



Washington County
Consolidated Annual Performance and Evaluation
Report
Program Year 2019

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

2019

Consolidated Annual Performance and Evaluation Report

July 1, 2019 to June 30, 2020

Executive Summary	3
CR-05 - Goals and Outcomes	14
CR-10 - Racial and Ethnic composition of families assisted	18
CR-15 - Resources and Investments 91.520(a)	19
CR-20 - Affordable Housing 91.520(b)	21
CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)	23
CR-30 - Public Housing 91.220(h); 91.320(j)	23
CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j).....	27
CR-40 - Monitoring 91.220 and 91.230.....	33
CR-45 - CDBG 91.520(c)	35

Executive Summary

The Consolidated Annual Performance and Evaluation Report (CAPER) details Washington County's progress toward meeting the goals outlined in Washington County's 2019 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 2019 Program Year (July 1, 2019 through June 30, 2020), the final performance report for 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
- 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
- Leverage private sector participation in affordable housing

In the 2019 Program Year, Washington County had the following accomplishments:

- The Washington County CDA closed out their tub-valve project in 184 rental units at Woodland Park (\$126,624.27 CDBG). This project was reported on in the 2018 CAPER. The CDA has begun repair and replacement of kitchens, bathrooms, windows, and doors at Raymie Johnson, a 24-unit rental development (15,530.00 CDBG).
- Accessible Space, Inc. has started replacing the roof and windows at its 24-unit Hillcrest Rental Development (\$97.50 CDBG).
- Washington County Home Improvement Loan Program assisted thirteen households in making necessary repairs to their homes (\$237,042.07 CDBG).
- Twin Cities Habitat for Humanity acquired, constructed, and sold the final three single family homes (\$7,000.00 CDBG); constructed four single family townhomes in Hugo (\$180,000.00 HOME) and rehabilitated five (\$295,732.05 HOME). All homes were sold to income eligible homebuyers.
- Two Rivers Community Land Trust acquired three single-family homes and will make energy efficient repairs. One home has been sold to an income eligible homebuyer (\$16,206.00 CDBG and \$65,697.53 HOME).
- City of Landfall used funding for finalizing street improvements for replacement of the aged storm sewer line and mill and overlay of the asphalt (\$36,134.00 CDBG) and has begun work on replacement of electric pedestal units and replacing retaining walls (\$35,252.43 CDBG).
- Washington County Community Services provided homelessness prevention services (crisis funding and service staffing) and assisted 1,755 people (\$133,703.84 CDBG).
- Program Administration (\$99,474.26 CDBG and \$29,010.36 HOME).
 - Utilizing Program Administration Fund, Washington County, in collaboration with cities and counties in the Twin Cities Metro area, hired Lawyers Committee for Civil Rights Law to conduct the Analysis of Impediments to Fair Housing Choice which included data analysis and community engagement. 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 2019 Program Year, the total expenditure of CDBG funds was \$707,064.37 of which \$607,590.11 was disbursed to projects and \$99,474.26 for program administration. The total expenditure of 2019 Program Year HOME funds for Washington County 570,439.94 of which \$541,429.58 was distributed for projects. Administration expenditures were disbursed totaling \$29,010.36. In April 2020, Washington County was allocated \$427,331 Community Development Block Grant Coronavirus (CDBG-CV) funding under the Coronavirus Aid, Relief and Economic Securities Act. This was allocated in Program Year 2019 but will be expended in Program Year 2020.

I. Summary of Resources and Distribution of Funds

Washington County anticipated a total CDBG budget of \$754,274 for Program Year 2019. HUD allocated \$720,379 of CDBG entitlement funds. In addition, Washington County received \$33,895 of program income in Program Year 2018, which was allocated to Program Year 2019 projects. In 2019, Washington County received \$155,085.59 in program income, of which \$20,562.84 was allocated to the public services programs in 2019. The remaining program income will be allocated to 2020 and 2021 projects. This total allocation of funds was broken down into administration allocation of \$147,465 CDBG thus making CDBG project allocation \$627,371.84 for 2019. Washington County participates in the Dakota County HOME Consortium to be eligible for HOME funds. Washington County anticipated a total HOME budget of \$335,326. This consists of the HUD allocation of \$305,326 plus \$30,000 of program income. This was broken down into an administration allocation of \$33,533 and 2019 CHDO Consortium Project allocation of \$45,799 thus, making a total \$255,994 available for projects.

2019	Community Development Block Grant (CDBG)	\$720,379.00
2018	Community Development Block Grant Program Income	\$33,895.00
2019	Community Development Block Grant Program Income	\$155, 085.59
2019	HOME Investment Partnerships (HOME)	\$305,326.00
2019	Home Investment Partnerships Program Income	\$30,000.00
TOTAL		\$1,244,688.59

Allocation of Resources: 2019 Program Year funds were allocated to the following activities.

PROJECTS	CDBG	HOME	OBJECTIVE	OUTCOME
Two Rivers Scattered Site Acquisition & Rehabilitation	\$10,206	\$145,994	Decent Housing	Affordability
Washington County Community Development Agency-Raymie Johnson Rental Rehabilitation	\$151,841		Decent Housing	Sustainability
Home Improvement Loan Program	\$115,612		Decent Housing	Sustainability
Accessible Space, Inc.-Hillcrest Rental Exterior Rehabilitation	\$98,500		Decent Housing	Sustainability
City of Landfall-Electric Pedestal and Retaining Walls	\$117,500		Creating Suitable Living Environment	Sustainability
Twin Cities Habitat for Humanity Generation Acres		\$110,000	Decent Housing	Affordability
Washington County Community Services-Family Service Worker and Crisis Fund Assistance	\$113,141 +\$20,562.84 PI		Creating Suitable Living Environment	Affordability
Consortium Community Housing Development Organization (CHDO) Set-Aside		\$45,799	Decent Housing	Affordability
Administration	\$147,465	\$33,533		
Total	\$774,836.84	\$335,326		

