



**Washington County
Annual Action Plan
Program Year 2021**

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

2021

Annual Action Plan

July 1, 2021 to June 30, 2022

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

1. Introduction

Washington County is an entitlement jurisdiction which receives federal funds from the U.S. Department of Housing and Urban Development (HUD) to invest in local communities. The funds are provided under the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). All funds must assist low- and moderate-income households and areas. The Washington County Community Development Agency (CDA) is the administrator for the funds and programs on behalf of Washington County. This Annual Action Plan is the second program year for the 2020-2024 Consolidated Plan. It outlines the activities which will be undertaken during the 2021 program year beginning July 1, 2021 and ending June 30, 2022 using federal funds granted to Washington County by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs. Washington County receives CDBG funds as an entitlement community and receives HOME funds as a part of a consortium of that includes Anoka, Dakota, Ramsey, and Washington counties and the City of Woodbury.

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

Washington County was given a HUD allocation of \$702,134 in CDBG Entitlement Funds for Program Year 2021. Washington County received \$87,470.75 of program income in Program Year 2020 which allocated to Program Year 2020 projects in order to exercise the Coronavirus Aid, Relief and Economic Securities Act (CARES-Act) waiver removing the 15% public services cap. This total allocation of funds will be broken down into administration allocation of \$140,427 CDBG thus making CDBG project allocation \$561,707 for 2021. Program Income has averaged \$94,725 the past three years but is not guaranteed and therefore anticipated program income will not be budgeted in the project summary. However, any 2021 program income received will be allocated as such: 15% to public services, 10% to administration and the remaining will be recycled back into the Home Improvement Loan Program or reprogramed the following Program Year. HOME funds are dedicated to housing activities that meet local housing needs and typically preserve or create affordable housing. Uses include housing rehabilitation, homebuyer assistance, and new construction. HOME funding may also be used

for site acquisition, site improvements, demolition, relocation, and other necessary and reasonable activities related to the development of affordable housing. Washington County participates in the Dakota County HOME Consortium to be eligible for HOME funds. Washington County anticipates a total HOME budget of \$469,776. This consists of the Consortium allocation of \$351,971 plus \$45,000 of program income, \$26,999 of unallocated funds and \$45,806 of unallocated 2020 CHDO Set Aside. The CARES-Act provided a waiver for 2019 and 2020 that removed the set-aside obligation. Due to COVID-19, Washington County will exercise this waiver for the 2020 CHDO funding and add it to the 2021 HOME projects in order to meet housing goals. This will be broken down into an administration allocation of \$34,073 and 2021 CHDO Consortium Project allocation of \$45,483 thus, making a total \$390,220 available for projects.

2. Summarize the objectives and outcomes identified in the Plan

This 2021 Annual Action Plan is the strategic plan for allocating and leveraging CDBG and HOME entitlement grants. It utilizes qualitative and quantitative data gathered through citizen participation, market analysis, and an assessment of need to identify the highest priority needs in which to direct entitlement dollars. The following goals were identified in the 2020-2024 Consolidated Plan to meet these high-priority needs (in no particular order or ranking): affordable homeownership and rental housing, public services for homeless and other special need populations, and public infrastructure improvements. The following projects are the proposed uses for the 2021 Program Year.

PROJECTS	CDBG	HOME	GOAL NAME	GOAL OUTCOME INDICATOR
Twin Cities Habitat for Humanity- New Construction		\$300,000	Affordable Housing	Homeowner Units Added: 4 Units
Two Rivers Community Land Trust-Scattered Site	\$76,288	\$89,462	Affordable Housing	Homeowner Units Rehabilitated: 3 unit
Home Improvement Loan Program	\$380,099		Affordable Housing	Homeowner Housing Rehabilitated: 10 units
Washington County Community Services-Family services worker and Crisis Fund	\$105,320		Homeless Prevention	Homelessness Prevention: 540 Persons Assisted
Community Housing Development Organization (CHDO) set aside		\$45,332	Affordable Housing	
Administration	\$140,427	\$33,971		
Total	\$702,134	\$468,765		

3. Evaluation of past performance

The Consolidated Annual Performance Evaluation and Report (CAPER) captures progress toward meeting needs and achieving strategies established in a Consolidated Plan and the Annual Action Plans. Monitoring performance measures allows for operational improvements, resource allocation issues, and policy questions to be identified and addressed in the upcoming year. In the past, Washington County and its subrecipients have been successful in implementing housing, community services, and public improvement projects and programs. Since 2001, Washington County's CDBG and HOME programs have focused on promoting affordable homeownership and rental housing, assisting residents who are homeless or at risk of becoming homeless, and financing public improvement projects.

4. Summary of Citizen Participation Process and consultation process

CDA staff continues to work with the Citizen Advisory Committee (CAC) which was established to provide advice and recommendations on all policy issues relating to the federal entitlement grant programs discussed in Washington County's Consolidated Plans and Annual Action Plans. The CAC met virtually four times during program year 2020. The CAC meetings provide a forum for appointed citizens to participate in the CDBG and HOME funds allocation process, the development of action plans and serve as a place for staff to vet policy issues and obtain public feedback. Members of the CAC reviewed the waivers applicable for Program Years 2019 and 2020, including the CARES Act CDBG-CV funding, which impacted allocation of 2021 CDBG funds, scored and discussed applications submitted for Program Year 2021 HOME funding and made funding recommendations to the CDA and County boards.

Along with the CAC, Washington County's outreach and consultation strategies included the formation of community outreach partnerships with housing, service, and mental health providers; workforce developers; community advocates; and others. Community outreach partnerships were also forged with elected leaders, community planners, businesses, resident councils, public agencies, and departments (municipalities, county, and region).

