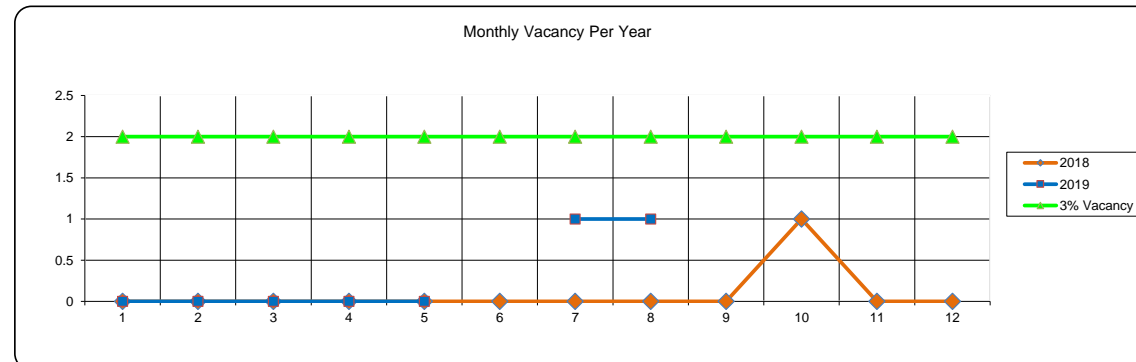
Joint Venture - Piccadilly Square Current Annual Vacancy as of August 2019

	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	0				
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



Joint Venture - The Groves Current Annual Vacancy as of August 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	1				
3% Vacancy	2	2	2	2	2	2	2	2	2	2	2	2



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
Joint Ventures	Scattered Site	Family	56		56			Varies		34			22
	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.

Waiting and Interest Lists for Washington County CDA Properties and Joint Ventures

Interest Lists - Senior	
Property	# on List
Ann Bodlovick	28
John Jergens	119
Muller Manor	107
Oakhill Cottages	118
Pioneer	34
Cobble Hill	50

Interest Lists - Multi-Family	
Property	# on List
Park Place I	14
Park Place II	0
Briar Pond	107
Brick Pond	258
Woodland Park	46
Piccadilly Square - JV	234
The Groves - JV	22

Waiting Lists	
Property	# on List
Raymie Johnson	48
Scattered Site	378
Whispering Pines	352
TrailSide	313

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.

8

HOUSING ASSISTANCE PROGRAMS - August 2019

1. Housing Choice Voucher Program

Currently administering: 456 voucher participants
Portability into the County: 6 families ported in

2. Family Self Sufficiency/Earning Power

21 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 25 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 17 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 24 households. Canvas Health is accepting referrals from Coordinated Entry to fill these units.

HOMELESS UPDATE:

The CDA's Shelter Plus Care program was rated in Tier 1 for the 2020-2021 applications. This should result in funding of the application.

5. Inspections

34 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

Currently it is required 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:	100.69%
Public Housing Reporting Rate:	98.08%

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 August

Program	Housing Assistance Paid	98% of monthly HAP budget		Monthly Hap sent by HUD	
HCV-Total 90	\$56, 664	\$58,491		\$59,685	
VASH—total 10	Included in HCV HAP	Included in HCV ACC		Included in HCV ACC	
FUP—total 15	\$4,676	\$9,475		\$9,668	
Program	Number of Units under lease (UML)	Issued/Not leased	UML YTD	98% of UML YTD	Total UML YTD
HCV—total 90	88	1	711	705	720
VASH—total 10	3	2 more referrals from VA-requested more	29	78	80
FUP—Total 15	7	3—requested more referrals from Washington County Child Protection	17	88	90

**NUMBER OF FAMILIES RECEIVING RENTAL ASSISTANCE
BY PROGRAM AND LOCALITY
August 2019**

CITY	HOUSING CHOICE VOUCHERS (SECTION 8)	SHELTER PLUS CARE	BRIDGES	BRTC	VASH	FUP	TOTAL
Afton	1						1
Bayport	1		2				3
Cottage Grove	44	3	2				49
Forest Lake	27	7	5			2	38
Hugo	4	1					5
Lake Elmo			1				1
Lakeland							0
Landfall							0
Mahtomedi	23	1					24
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	50	5	12		1	2	68
Willernie							0
Woodbury	114	1	3			2	107
Other	2						2
TOTAL	456	24	42	1	3	6	515

Memo To: CDA Board of Commissioners

From: Barbara Dacy, Executive Director

Date: September 9, 2019

RE: Executive Director Report

Administrative Items

- It is anticipated that we will be receiving the proposed rates for health and dental insurance by the end of this month. State law permits the Board to move into closed executive session for the purposes of labor negotiations. Staff recommends the Board move into closed session on this topic for a brief update.
- A Personnel Committee meeting is proposed for 2 pm prior to the November 19, 2019 regular Board meeting to discuss potential changes to the performance evaluation policy.
- The results of the second economic development partner survey will be submitted September 12, 2019. I will update the Board on the results at the meeting.
- I will be attending the upcoming MICA Affordable Housing Tour on October 8, 2019 and have been invited to speak at a faith community event on October 15, 2019 with Washington County staff.

Human Resources and Communications Coordinator

- The CDA has recently executed a three-year agreement with PerformYard and will use its online, cloud-based system for goal tracking, employee development, and performance reviews. Our goal is to provide a mechanism for ongoing feedback that is more dynamic and relevant to staff development and performance than our long-standing process of annual reviews and paper forms. PerformYard allows directors to better communicate with one another, to compare and archive notes on employee performance, and to ensure that employees are making progress on goals that will be established quarterly. Kelly Weiley of CoAct Consulting is working with us to transform the review process itself into one that is more strongly focused on the CDA's core values and that places emphasis on continuous improvement for all employees. PerformYard guarantees its initial annual rate of \$3,600 for all three years of the agreement.
- Renewal information for 2020 health insurance should be available from PEIP in late September. It is anticipated that open enrollment for employees will occur in the first half of November. As a reminder, our initial agreement with PEIP was for two years, and the 2020 calendar year is the second year of that agreement. Renewal scenarios will be discussed in a closed executive session at this month's meeting.

- The Employee Handbook and related policies approved at last month's meeting have gone into effect as of September 1, 2019. As commissioners are subject to the CDA's conflict of interest policy, we will provide you with updated copies of that policy at this month's meeting.