While these funds were allocated through the Annual Action Plan, the amount of funds expended during the 2019 Program Year includes funds allocated in prior years but not expended until the 2019 Program Year due to project timelines. Washington County disbursed a total of \$1,250,156 in CDBG and HOME funds during the 2019 Program Year. Expenditures for projects and activities include: Home Improvement Loan Program, Rental Rehabilitation projects, Habitat for Humanity and Two Rivers Community Land Trust Scattered Site homeownership, City of Landfall Street Improvements, Washington County Public Services and CDA administration. Due to other projects not having spent down their entire allocation as of June 30, 2020, 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 2019 Program Year was \$707,064.37. HOME funds total expenditure for Washington County was \$570,439.94. The table below shows the project expenditures that took place in the 2019 Program Year, even if funded with prior year allocations.

2019 Program Year Expenditures

Entity	Project	CDBG	HOME	OBJECTIVE	OUTCOME	Units/households served
Accessible Space	Hill Crest Rental Rehabilitation	\$97.50		Decent Housing	Sustainability	24 units
Two Rivers	Green House I	\$7,000.00		Decent Housing	Affordability	1 unit
	Green House II	\$9,206.00	\$65,697.53			2 units acquired
Habitat	Scattered Site I	\$3,000.00		Decent Housing	Affordability	2 units
	Scattered Site II	\$4,000.00				1 unit
	Scattered Site III		\$295,732.05			5 units
	Generation Acres Bldg. 7		\$180,000.00			4 units
City of Landfall	Sewer Drain	\$36,134.00		Creating Suitable Living Environment	Sustainability	756 residents
	Pedestals and Retaining Walls	\$35,252.43				
Washington County Community Services	Crisis Assistance Fund	\$80,222.30		Creating Suitable Living Environment	Affordability	179 persons
	Social Worker Services	\$53,481.54				1576 persons
CDA	Woodland Park Rental Rehabilitation	\$126,624.27		Decent Housing	Sustainability	184 units
	Raymie Johnson Rental Rehabilitation	\$15,530.00				24 units
	Home Improvement Loan Program	\$237,042.07				13 loans
	Administration	\$99,474.26	\$29,010.36			
Total		\$707,064.37	\$570,439.94			

HOME Highlights

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



CDBG Highlights

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

Before



After



Acquisition and Rehabilitation: Two Rivers Community Land Trust purchased three single-family homes in Forest Lake. Energy efficiency improvements are being completed on two of the homes and one has been sold to an income eligible homebuyer. This project is underway.



Acquisition: Habitat for Humanity purchased seven vacant lots to construct single family homes in Cottage Grove, Newport and Oak Park Heights. The final three homes were sold in 2019 to income eligible homebuyers.



Public Improvements: The City of Landfall replaced their spring sewer drains and did mill and overlay work. They are currently working on replacing 56 electric pedestals and replacing retaining walls.



Project Activity Modifications:

On April 2, 2020, the Coronavirus Aid, Relief, and Economic Securities Act (CARES Act) allocated additional Community Development Block Grant Coronavirus (CDBG-CV) funding to jurisdictions to respond the coronavirus. Washington County was allocated \$427,331 in CDBG-CV funding. An amendment to the 2019 Plan was conducted to add these funds. Washington County allocated \$400,000 to the Community Services Department for homelessness prevention and emergency rental assistance, \$15,000 to the CDA for emergency mortgage assistance, and \$12, 331 for administration. There were no expenditures or accomplishments during the 2019 Program Year. On April 10, 2020, the CDA requested CDBG waivers for public comment period, virtual hearings, and removal of the public services cap.

Other Financial Information

Washington County received a total of \$137,086 in CDBG program income during 2019 Program Year from Home Improvement Loan Program repayments. These funds were allocated as follows: Administration 10%, Public Services 15%, and the remaining will be recycled back into the Home Improvement Loan Program and included in the 2020 Program Year allocation.

The Washington County Home Improvement Loan Program, as of June 30, 2020, had 81 loans outstanding with principal balances totaling \$1,277,987.61. Loans in the Washington County Home Improvement Loan Program are deferred until the homeowner sells the property, refinances their 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 21 outstanding loans totaling \$210,000 as of June 30, 2020. These loans are also deferred until the homeowner sells, refinances, and receives cash back from refinancing, or no longer occupies the residence as their primary residence.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

Washington County is on track with the annual goals and objectives set forth in the 2019 Annual Action Plan. The following table compares the five-year goals and 2020 Program Year goals with actual outcomes. The data demonstrates how Washington County is expected to meet the goals for production and rehabilitation of owner and rental units using both CDBG and HOME funds. The Home Improvement Loan Program assisted 13 owner-occupied households (CDBG), over goal by one home. Washington County expected to serve 540 people with Public Service Activities (CDBG) and far exceeded the goal by serving a total of 1,755 people this past year. Of that, 179 persons were served for Crisis Assistance. Of the 179 crisis assistance clients, 20 households or 54 persons received a voucher for a hotel for overnight shelter. Washington County also met its goal of assisting in other community development activities including a street improvement project in the City of Landfall (CDBG), a low-moderate income area of 756 residents. The Woodland Park Rental Rehabilitation project (CDBG) assisted 184 units with replacement of their tub valves and shut offs. Only 139 households agreed to provide demographic information and was provided in the 2018 CAPER.