The Dakota County HOME Consortium held a virtual joint public meeting on February for public input prior to the development of the plan on February 22, 2021 at 2 pm. The public comment period for this plan opened March 16, 2021 and will be accepted through April 20, 2021. A public hearing will be held by the Washington County CDA on April 20, 2021 at 3:00 PM CST. Public notices were published in the *Stillwater Gazette*, the CDA's official newspaper, and posted on the CDA's website. The notices informed citizens about the plan and encouraged public comment on the plan development and funding recommendations. The plan will be submitted for approval to the Washington County Board of Commissioners on April 27, 2021.

5. Summary of public comments

To be determined.

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

To be determined.

7. Summary

Washington County will continue to carry out the CDBG and HOME programs to ensure the greatest benefit to the citizens of the Washington County. Through the process of completing the 2020-2024 Consolidated Plan, staff was able to identify needs and priorities in Washington County. In this second year, Washington County allocated funding to projects that will assist in meeting the priorities and goals of the Consolidated Plan. Through the public consultation process, the County identified the major priority needs that will guide funding throughout this

period and serves as the basis for the objectives developed in the Consolidated Plan and are followed through with activities planned out in this second program year 2021 Annual Action Plan.

PR-05 Lead & Responsible Agencies

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	WASHINGTON COUNTY	Community Development
CDBG Administrator		Washington County Community Development Agency
HOME Administrator		Dakota County Community Development Agency

Table 1 – Responsible Agencies

Narrative

In October of 2014, Washington County entered into a sub-recipient agreement with the Washington County Community Development Agency (CDA) to administer its CDBG and HOME programs and funds. This agreement was renewed in January of 2021 as a five-year agreement. The Washington County CDA is responsible for administering all facets of both programs including the development and submittal of the Annual Action Plan.

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

Annual Action Plan Public Contact Information

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

PR-10 Consultation

1. Introduction

Washington County's outreach and consultation strategies included the formation of community outreach partnerships with housing, service, and mental health providers; workforce developers; community advocates; and others. Community outreach partnerships were also forged with elected leaders, community planners, businesses, resident councils, citizen advisory committees, public agencies, and departments (municipalities, county, and region). Development of the 2021 Action Plan involves working closely with the following:

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

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

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

- Nonprofit public service provider agencies
- Non-profit and for-profit affordable housing developers
- Washington County Board of Commissioners
- County departments including
 - Administration
 - Public Health
 - Public Works
 - Community Corrections
 - Taxpayer and Records Office
 - Community Services
- Washington County CDBG Citizens Advisory Committee
- Metropolitan Fair Housing Implementation Council
- Minnesota HIV Housing Coalition
- Canvas Health
- Community Action Partnership of Ramsey and Washington Counties
- Cities and Townships in Washington County
- Specialized Consultants

- Broadband providers

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

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

Washington County CDA and Washington County Community Services are part of the five-metro county Continuum of Care (CoC). The Suburban Metro Area Continuum of Care (SMAC) is comprised of Washington, Dakota, Anoka, Scott, and Carver counties. Three members of the local Washington County Housing Collaborative, Heading Home Washington, sit on the SMAC Governing Board and provide county specific input on local needs and priorities. The primary functions of SMAC are to provide a comprehensive response to homelessness, to 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, Washington County Community Services, Washington County CDA, faith community, state representatives, and interested community members. The Collaborative provides an avenue for providers to coordinate, collaborate, and develop resources available in the community.

To address the needs of homeless persons and most efficiently utilize the resources available in the community, a Coordinated Entry system has been developed. Washington County participates in the regional Coordinated Entry system and sits on the CoC Coordinated Entry workgroup who sets the policies and priorities of the system. The system has been designed to meet the specific needs of Washington County in coordination with SMAC and state agencies to assure consistency across counties statewide. Washington County has developed multiple access points for those who need to be assessed for Coordinated Entry. The Washington County Community Services Homeless Outreach Services Team (HOST) acts as the main access point for any type of household experiencing homelessness. Families are most often assessed by St. Andrew's Community Resource Center and youth are most often assessed by multiple points of access for people experiencing homelessness: Canvas Health, St. Andrew's Community Resource Center, St. Croix Family Resource Center, and Washington County Community Services, in addition to outreach workers from Washington County Community Services and

StreetWorks. An initial assessment is conducted to determine if the person or family can be diverted from homelessness with connections to resources. If it is determined housing is needed, a full assessment is conducted to determine the type of housing needed, shelter, rapid rehousing, transitional housing, or permanent supportive housing.

The Coordinated Entry system was developed in a collaborative effort with input from nonprofit agencies, County Community Services, Washington County CDA, faith community and interested community members.

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

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

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Canvas Health, Inc.
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff contacted agencies for information pertaining to victims of domestic violence, HOPWA organizations and committees, transitional housing and chemical dependency agencies for the 2020-2024 Consolidated Plan.
	Agency/Group/Organization	Washington County Community Development Agency
	Agency/Group/Organization Type	Housing Services - Housing Other government - County Planning organization

<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis Anti-poverty Strategy Lead-based Paint Strategy</p>
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Washington County CDA administers the CDBG and HOME programs on behalf of Washington County. The CDA also administers the Housing Choice Voucher Program and Home Ownership Programs which grants the ability to address several housing needs throughout the county. The CDA has also acted as a developer and manager of several public housing developments. The Washington County CDA Board at Large Member is a public housing resident who also serves on the Citizen Advisory Committee and Washington County Resident Advisory Board for public housing residents. This overlap offers input to help define community needs and projects. Both Washington County and CDA Boards reviewed the survey results and provided additional comments.</p>
<p>Agency/Group/Organization</p>	<p>Washington County Community Services Department</p>
<p>Agency/Group/Organization Type</p>	<p>Housing Services - Housing Services-homeless Other government - County</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs</p>

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

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

During the 2020-2024 Consolidated Planning process, local agencies, service providers, and municipalities in Washington County were emailed a survey link to establish priorities for the next five years. No specific agency types were left out of the consultation process for this Annual Action Plan.