Two Rivers Community Land Trust acquired three owner-occupied units, made energy efficient improvements, and are currently in the process of being sold to income eligible homebuyers (CDBG and HOME). One unit has been sold and reported on in this report. Twin Cities Habitat for Humanity acquired five single family homes that they made improvements to in order and then sold them to income-eligible homebuyers (HOME). Twin Cities Habitat for Humanity also completed another 4 unit building in their Generation Acres Development (HOME). In 2016 and 2017, Twin Cities Habitat for Humanity received funding to acquire vacant lots (CDBG) and construct single family homes. Four of these seven units were reported on in 2018. They have been finalized in 2019 resulting in 3 affordable homeownership units. Accessible Space (22 units CDBG) and Raymie Johnson (24 Units CDBG) rental rehabilitation projects will be reported in 2020 CAPER as they are still underway. Overall, CDBG goals were over exceeded other than rental unit creation which can be used for land acquisition for the development. This goal was established with HOME funding incorporated for the goal. Going forward, these will be reported in the Dakota County HOME Consortium reports for 2020-2024.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Indicator	Unit of Measure	Expected Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected Program Year	Actual – Program Year	Percent Complete
Creating and Preserving Affordable Housing	Affordable Housing Public Housing	Rental units constructed	Household Housing Unit	115	79	69%	0	0	0%
Creating and Preserving Affordable Housing	Affordable Housing Public Housing	Rental units rehabilitated	Household Housing Unit	283	575	342%	46	0	0%
Creating and Preserving Affordable Housing	Affordable Housing Public Housing	Homeowner Housing Added	Household Housing Unit	20	24	120%	4	7	175%
Creating and Preserving Affordable Housing	Affordable Housing Public Housing	Homeowner Housing Rehabilitated	Household Housing Unit	45	45	95.6%	10	14	120%
Economic Development	Economic Development	Businesses assisted	Businesses Assisted	3	0	0.00%	0	0	0%
Homelessness Prevention	Homeless	Homelessness Prevention	Persons Assisted	5,700	6,748	118%	540	1,755	325%

Public Infrastructure Improvements	Non-Housing Community Development	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	4200	1,679	40%	756	756	100%
Services and Housing Serving Special Populations	Affordable Housing Non-Homeless Special Needs	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	4	5	125%	0	0	0%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

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

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

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

Low: Funding will not be available to address this need category unless all other goals in the five-year period have been met.

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

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

- Construction and rehabilitation of owner occupied and rental units
- Homeowner units: 65
- Rental units: 398

Objective #2: Creating economic opportunities. While the majority of the Washington County residents enjoy a high standard of living and quality of life, this is not the case in areas of the county which have not experienced the same level of development and growth. In order to facilitate economic development and environmental improvements in these areas, investments in infrastructure and economic development opportunities can be made. Infrastructure activities can include sewer, street, and sidewalk improvements, brownfield clean up, and ADA (Americans with Disabilities Act of 1990) accessibility improvements. Economic development investments include rehabilitation of commercial or industrial properties, land or building acquisition, and job creation financial assistance.

- Providing funding for economic development/infrastructure improvements
- Economic Development Loans: 3
- Households served by public Improvements: 4,200

Objective #3: Creating a suitable living environment. Specific populations of the county have needs that greatly affect their quality of life. Public Service activities include transportation, senior, and youth services, mental health care and abused and neglected children facilities. Public Service activities can be targeted to more vulnerable populations including persons experiencing homelessness, seniors, children, and residents with disabilities and those with mental illness. Improving availability or accessibility of units:

- Homeowner units: 65
- Rental units: 283
- Promoting accessibility to public services: 5,700 People Served

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	839
Black or African American	364
Asian	10
American Indian or American Native	3
Native Hawaiian or Other Pacific Islander	0
Other/Multiple	560
Total	1776
Hispanic	18
Not Hispanic	1758

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

Narrative

The table above lists the numbers of beneficiaries by race and ethnicity assisted with HUD-Funded programs in 2019. The numbers reported for ethnicity do not reflect the same count as the total number reported by race. The variance could be attributed to errors at intake or unwillingness to share information about ethnicity and/or race. Additionally, in HUD's IDIS reporting, the CR-10 table does not have a line item to allow for reporting on "multiple races," or "chose to not respond" therefore individuals who self-reported one of these options are not included in this table. This would have accounted for an additional 560 people assisted for a total of 1,776 persons assisted in Program Year 2019.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Resources Made Available	Amount Expended During Program Year
CDBG	\$875,464.69	\$707,064.37
HOME	\$335,326.00	\$570,439.94
CDBG-CV	\$427,331	\$0

Table 3 - Resources Made Available

Narrative

While these funds were allocated through the 2019 Annual Action Plan, the amount of funds expended during the 2019 Program Year included funds allocated in prior years but not expended until the 2019 Program Year, due to project timelines. Specifically, under the Coronavirus Aid, Relief and Economic Securities Act, Washington County was awarded \$427,311 in Community Development Block Grant Coronavirus (CDBG-CV) funding. This will be expended in Program Year 2020. Washington County disbursed a total of \$707,064.37 in CDBG and \$570,439.94 in HOME funds during the 2019 Program Year. Expenditures for projects and activities include: Home Improvement Loan Program, Habitat for Humanity Scattered Site projects, Generation Acres, Two Rivers Green House projects, City of Landfall Street Improvements, Washington County Public Services, CDA Woodland Park and Raymie Johnson Rental Rehabilitation projects, ASI, Inc. Rental Rehabilitation and CDA Administration. Due to other projects not having spent down their entire allocation within the allocated Program Year, expenditures may seem higher or lower in some areas. Due to some project's accomplishments being reported in prior year reports, only the retainage or final draw will show in expenditures and not accomplishments as to not double report. All projects funded met a federal National Objective, as well as a grantee goal and funding priority. All projects, other than administration, benefitted individuals or households at or below 80% area median income (AMI). Housing Choice Voucher Section 8 and Low-Income Housing Tax Credits were made available in Washington County, but were not leveraged or used in tandem with the CDBG or HOME projects expended in this program year.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Washington County MN	100%	100%	All funds are used in Washington County

Table 4 – Identify the geographic distribution and location of investments

Narrative

Washington County did not establish targeted geographies for the use of CDBG and HOME funds in its 2015-2019 Consolidated Plan nor in its 2019 Annual Action Plan. All CDBG and HOME investments were made in Washington County.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Leveraging additional federal, state, and regional, local and foundation funds is critical to the success of the CDBG and HOME programs. CDBG and HOME funds are used to provide both leverage for other funding sources and to fill financing gaps remaining after other sources are committed. Government investment provided by federal, state, regional, local, and foundations, along with volunteer time are all valuable sources of leverage and additionally show the communities support of CDBG and HOME program projects. In 2018 Program Year, HOME and CDBG leveraged/matched over \$1.6 million in other funding. This resulted in an average \$1.44 of other funds for every federal dollar in the projects. As an evaluation tool, projects are required to submit a matching/leveraging funds report to the CDA.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	15	17
Number of Special-Needs households to be provided affordable housing units	0	0
Total	15	17

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	4	3
Number of households supported through Rehab of Existing Units	11	14
Number of households supported through Acquisition of Existing Units	0	0
Total	15	17

Table 6 – Number of Households Supported

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

The goal of Washington County's CDBG and HOME funds for 2015-2019 was to provide decent affordable housing for low to moderate-income residents of Washington County. The CDA works with cities, developers, nonprofit organizations, and Community Housing Development Organizations (CHDO) to develop affordable housing options with a focus on those households at 0-50% area median income (AMI). Projects included rehabilitation of rental units, development of new owner and rental units, and acquiring and rehabilitating existing owner units. Washington County CDA administers the Home Improvement Loan Program to assist low-income homeowners to improve the health, safety, energy efficiency and accessibility of their home. The programs annual goal was to assist 10 households and assisted 13. Two Rivers Community Land Trust Green House and Twin Cities Habitat for Humanity Scattered Site reported on accomplishments in the 2019 program year even though they were awarded funds in past years to assist with affordable housing goals. The Woodland Park Tub Valve Rental Rehabilitation project was for a total of 184 units but only 139 agreed to provide demographic information and forms. This was included in the 2018 CAPER. It is required to be 80% area median income or less to live in the development which assists in Washington County's affordable housing goals.

Discuss how these outcomes will impact future annual action plans.

No significant impact on future Annual Action Plans is anticipated. Some projects funded for Program 2019 will come to fruition in Program Year 2020 as some the projects complete construction or acquisition. It is likely that similar projects will be included in future annual action plans as there is always more progress to be made due to the high volume of need and limited amount of funds to address those needs.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	4	0
Low-income	9	0
Moderate-income	4	0
Total	17	0

Table 7 – Number of Households Served

Narrative Information

Program Year 2018 HOME funds were awarded to Twin Cities Habitat for Humanity to acquire and make necessary improvements to 5 single family homes (HOME). Two Rivers Community Land Trust was awarded CDBG and HOME funds to acquire and make energy efficiency improvements to 3 single family homes. Demographics have only been reported on for one eligible homebuyer. Program Year 2016 & 2017 funds were awarded to Twin Cities Habitat for Humanity Scattered Site projects to acquire vacant lots to then construct 7 single family homes (CDBG). Demographics for the final home will be reported in the 2020 CAPER. Home Improvement Loan Program assisted 13 homeowners with repairs. This data only includes homeowners who had loans closed in Program Year 2019. Some loans are still in process along with a waiting list.

Worst case housing needs were addressed through housing counseling through the CDA's homeownership services. This program averted approximately 80% of foreclosures for households. Washington County CDA provides CDBG funds for homelessness prevention services and HOME funds to developers to offset costs to build more affordable housing with lower rents and targeting households with incomes lower than 60% AMI. Washington County CDA is also a sub allocator for Low Income Housing Tax Credits. This is for affordable housing units serving households below 60% AMI. The CDA also administers the Housing Choice Voucher program to assist in subsidizing rent for low income families.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Washington County is an active member of the Suburban Metro Area Continuum of Care (SMAC). This Continuum of Care (CoC) system brings together local, regional and state representatives to work together and access funding sources to address homelessness in the community. SMAC serves five counties; Washington, Dakota, Anoka, Scott and Carver. SMAC has a CoC Coordinator to provide planning and support to the local efforts. Each county also has a local homeless planning committee that provides representation to SMAC. Heading Home Washington (HHW) serves as the local planning collaborative.

Outreach is conducted in a variety of ways to reach homeless persons in Washington County. Youth outreach is conducted by the StreetWorks collaborative. Washington County Community Services Homeless Outreach Services Team (HOST) added an outreach worker position in 2018 and another in 2019 to serve unsheltered families and single adults. The outreach workers have teamed up with a local food shelf to provide food and hygiene products to unsheltered people. Staff from the food shelf also accompany the outreach workers to provide additional resources to unsheltered households. In the first 6 months of 2020, outreach workers have already identified 169 individuals sheltering in cars at highway rest areas. Given the current COVID-19 epidemic, the HOST team has been able to shelter a large percentage of those 169 individuals in hotel shelters in order to maintain healthy social distancing.