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

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

Table 3 - Other local / regional / federal planning efforts

Narrative

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

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

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

The Dakota County HOME Consortium held a virtual public meeting on February 22, 2021 at 2:00 pm in the beginning planning process stage of the plan. Several meetings were held by the Washington County CDBG Citizen Advisory Committee, a committee of appointed citizens including a member from the Washington County CDA Resident Advisory Board for Public Housing residents, who provided input on projects and direct allocations to meet the needs and goals of Washington County.

As a member of the Dakota County HOME Consortium, Washington County follows the Dakota County Consortium Citizen Participation Plan. The Citizen Participation Plan outlines the process and procedures to engage the citizens in the plan process. The public comment for the draft plan opened March 12, 2021. Comments will be accepted through April 20, 2021. Public notices were published in the Stillwater Gazette; Washington County’s official newspaper and posted on the CDA’s website. The notices informed citizens about the plan, proposed projects, and proposed funding. The notices encouraged public comment on the plan development, amendments, and reports. To solicit input from the general public, a public hearing will be held on April 20, 2020 at the Washington County CDA at 3:00 pm (CST). Approval of the Annual Action Plan will be reviewed at the April 27, 2021 meeting of the Washington County Board of Commissioners.

Citizen Participation Outreach Table 4 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of Response /Attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	TBD	TBD		http://stillwatergazette.com/
2	Residents of Washington County: Citizen Advisory Committee	Non-targeted/broad community	3	Recommended projects and funding	All included	
3	Public Meeting	Non-targeted/broad community	0	None	No comments received	
4	Public Meeting	Non-targeted/broad community	TBD	TBD		

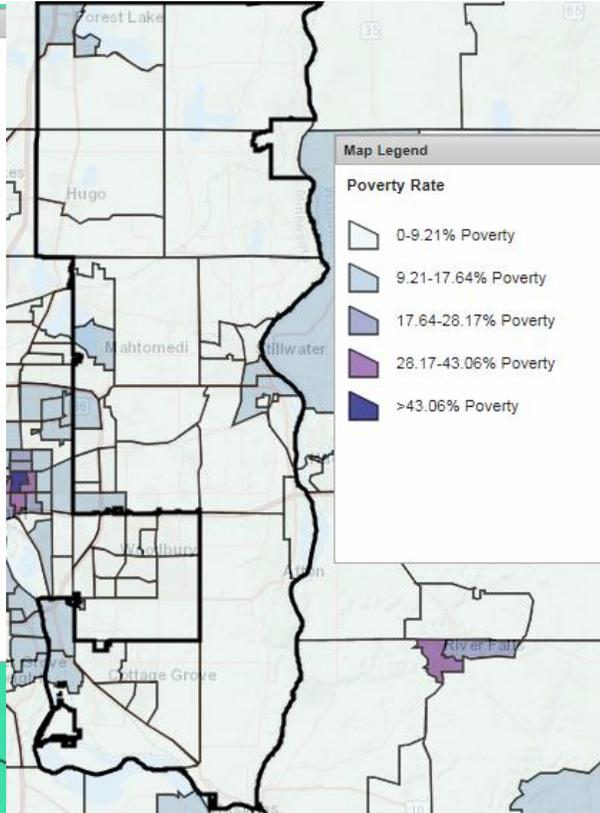
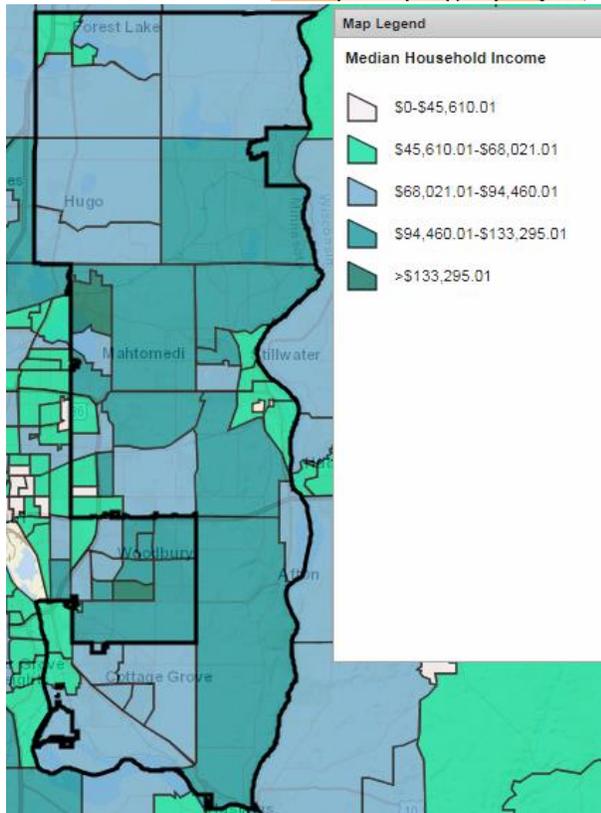
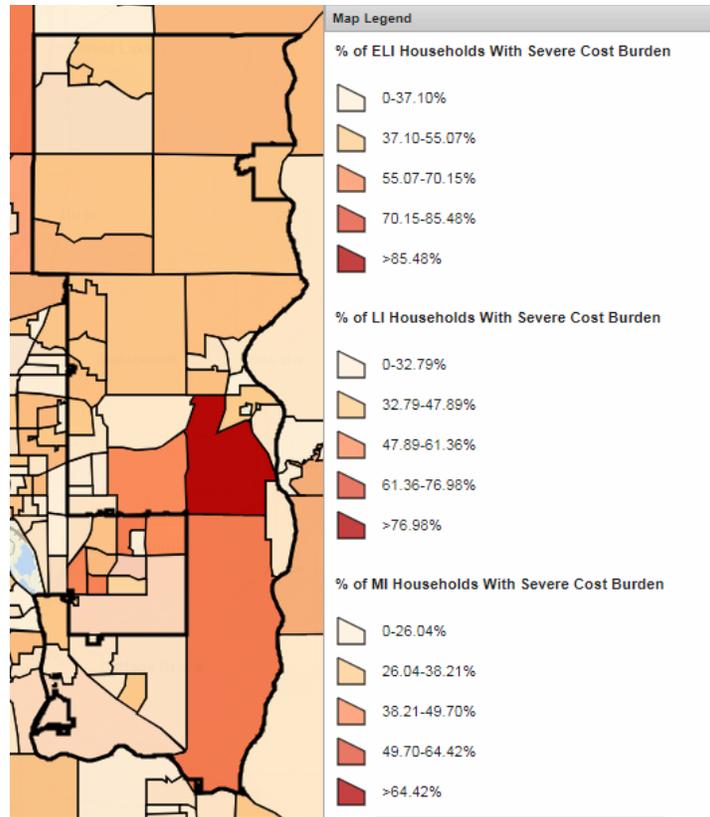
Sort Order	Mode of Outreach	Target of Outreach	Summary of Response /Attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Internet Outreach	Non-targeted/broad community Residents of Public and Assisted Housing	TBD	TBD		www.washingtoncountycda.org