Washington County is a part of the SMAC Coordinated Entry (CE) system that provides homeless persons access to housing services in the region. The Washington County CE system is aligned with the SMAC region and the principles developed statewide. Washington County has multiple points of access; St. Andrew's Community Resource Center, Washington County Community Services, and the Youth Services Network online resource that connects youth to services. Marketing the CE system continues to be a priority to reach homeless persons. Training and marketing materials have been distributed to police, schools, public libraries, and county departments including the workforce centers, city offices, food shelves and other places that may provide services to people experiencing homelessness. During the annual Point in Time count, volunteers distributed marketing materials to homeless people they encountered along with providing materials to local business, hospitals, rest stops, and other locations volunteers stopped at for the count. When a person presents to one of the access points or to the outreach workers as homeless a level one assessment is conducted. If it is determined that a person can be diverted from homelessness, the assessor will refer the person to available resources. If it is determined housing is needed, a full assessment is conducted to determine the level of need and the type of housing needed. SMAC provides quarterly training for assessors. Once a person or family has been assessed, they are placed on a priority list until an appropriate spot in a housing program is available.

The St. Croix Family Resource Center has opened two youth drop-in centers providing homeless youth a place to complete homework, receive assistance with their school work, hangout, wash clothes, get a meal and connect to community resources. StreetWorks outreach workers access the space to conduct CE assessments if needed.

Addressing the emergency shelter and transitional housing needs of homeless persons

Washington County maximizes its 15% CDBG public services cap for crisis assistance to families at risk for homelessness or currently homeless. A portion of the public services dollars are allocated to provide a Family Services Worker to advise and counsel homeless persons and persons at risk of becoming homeless, providing resources and referrals. The program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance. Projects for Assistance in Transition from Homelessness (PATH) funding had a 63% increase from its previous award. Washington County has been able to expand their Homeless Outreach Services Team (HOST). The team provides office walk-in hours daily at nearly all County offices to answer questions households may have about affordable housing options, assistance options, conduct CE assessments, assess for housing program eligibilities, etc. The team also provides outreach services to reach people that are unsheltered, providing resources and access to shelter and housing services through the CE program.

The SMAC region has several options if emergency shelter is needed. Currently in Washington County, the shelter options include: Washington County hotel/motel shelter paid for by Washington County Community Services department (CDBG and Emergency Assistance), St. Andrews Community Resource Center has limited hotel/motel shelter paid for by St. Andrews Church in Mahtomedi and a small family shelter in Hugo, Hope for the Journey Home Shelter (eight units for families), and Tubman Shelter for households experiencing domestic violence (located in Ramsey County but has designated beds for Washington County residents). Through a Continuum of Care grant, Tubman has expanded their youth shelter program serving 12 total beds including 6 transitional housing beds and 6 rapid rehousing beds. In July of 2018, St. Andrew's Community Resource Center opened a new family shelter located in the northern region of the county in the city of Hugo which holds up to five families at a time. In their first year open, they served 15 families.

The HOST team and St. Andrew's Community Resource Center provided a pop-up shelter for the two coldest nights in 2019. A total of 11 individuals were temporarily sheltered indoors and then maintained case management with either St. Andrew's Community Resource Center or Washington County's HOST team. All 11 individuals found permanent housing within four months of beginning case management. A warming shelter was also provided for daytime hours.

Within the SMAC region, most of the transitional housing programs have moved to a Rapid Rehousing (RRH) model. The Link for youth RRH serves youth in Washington County. In addition, the YMCA started providing RRH for youth in July 2018 through a state-funded grant program. Solid Ground, a family housing provider continues to evaluate and make changes to their RRH program to best serve their clients. Solid Ground has recently added a Housing Specialist position to work specifically with housing search and landlord engagement. Over the last year of this change, Solid Ground has seen an increase in landlord engagement success and more consistent opportunities for program participants.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The SMAC region adopted discharge policies for foster care, health care, mental health and corrections

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

Washington County receives Family Homeless Prevention and Assistance Program (FHPAP) funds for rapid rehousing services and prevention services. For the 2019-2021 program years, Washington's FHPAP program was awarded a total of \$585,809 to be used throughout the two-year period. HHW acts as the Advisory Committee for FHPAP to coordinate efforts locally and in coordination with SMAC. For the current biennium, FHPAP funded four programs including: Solid Ground to provide RRH services to families, Salvation Army to provide prevention services, the Washington County HOST team to provide prevention services, and the YMCA to provide RRH to youth.

The Washington County CDA was awarded fifteen Family Unification Program Vouchers in 2019 to assist homeless families with children in out of home placement reunify. All 2019 vouchers were leased up within the year and the CDA was awarded an additional 20 vouchers in 2020. The CDA is currently working closely with the Washington County Children's Services division to lease up the 2020 vouchers.

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

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Washington's state-funded Family Homeless Prevention & Assistance Program (FHPAP) provides prevention services to all household types in the Washington County area through the Salvation Army and the Washington County HOST team. In the 2017-2019 program years, the FHPAP prevention services served a total of 100 households. It is projected that in the 2019-2021 program years, the FHPAP prevention services will serve a total of 80 households.

RRH is used to minimize the length of time homeless by providing short term subsidizes to households. Although most Transitional Housing Programs (THP) have converted to RRH, Washington County continues to operate two THP's providing 54 beds to families. The SMAC region was awarded landlord mitigation funds that have been used over the past year to develop relationships with landlords and provide incentive to management to rent to people experiencing homelessness. In 2017 the County was awarded an expansion grant for the PATH program that lasted through 2018. This provided the county more capacity to provide outreach to people who are experiencing homelessness and are mentally ill or chemically dependent. It also allows the county time to build relationships with other homeless service providers and provide information about homeless services to various community providers. Through state and private funding, additional services are available in the county to assist homeless or prevent homelessness from occurring. Supportive services include direct financial assistance, support services, housing search assistance and other options to resolve housing emergencies.