SP-10 Geographic Priorities

Geographic Area-

Washington County is in the eastern portion of the Minneapolis-St. Paul Metropolitan area and is the fifth most populous county in the metropolitan area. The 2019 American Community Survey projected Washington County’s population in 2019 to be 262,460 and with 100,996 total households. Washington County grew 10.2% over the past decade and ranked fifth highest for growth in Minnesota.

Washington County CDA will allocate and invest the limited resources of the CDBG and HOME program throughout Washington County whenever possible. While certain census tracts in Washington County have a concentration of households experiencing housing cost burdens and two census tracts have a concentration of low-income households, the total number of households in these census tracts is quite low. Due to the relatively small populations impacted by these concentrations, no geographic targeting is needed. This flexibility allows Washington County to address areas of need throughout the county if the project meets a priority need, is eligible under either the CDBG and HOME program, funding is available and other resources have been identified.



General Allocation Priorities

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

AP-15 Expected Resources – 91.420(b), 91.220(c)(1,2)

Introduction

Washington County was allocated a CDBG budget of \$702,134 for Program Year 2021. In addition, Washington County received \$87,470.75 of program income in Program Year 2020 of which \$74,350.14 was allocated to Program Year 2020 projects in order to exercise the Coronavirus Aid, Relief and Economic Securities Act (CARES-Act) waiver removing the 15% public services cap. Any further program income or flux in allocation received will be applied proportionately to the activities by the amount needed to meet the final funding allocation.

Program Income has averaged \$94,725 the past three years but is not guaranteed and therefore anticipated program income will not be budgeted in the project summary. However, any 2021 program income received will be allocated as such: 15% to public services, 10% to administration and the remaining will be recycled back into the Home Improvement Loan Program.

Washington County anticipates a total HOME budget of \$469,776. This consists of the Consortium allocation of \$351,971 plus \$45,000 of program income, \$26,999 of unallocated funds and \$45,806 of unallocated 2020 CHDO Set Aside. The CARES-Act provided a waiver for 2019 and 2020 that removed the set-aside obligation. Due to COVID-19, Washington County will exercise this waiver for the 2020 CHDO funding and add it to the 2021 HOME projects in order to meet housing goals. This will be broken down into an administration allocation of \$34,073 and 2021 CHDO Consortium Project allocation of \$45,483 thus, making a total \$390,220 available for projects.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Housing Public Improvements Public Services	702,134	0	0	702,134	2,100,000	Program income is 15% of what was received in Program Year 2020. Program income is not guaranteed and therefore anticipated program income will not be budgeted.
HOME	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	351,971	45,000	72,805	469,766	855,000	Prior Year Resources is a result of Program Income. Program Income must be used first.

Table 5 – Expected Resources – Priority Table

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

The CDBG and HOME funds received by Washington County are limited resources. The Washington County CDA ensures these funds are maximized by giving priority to projects with financing plans which include other public and private resources. The match requirements for HOME funds are typically met through non-profit foundation grants and below market rate gap financing loans or grants from Minnesota Housing Finance Agency, Washington County CDA, Metropolitan Council, and Federal Home Loan Bank.

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

Washington County and Washington County CDA have a long and successful track record of utilizing public land for the development of housing to address the continuum of need identified in this Consolidated Plan. The number of tax delinquent and foreclosed properties are strong indicators for the need to acquire properties for redevelopment or preservation. While these conditions are not prevalent in Washington County, the County notifies the CDA when properties are available. With the support of the respective municipality, the CDA can acquire those parcels for re/development or make community development partners aware of the opportunity.

Discussion

Washington County CDA seeks to ensure that CDBG funds are used to their maximum effectiveness by making cost reasonableness and efficient leveraging of CDBG funds part of the evaluation criteria for proposed projects. Applications are competitive and the greater the degree of leveraging, the higher the number of points awarded to the project.

AP-20 Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
1	Creating and Preserving Affordable Housing	2020	2024	Affordable Housing Public Housing	Affordable Rental and Home Ownership	CDBG: \$456,387 HOME: \$435,703	Household Housing Unit Homeowner Housing Added: 4 Household Housing Unit Homeowner Housing Rehabilitated: 13 Household Housing Unit
2	Homelessness Prevention	2020	2024	Homeless	Public Services	CDBG: \$105,320	Homeless Person Overnight Shelter: 40 Homelessness Prevention: 500 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Creating and Preserving Affordable Housing
	Goal Description	Improve housing opportunities by creating and preserving affordable rental and owner-occupied housing. Twin Cities Habitat for Humanity will be constructing four single family homes on vacant lot utilizing HOME funds. Two Rivers Community Land Trust will use CDBG and HOME funds to acquire three single-family homes, make energy efficiency improvements and then resell the homes to income eligible buyers. The Washington County Home Improvement Loan Program will assist 10 homeowners with improvements to their homes and address health and safety concerns. Washington County will set-aside funding for a future CHDO project.
2	Goal Name	Homelessness Prevention
	Goal Description	Assist individuals and families with stabilized housing after experiencing a housing crisis or homelessness by providing client-appropriate crisis assistance and supportive service solutions.

AP-35 Projects

Introduction

Besides administration, there are four projects in Washington County selected to receive CDBG and HOME funds in Program Year 2021. Washington County allocates up to 10% of HOME funds and 20% of CDBG funds for program administration and planning. Administrative funding for the CDBG program will also be used for Section 3, Prevailing Wage Compliance, and Fair Housing Activities. Washington County allocates its 15% public service set-aside to two projects: The Social Services Worker and Crisis Fund Assistance programs. Washington County also allocates funds to its Home Improvement Loan Program. The remaining two projects were selected through a competitive process. HOME Applications were evaluated based on program requirements, 2020-2024 Consolidated Plan priorities and goals, and project feasibility and readiness. A traditional competitive process was not held for CDBG funding but instead will allocate CDBG funding to an eligible project from the HOME applications. The four projects in the 2021 Annual Action Plan help address and meet one of the high priorities identified in 2020-2024 Consolidated Plan. Three of the projects will address the goal of creating and preserving affordable housing and one project will address homelessness prevention.

Project Summary Information

No.	Project	Goals Supported	Geographic Areas	Needs Addressed	Funding
2	Habitat New Construction 2020	Creating and Preserving Affordable Housing	Washington County	Affordable Rental and Home Ownership	HOME: \$300,000
	Description	Twin Cities Habitat for Humanity currently owes vacant land in St. Paul Park and they have constructed one set of twin homes. They will utilize HOME funding to construct two additional twin homes which will be sold to income eligible homeowners at or below 80% area median income.			
	Target Date for Completion	06/30/2023			
	Estimate the number and type of families that will benefit from the proposed activities	Four families at or below 80% area median income. Habitat usually targets families 30-50% area median income.			
	Location Description	St. Paul Park Minnesota.			
	Planned Activities	Construction of two twin homes to then be sold to income eligible homeowners.			

4	Two Rivers Community Land Trust Own Sweet Home	Creating and Preserving Affordable Housing	Washington County	Affordable Rental and Home Ownership	HOME: \$90,220 CDBG: \$75,530
	Description	Two Rivers Community Land Trust will purchase three existing homes in targeted neighborhoods of either Forest Lake, Oakdale or Cottage Grove. Energy updates and rehabilitation updates will be made to the home. Then the homes will be re-sold to an income qualified households (up to 80% of AMI).			
	Target Date for Completion	07/31/2023			
	Estimate the number and type of families that will benefit from the proposed activities	Two Rivers will assist three households at or below 80% area median income.			
	Location Description	Washington County, Minnesota			
Planned Activities	Two Rivers Community Land Trust will purchase three existing homes and will rehabilitate the home to make energy updates. The homes will be re-sold to income qualified households (up to 80% of AMI).				

6	2020 Administration	Administration	Washington County	Administration	CDBG: \$140,427 HOME: \$34,073
	Description	Washington County CDA will use CDBG and HOME funding for program administration. Administrative funds are capped at 20% of the CDBG funds and 10% of the HOME funds. Washington County CDA will not exceed these administrative expense limits. A portion of the HOME program administration funds will be made to Dakota County CDA for their administration of the HOME Consortium.			
	Target Date for Completion	06/30/2023			
	Estimate the number and type of families that will benefit from the proposed activities	Families will not directly benefit from this activity.			
	Location Description	Washington County, Minnesota			
	Planned Activities	Washington County CDA will use CDBG and HOME funding for program administration. Funding will include staff costs, fair housing activities, Davis Bacon compliance, monitoring, and			

	efforts towards Section 3. A portion of the HOME program administration funds will be made to Dakota County CDA for their administration of the HOME Consortium.			
	Home Improvement Loan Program	Creating and Preserving Affordable Housing	Affordable Rental and Home Ownership	CDBG: \$380,857
7	Description	Washington County CDA will administer the Home Improvement Loan Program on behalf of Washington County. The program provides loans that assist homeowners with interior and exterior home improvements. Homeowners may receive deferred loans up to \$24,500, with no interest and no monthly payments. The full amount of the loan is not due until the homeowner moves, transfers the title, or takes cash out on a refinance of the property. These loans are available to households at or below 80% AMI and may be used to finance projects to make homes safe and livable. Eligible improvements include energy efficiency or accessibility improvements, exterior painting, electrical, plumbing, structural problems, siding, windows, doors, sidewalks, lead stabilization, and septic improvements.		
	Target Date for Completion	06/30/2023		
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 10-13 owner-occupied households below 80% area median income will benefit from this project.		
	Location Description	Washington County, Minnesota		
	Planned Activities	These loans are available to households at or below 80% AMI and may be used to finance projects to make homes safe and livable. Eligible improvements include energy efficiency or accessibility improvements, exterior painting, electrical, plumbing, structural problems, siding, windows, doors, sidewalks, lead stabilization, and septic improvements.		