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

Actions taken to address the needs of public housing

The Washington County CDA serves as the Public Housing Agency (PHA) and has entered into an Annual Contributions Contract with HUD to operate up to 65 scattered site public housing units and 40 unit Whispering Pines public housing apartments Section 8 Project Based apartments and townhomes. The Washington County CDA also administers 176 Housing Choice Vouchers, including a recent allocation of 10 Veterans Administration Supportive Housing (VASH) vouchers. Over the last year, the CDA has taken the following actions to improve its public housing units and resident initiatives:

- In calendar-year 2019, the CDA invested \$201,288 in 11 scattered site capital improvements. Capital improvement projects at Whispering Pines totaled \$186,474. This includes the funds deferred from 2018. The capital improvement budget for calendar year 2020 includes \$73,048 for 6 scattered site improvements plus tree removal and trimming at several sites. Whispering Pines capital improvements budgeted for 2020 total \$293,950.
- In April 2019, the CDA began exploring options to stabilize the operations of its Public Housing portfolio. After consulting with Public Housing residents and affected municipalities, the CDA will apply for Section 18 Disposition to convert its 65 scattered site Public Housing units to a federal tenant-based rental assistance funding platform in the end of 2020.
- The CDA receives funding for and employs a Family Self Sufficiency Coordinator to serve both public housing and the Housing Choice Voucher residents. The Family Self-Sufficiency (FSS) program provides participants with the opportunity to establish an escrow account when their rent portion increases due to an increase in earned income. The FSS participant contract can last for up to 5 years. The CDA manages the escrow account and provides ongoing case management to help participating families with self-sufficiency issues. Upon successful completion of the program the participant is eligible to receive the escrow account balance. Previous successful participants have used the escrow account to accomplish home ownership, education or other life goals. In Program Year 2019, the FSS program had 18 participants of which 11 had escrow accounts.
- The CDA received a grant from HUD to provide Senior Service Coordination at Raymie Johnson Estates. The CDA subcontracted with a local social services agency for a Senior Service Coordinator to assist residents in maintaining their housing and to refer residents to needed services when appropriate.
- The CDA facilitated a Resident Advisory Board (RAB). The RAB represents participants in the Public Housing and Housing Choice Voucher programs. The RAB's primary function is to review the CDA's PHA plan and any policies affecting the administration of these programs. The RAB provides feedback to the CDA's Board of Commissioners. One of the RAB members is appointed to serve as the "resident member" on the Board of Commissioners for the CDA. The RAB in Program Year 2019 reviewed and commented on changes to the Housing Choice Voucher Administration Plan and the Public Housing Admissions and Continued Occupancy Plan.
- The Washington County CDA provided staff facilitation to assist with two resident councils. One council represents residents in scattered site public housing and the Housing Choice Voucher program and the other represents the residents of Whispering Pines. In Program Year 2019, the councils met monthly September through May and had speakers or experts to discuss such as budgeting, first time homebuying, health care directives, and workforce.
- The Washington County CDA funded a service coordinator position to assist tenants at Whispering Pines with resources.

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

- The CDA actively markets first time home buyer programs to both public housing and Housing Choice Voucher participants on a regular basis.
- The FSS program had 18 participants in 2019, of which, 11 had escrow accounts.
- The CDA homeownership program served 50 households through Home Stretch Education and provided one-on-one homebuyer counseling to 21 households. A total of 71 households received homebuyer assistance.
- The Resident Advisory Board (RAB) reviewed and provided input to the CDA on its PHA plan the significant amendment to apply for Section 18 Disposition conversion and amendments to its Housing Choice Voucher Administration Plan. The RAB provides feedback to the CDA's Board of Commissioners.
- One of the RAB members represented Public Housing residents and Housing Choice Voucher participants on the CDA's Board of Commissioners. This commissioner participated in a Minnesota chapter of the National Association of Housing and Redevelopment Officials training for commissioners In April 2019.

Actions taken to provide assistance to troubled PHAs

Not applicable.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Several barriers exist in the creation of affordable housing including, but not limited to, the cost of land acquisition, shortage of modestly priced rental units, and fair housing issues. These barriers make it difficult for low-income individuals to live in Washington County without some type of subsidy. To inform citizens about housing issues and opportunities, various CDBG and HOME activities incorporate affordable housing education in their programs. To ameliorate the negative effects of large lot requirements, zoning restrictions, and availability of utilities and services, the Washington County CDA offers funds to developers of affordable housing. Assistance will offset development costs related to these barriers. As property prices continue to appreciate in Washington County, the gap is widening between available resources and outstanding need. There is an increased need for federal funds for housing activities of all types including affordable rental, homeownership, and housing for special needs populations. Washington County and its partners will work to reduce the gap in resources by seeking out additional federal, state, and private resources to support its affordable housing priorities.

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

The Washington County CDA leads efforts in the county to develop more affordable multifamily housing through its gap financing and low-income housing tax credit programs. The future demand for affordable housing; however, far surpasses the historic production of affordable units. In 2017, the Washington County CDA commissioned a Comprehensive Housing Needs Assessment that not only examined the county's existing housing stock and future demand, but also housing affordability and cost burden rates for single-family and multifamily units. The report identified underserved populations and their needs, which found that Washington County has the highest median rent in the St. Paul/Minneapolis metro area. Workers in the county have relatively low wages, which makes it difficult for them to find affordable housing in the county. Additionally, half of all renters and over three quarters of low-income renters are cost burdened. The report also identified the growing need for affordable housing for seniors and general occupancy demand. The CDA presented the study findings to several local cities, the Housing Collaborative, and incorporated them in a CDA-sponsored developer forum as well as a city stakeholder meeting.