Washington County Public Services: Homelessness Prevention	Homelessness Prevention		Transitional and Permanent Supportive Housing	CDBG: \$105,320
Description	Washington County proposes providing Crisis Assistance to households at risk for homelessness or experiencing homelessness. The Crisis Assistance fund provides for damage deposits, first month's rent, back rent assistance and emergency hotel stays in order to prevent homelessness. This is an activity that meets the needs of homeless households by providing affordable, decent housing. The public services dollars will also provide a social service worker staff position to assist individuals and families who are homeless or at risk of homelessness to find or retain permanent housing.			
8 Target Date for Completion	06/30/2022			
Estimate the number and type of families that will benefit from the proposed activities	Washington County proposes providing Crisis Assistance to 40 households at risk for homelessness or experiencing homelessness and it is estimated that 500 or more families will be assisted by the social worker by assisting individuals and families who are homeless or at risk of homelessness to find or retain permanent housing.			
Location Description	Washington County, Minnesota			
Planned Activities	The Crisis Assistance fund provides for damage deposits, first month's rent, and hotel stays in order to prevent homelessness. This is an activity that meets the needs of homeless households by providing affordable, decent housing. A social worker position will also assist individuals and families who are homeless or at risk of homelessness to find or retain permanent housing.			

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

The primary objective of the CDBG Program is the development of viable communities through the provision of safe and affordable housing, a suitable living environment, and expanded economic opportunities. Eligible CDBG spending includes Public Services, Community Development, Capital Improvement Projects for Public Facilities/Infrastructure, Homelessness Prevention and Housing Rehabilitation. HOME funds are dedicated to housing activities that meet local housing needs and typically preserve or create affordable housing. Eligible uses may include acquisition and/or rehabilitation, homebuyer assistance, and new construction. The

intent of the HOME program is to provide safe and affordable housing to lower-income households; expand the capacity of nonprofit housing providers; strengthen the ability of state and local governments to provide housing; and leverage private sector participation in housing projects. Washington County allocates CDBG and HOME funds to meet these requirements.

Allocation priorities for 2021 CDBG and HOME funds match the priority needs of the 2020-2024 Consolidated Plan. The Home Improvement Loan Program, Twin Cities Habitat for Humanity and the Two Rivers Community Land Trust projects will assist to meet the priority need of Affordable Home Ownership. The public service projects help address homelessness in Washington County. For Program Year 2021, HOME funds were allocated using a competitive RFP process, and CDBG funds were allocated automatically to public services, administration, and the Home Improvement Loan Program. Left over CDBG funds after these allocations were then allocated to the HOME application that was also an eligible activity under CDBG requirements. The Citizen Advisory Committee scored applications using the following scoring categories:

- Required Threshold: Meets National Objective, Eligible Use, Consolidated Plan High Priority, and Project will not start until after HUD approval.
- Technical Assistance Meeting: Maximum 5 points
- Community Need and County Benefit: Maximum 15 points
- Timeline and Timeliness of Spending: Maximum 15 points
- Accomplishments/People Served: Maximum 15 points
- Community Support: Maximum 10 points
- Budget Commitment: Maximum 15 points
- Leveraging/Matching: Maximum 15 points
- Budget Narrative: Maximum 15 points
- Compliance Capacity: Maximum 15 points
- Construction Management and Federal Requirements: Maximum 15 points
- Environmental Concerns: Maximum 5 points
- Demonstrated Project Need: 15 points

The applications with the highest average score were recommended to the Washington County Board for funding.

AP-50 Geographic Distribution

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

Washington County is in the eastern portion of the Minneapolis-St. Paul Metropolitan area and is the fifth most populous county in the metropolitan area. The 2019 American Community Survey projected Washington County's population in 2019 to be 262,460 and with 100,996 total households. Washington County grew 10.2% over the past decade and ranked fifth highest for growth in Minnesota.

While some census tracts in Washington County indicate a concentration of low-income households or those experiencing housing cost burdens, the total number of households in these census tracts is quite low. Due to the relatively small populations impacted by these concentrations, no geographic targeting is needed.

Projects funded in Program Year 2021 will be in the cities of St. Paul Park, Oakdale, Forest Lake, and Cottage Grove. Public services and home improvement loans are available throughout Washington County.

Rationale for the priorities for allocating investments geographically

There are no targeted geographies for funding. This flexibility allows Washington County to address areas of need throughout the county if the project meets a priority need, is eligible under either the CDBG and HOME program, funding is available and other resources have been identified.

Discussion

Washington County CDA will allocate and invest the limited resources of the CDBG and HOME program throughout Washington County. Program Year 2021 funds will assist certain site-specific projects once location is identified.

AP-55 Affordable Housing

Introduction

The 2021 projects will support affordable housing for general populations as well as targeted populations. In 2021, Washington County will continue to focus its CDBG and HOME funding towards the development and/or preservation of affordable housing. The affordable housing will be in three key categories, 1) owner occupied housing repairs and rehabilitation 2) New Construction 3) Acquisition of Existing Units for Rehabilitation

Affordable Housing Goals

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 7 – One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	4
Rehab of Existing Units	10
Acquisition of Existing Units	3
Total	17

Table 8 – One Year Goals for Affordable Housing by Support Type

Discussion

Affordable housing is the highest priority in Washington County. Program Year 2021 goals include the production and/or rehabilitation of 14 affordable rental and home ownership units. Habitat for Humanity will construct a total of four new units utilizing HOME funds. Two Rivers Community Land Trust acquire three existing homes for rehabilitation and resale using CDBG funding. The Home Improvement Loan Program will assist 10-12 households with CDBG funds.

AP-60 Public Housing

Introduction

The Washington County CDA administers all of the public housing units in Washington County. Of the 49 public housing units, 40 are located in the four-story Whispering Pines Apartments in Forest Lake and 9 are located in townhome units in Woodbury. Whispering Pines was substantially rehabilitated in 2012, mechanical updates were done in 2016 and the windows were replaced in 2019. It is in excellent physical condition.

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

The CDA plans to convert the remaining 49 public housing units to Section 8 project-based vouchers assistance in 2021. Conversion will maintain affordability at the current level for income-qualifying residents.

The Washington County CDA's capital improvement plan identifies future needs and cost estimates on a replacement reserve schedule to ensure a good living environment for the residents. Over the next year at Whispering Pines the capital improvement plan calls for a new common area carpet and furnishings.

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

The Washington County CDA has a number of avenues for public housing residents to become involved in the management of public housing units. One way is through Resident Councils. There is a Resident Council representing the Housing Choice Voucher program. A second Resident Council represents the Whispering Pines public housing community. Each Resident Council elects a board to plan events and provide educational opportunities that enhance resident quality of life. Resident Council meetings are held on a regular monthly basis.

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

Another way for a resident to become involved is participation on the Resident Advisory Board. This board is made up of the elected board (chair, vice-chair, and secretary) of both Resident Councils and the Resident Commissioner who serves on the Washington County CDA Board of Commissioners. The Resident Advisory Board provides strategic direction by reviewing and assisting in the development of the CDA's short- and long-term housing plans.

Homeownership is encouraged through the Washington County CDA's Family Self Sufficiency Program (FSS). In 2020 the Washington County CDA program had 18 participants between the

Housing Choice Voucher program and the Public Housing program. The Family Self-Sufficiency (FSS) program enables participants to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency. This would include encouragement to participate in homeownership.

Following conversion of the public housing units to Section 8 project-based vouchers in 2021, the Housing Choice Voucher holders will continue to be included in Resident Council meetings on a regular monthly basis. Whispering Pines residents will be encouraged and have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment which includes the terms and conditions of their tenancy as well as activities related to housing and community development. Participants in the FSS program will have the right to continue in that program.

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

Not applicable.

Discussion

The Washington County Community Development Agency (CDA) intends to apply to the U.S. Department of Housing and Urban Development (HUD) to convert its remaining 49 public housing units in 2021. In 2020, there were 105 units of Public Housing in the CDA's portfolio. In December of 2020, the CDA transitioned 56 scattered site units out of public housing to be used as affordable rental housing in exchange for 56 Housing Choice Vouchers. This resulted in a net increase of affordable housing available in the County as the public housing units remained affordable and the County gained 56 Housing Choice Vouchers. In 2021, the CDA plans to convert the 40 units at Whispering Pines and nine privately owned units.

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

AP-65 Homeless and Other Special Needs Activities

Introduction

Washington County's Heading Home Washington (HHW) acts as the local Continuum of Care committee for this part of the south metro region. Organizations within the Continuum provide a number of homeless services and resources. The prevention end of the Continuum is largely made up of Washington County's Housing Unit and Emergency Assistance Unit, nonprofits and faith-based organizations.

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

The Continuum of Care Committee (CoC) uses the following approaches to reduce the length of time homeless and end long term homelessness.

- Outreach: Street outreach, teams that have developed partnerships with police, mental health crisis teams, and school liaisons to help identify households who have become homeless as early as possible.
- Coordinated Assessment: Through this program, SMAC has improved mapping of resources and our ability to accurately refer people to the right models. Assessments will be conducted within 10-14 days of shelter entry, referrals and placement within 21 days.
- Prevention/Diversion: State and private funding provide a number of prevention and diversion programs for homeless households including direct financial assistance, support services, housing search assistance and other options to resolve housing emergencies. Washington County's Emergency Assistance Program and Washington County's CDBG public services program also provide prevention/diversion services.

To address homelessness for individuals and families, federal, state and private funding will continue to be solicited to support the development of permanent and permanent supportive housing. Being a member in the CoC helps transitional housing and emergency shelter providers connect with affordable housing providers throughout our region to ensure that people exiting move to permanent housing.

Washington County CDA maximizes its CDBG public services cap for crisis assistance to families at risk for homelessness or currently homeless. Support services provide approximately 500 households annually with stabilizing assistance. The program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance.

To address the needs of homeless persons and most efficiently utilize the resources, a Coordinated Access system has been developed. The system has been designed to meet the specific needs of Washington County with coordination with SMAC and the state to assure consistency across counties statewide. Washington County has three points of access for people experiencing homelessness: Canvas Health for youth, St. Andrew's Community Resource Center for families, and Washington County Community services for singles. An initial

assessment is conducted to determine if the person or family can be diverted from homelessness with connections to resources. If it is determined housing is needed, a full assessment is conducted to determine the type of housing needed, shelter, rapid rehousing, transitional housing or permanent supportive housing.