The CDA has several programs that help to promote housing stability for single-family homeowners. The CDA provides monthly homebuyer education classes and offers individual counseling sessions with a Homeownership Specialist. Studies have shown that homeowners who participate in homebuyer education courses are less likely to face foreclosures. If a homeowner is facing foreclosure, the CDA also offers free confidential and individual counseling sessions with a Homeownership Specialist to discuss their options. Eighty percent (80%) of homeowners who sought out counseling services averted foreclosure, which further promotes housing stability for neighborhoods and families. Washington County CDA maximizes its CDBG public services cap annually for crisis assistance to families at risk for homelessness or currently homeless. Support services provided 1,755 persons with stabilizing assistance in the 2019 Program Year. The Crisis Fund Program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance. In Program Year 2019, 64 vouchers were issued aiding a total of 179 people.

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

Washington County requires all sub-recipients to comply with the HUD lead-based paint regulations (24 CFR part 35) issued pursuant to the Lead-based Paint Poisoning Prevention Act (42 USC Sections 4831 et seq.) requiring: (1) prohibition of the use of lead-based paint (whenever funds under this Agreement are used directly or indirectly for construction, rehabilitation, or modernization of residential structures); (2) elimination of immediate lead-based paint hazards in residential structures; and (3) notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978. This requirement is included in the agreement between Washington County CDA and its sub-recipients. The Washington County Home Improvement Loan Program conducts a lead assessment of each home prior to rehabilitation; an important strategy for reducing lead-based paint issues in Washington County. The “Renovate Right Brochure” is given out prior to any rehab work project funded with federal funds. In 2019, this program assisted 13 households.

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

The Washington County CDA administers the Family Self Sufficiency Program (FSS) for Housing Choice Voucher and Public Housing recipients. At the CDA, the program is branded as Earning Power. The CDA program had 18 participants in Program Year 2019. The Earning Power program enables families assisted through the Housing Choice Voucher (HCV) program and Public Housing (PH) residents to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the Earning Power program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency. Washington County will work closely with the Minnesota Department of Human Services in state planning and intervention related to reducing family poverty. One is an anti-racism initiative that is intended to promote diversity in operations and to improve cultural competency in service delivery. Another is a disparity in outcomes initiative which specifically relates to improving success in helping poor families from racial and ethnic minorities to achieve self-sufficiency. Finally, an integrated services project within the Workforce Center seeks to improve services and outcomes by improving communications and strengthening collaboration within Washington County and the larger service community.

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

Washington County takes a collaborative and regional approach to housing, fair housing and community development issues to leverage its resources and maximize its impact. The CDA is a sub allocator of Low-Income Housing Tax Credits and has the ability to offer tax exempt bond financing, tax increment financing, and locally funded gap financing. The Washington County CDA has consistently provided research and data on the housing needs, demands, and delivery gaps of Washington County. The CDA is also the public housing authority for the jurisdiction. Housing the CDBG and HOME programs within the CDA’s other financing tools, knowledge, and planning base and PHA structure enhances coordination for all housing and community development efforts on a county-wide basis.

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

Washington County CDA maintains regular communication and involvement with all sub-recipients to ensure compliance with CDBG and HOME regulations and to ensure success in meeting the national objectives of both programs. Washington County CDA maintains regular communication and involvement with all cities and township who receive CDBG and HOME funds. This helps to ensure compliance with CDBG and HOME regulations and success in meeting the national objectives of both programs. The CDA attends city and town meetings to refresh municipalities on the programs, and how

they could benefit their communities. In December of 2016, Washington County certified Community Action Partnership of Ramsey and Washington Counties as a CHDO. There is still a demand for qualified developers to become a CHDO. The Dakota County HOME Consortium has agreed to allocate the CHDO set-aside funds to a certified project on a Consortium-wide basis to maintain compliance.

Washington County is the lead of the five-metro county Continuum of Care (CoC). Suburban Metro Area Continuum of Care (SMAC) is comprised of Washington County, Dakota County, Anoka County, Scott County, and Carver County. Three members of the local Washington County Housing Collaborative sit on the SMAC Board and provide counties specific input on local needs and priorities. The primary functions of SMAC are to provide a comprehensive response to homelessness, evaluate and coordinate the homeless response system, and to prepare and submit the HUD CoC collaborative funding application on a regional level. The Washington County Housing Collaborative was developed to address the needs of homeless and persons at risk of homelessness. The collaborative is made up of local non-profit agencies, County Services, CDA, faith community, State representatives, and interested community members. The Collaborative provides an avenue for providers to coordinate and access resources available in the community. The Collaborative is the local voice to the SMAC CoC. The coordinated access system was developed in a collaborative effort with input from non-profit agencies, County Community Services, the CDA, faith community and interested community members.

Washington County maximized its 15% funding cap for Public Services to provide homelessness services through the Housing Outreach Services Team (HOST). In the past have attended and participated in the CDBG Citizen Advisory Committee meetings. The CDA staff expands efforts in better understanding of the CDBG and HOME Programs by attending both regional and local trainings designed by HUD and other affordable housing providers.

In Program Year 2019, under the Coronavirus, Aid, Relief and Economic Securities Act, Washington County was allocated an additional \$427,331 in CDBG-CV funding and asked HUD to waive the 15% spending cap for public services. This allowed Washington County to provide further resources to prevent homelessness in Washington County. These funds have yet to be expended.

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

In order to ensure that all people have equal access to the housing of their choice, Washington County and Washington County CDA proactively comply with the Fair Housing Act and other civil rights laws. Washington County CDA participates in the Fair Housing Implementation Council (FHIC). The FHIC is a collaborative group representing the Twin Cities metropolitan area entitlement and other governmental agencies. The purpose of the FHIC is to facilitate and initiate implementation of affirmative activities having metro-wide significance identified in regional Analysis of impediments to fair housing choice (AI) and the related Fair Housing Action Guide. In FHIC submitted a 2014 AI and Addendum which were accepted by Housing and Urban Development (HUD). In 2019, in collaboration with the FHIC, Washington County hired a consultant to conduct a 2020 Analysis of Impediments. This draft is available on the CDA's website or offices for review at <https://washingtoncountycda.org/our-organization/public-notices/>. On August 18, 2020 the CDA held a public hearing for the document. This document will shape 202-2024 projects to further fair housing.

In 2019, Washington County jointly funded and participated in the following fair housing activities to attempt to address the impediments to fair housing choice facing the region:

- Along with the FHIC, Washington County funded a fair housing community engagement project (Recommendation 10D) in order to incorporate and support the recommendations from the Addendum to the 2014 Regional AI. This entailed work with community organizations to explore development opportunities in Washington County for communities of color.
- Along with the FHIC, hired consultant Lawyer's Committee for Civil Rights Law to conduct a Twin Cities Regional Analysis of Impediments.
- 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

Affirmatively Furthering Fair Housing Activity Table

2019		
FHIC	\$5,000	Conduct region wide Analysis of Impediments

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Monitoring of CDBG and HOME projects is done on a continuous basis. The process for monitoring depends upon the type of project funded. The CDA requires all projects to provide a file that contains documented proof of program requirements. Desk reviews are performed to ensure that the program requirements have been met. When awarded CDBG or HOME funds, the sub-recipient is required to provide all necessary backup documentation before funds are reimbursed. This provides a timely and reliable way to monitor compliance with the program's policy and other federal requirements. The risk assessment uses criteria like HUD's risk assessment criteria. The Washington County CDA is responsible for ensuring that the management and use of federal funds are in accordance with regulatory requirements. There are four main goals of monitoring:

- To ensure production and accountability with contract goals
- To ensure compliance with federal requirements
- To evaluate organizational and project performance
- To provide technical assistance to improve programs
- To ensure fair housing compliance
- To ensure Section 3 and Women and Minority Owned Business outreach
- Prevailing Wage Compliance
- Procurement Standards
- Assist with Comprehensive Plans

Washington County CDA's monitoring guide includes separate forms and procedures for monitoring projects completed by non-profit agencies, local governments, and Community Housing Development Organizations (CHDO). In addition to project monitoring, Washington County CDA uses monitoring guides to evaluate certain aspects of its CDBG and HOME program management. Washington County CDA in July 2020 has contracted Affordable Housing Connections, Inc. (AHC) to do rental monitoring for HOME funds. AHC is a service provider who is well versed in HOME and does HOME monitoring for several jurisdictions across the Twin Cities Metro. Many rental developments are familiar with their reporting requirements. On April 15, Dakota County HOME Consortium requested waivers as it related to HOME monitoring.

Desk Reviews Each contract for CDBG and HOME funds includes a Description of Project section that outlines the project expectations for services and outlines the reporting requirements for that particular entity. Washington County CDA is responsible for monitoring the receipt of the required information and project status over the entire term of each contract. Among the various reporting requirements outlined in the contracts, and for which documentation must be provided, are the following: *Project Budget, Beneficiary Form, Written Narratives, Documentation of Expenses, and Annual Audit Report*

Tracking System The Washington County CDA has an established tracking system that is used to compile and document some of the information that is required in contracts. Specifically, staff updates the tracking system with information from Requests for Reimbursement, Beneficiary Form, and the items that are submitted in accordance with contract requirements.

Monitoring Approach The purpose of the monitoring approach is to establish policies and procedures as guidance for monitoring all projects supported by federal funds. The Washington County CDA views a monitoring as an on-going process that involves continuous communication and evaluation of projects. This process involves teleconferences, written communication, analysis of reports, technical assistance, and periodic meetings.

On-Site Monitoring Visits The Washington County CDA conducts on-site monitoring visits of those agencies that have been funded with CDBG and HOME funds. The procedures for conducting these visits are intended to structure the visits, provide consistency, and facilitate effective use of resources. Depending on the type of organization with which a funding agreement is executed, the specifics of the visit will vary. Those differences are highlighted wherever possible. Due to COVID-19 these on-site monitoring visits have been conducted virtually or postponed.

Responsibilities Below is an overview of the responsibilities of Washington County CDA staff during the monitoring process:

- *Pre-Visit Preparation*
- *Entrance Conference*
- *On-Site Review*
- *Exit Conference*
- *Post Visit Procedures*
- *Monitoring Files*

The CDA participates in the Fair Housing Implementation Council (FHIC). Together the FHIC does a Regional Analysis of Impediments. This document guides us in implementing fair housing compliance and regulations to our policies and procedures. This filters down to our subrecipients for ensuring fair housing requirements and guidelines.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

As a member of the Dakota County HOME Consortium, Washington County CDA follows the Dakota County Consortium Citizen Participation Plan. The Citizen Participation Plan outlines the process and procedures to engage the citizens in the plan process. To solicit input from the general public, the Washington County CDBG Citizen Advisory Committee met virtually on August 27, 2020 to make recommendations regarding the Consolidated Annual Performance and Evaluation Report (CAPER). Washington County CDA released the CAPER for public comment from August 28, 2020-September 15, 2020. The CDA will hold public hearing on September 15, 2020 at 3:00 PM CST. Due to COVID-19 this meeting will be held virtually. Information to attend can be found on the CDA's website. On April 10, 2020 the CDA requested a waiver for public comment period and virtual meetings. The Dakota County Consortium lead agency will hold a virtual public hearing on September 22, 2020 at 9:00 AM CST in which the Washington County Consolidated Performance and Evaluation Report was available for public comment. The CDA will present the CAPER at the September 22, 2020 Washington County Board of Commissioners meeting for final approval for submission to HUD. This meeting will be held virtually. Information on how to attend can be found on the County's website.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Washington County did not change program objectives in the 2019 program year.

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

No

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

Not applicable.