The SMAC region has several shelter options if emergency shelter is needed. 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 Church hotel/motel shelter paid for by St. Andrews Church in Mahtomedi, Hope for the Journey Home Shelter (eight units for families), and Tubman Shelter for households experiencing domestic violence (located in Ramsey County but has designated beds for Washington County residents).

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

SMAC will provide Rapid Rehousing (RRH), primarily through State funding. All SMAC RRH projects are evaluated based on two measures: a) minimize the length of time homeless and b) limit repeat episodes of homelessness. SMAC promotes Housing First for all supportive housing, which helps to minimize barriers and delays to accessing housing.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

There are four key institutional releases which Washington County is most concerned. They include aging out of foster care, discharges from mental health facilities, discharges from correctional facilities and discharges from hospitals. Protocol is in place in Washington County and in the state of Minnesota that no one is discharged from foster care without a stable home. Washington County has a discharge plan with all foster care youth at age 16 to assure that youth receive notice regarding their rights. They may stay in foster care until age 21 or choose to live independently and work with their case manager to identify and secure a permanent housing option. Discharge plans include housing and employment options.

Protocol is in place so that no one is discharged from a mental health facility without a stable home in which to live. Per state mandate, all persons committed to any of the state regional treatment facilities are assigned a mental health case manager through the county of the person discharged. Discharge planning begins while the individual is committed and before the person is discharged. Housing remains a part of the treatment plan after discharge to ensure housing is maintained/sustained. The plans include case management services, housing, employment, medical and psychiatric treatment, and aid in the readjustment to the community. In addition, the CoC has received a special allocation of state-funded rental assistance resources designed to facilitate smooth and stable transitions from state psychiatric hospitals to community-based living.

On a statewide level, the current discharge policy reflects policy enacted by the Minnesota Department of Corrections with statutory authority granted by the MN Legislature. MN Department of Corrections (DOC) provides a case manager to offenders and discusses the role of a case manager. In situations where an individual has no placement options or would be homeless follow release, the case manager assists with identifying and connecting the client with appropriate resources. DOC Adult Offender Reentry Services and Programming provides reentry services to offenders in collaboration with case management services. This includes the Presidential Prisoner Reentry Initiative (PRI), transition fairs, administering offender housing contracts, providing referrals, and offering a pre-release class to offenders. DOC provides payment for adult halfway house and emergency housing placement for eligible offenders that are on supervised release and conditional release.

The CoC has been actively engaging representatives from local hospitals and health care providers in 10-year plans to end homelessness. Committees work with hospitals to plan services and referral processes to assist persons being discharged. Releasing medically fragile people who do not have housing is a growing problem. There are medical respite beds available in the metro area and the CoC continues to work with other providers to establish a program that will house persons being released from hospitals without housing to go to. They will be able to stay in this housing until their medical needs are met or permanent housing with needed services is found.

Discussion

Washington County's Housing Collaborative acts as the local Continuum of Care committee for this part of the SMAC region. Organizations within the continuum provide a number of homeless services and resources. The "prevention" end of the Continuum is largely made up of Washington County's Housing Unit and Emergency Assistance Unit, nonprofits and faith-based organizations.

Clients accessing assistance from public and private agencies enter the system through multiple doors. The Housing Collaborative, in conjunction with SMAC, is working to create a more coordinated assessment system for those that enter these multiple doors so that they can access appropriate resources quickly. Washington County is currently piloting a tool to help

determine which households need prevention, which households need diversion assistance and which households need shelter.

In 2020, when the COVID-19 pandemic began affecting our community, Washington County Community Services stood up additional hotel shelter access to any households in the area living unsheltered. These additional hotel shelter stays helped ensure unsheltered households could maintain a safe temporary home and maintain life-saving social distance. From April 1, 2020 through December 31, 2020 the County served 89 households and 136 individuals in shelter. Of these, 65% were single adults, 17% were families, and 18% were couples. Almost 40% of those who exited the shelter in 2020 secured permanent housing at exit.

AP-75 Barriers to Affordable Housing

Introduction

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

Describe planned actions to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In order to offset 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 helps offset development costs related to these barriers. As property values continue to appreciate in Washington County, the gap is widening between available resources and outstanding need. There is an increased need for federal funds for housing activities of all types including affordable rental, homeownership, and housing for special needs populations. Washington County and its partners will work to reduce the gap in resources by seeking out additional federal, state and private resources to support its affordable housing priorities.

Discussion

Large lot requirements, zoning restrictions, and availability of utilities and services impact the cost of both owner-occupied and rental housing. Removing these barriers is a long-term plan involving many municipalities and partners. In 2021, efforts to remove these barriers to level the playing field for developers of affordable housing by providing financial assistance to overcome the costs associated with these land use policies and infrastructure policies.

AP-85 Other Actions – 91.420, 91.220(k)

Introduction

To ensure Washington County is poised to thrive, there are a number of supporting actions that will be taken to overcome obstacles to meeting community needs, maintaining and preserving the existing affordable housing stock, reducing hazards in the home, reducing poverty, and coordinating services. To ensure that all people have equal access to the housing of their choice, Washington County and the 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 2021, the FHIC finalized the process of conducting a region wide 2020-2024 Analysis of Impediments. In 2021, Washington County will jointly fund and participate in the following fair housing activities to attempt to address the impediments to fair housing choice facing the region:

- Washington County CDA will continue to review and provide feedback on Comprehensive Plans to ensure they adequately describe a plan to meet affordable housing need.
- 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.
- Ongoing enhancement of Homebuyer Education & collaboration 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.

Actions planned to address obstacles to meeting underserved needs

The CDA will continue to identify and partner with other organizations to address the needs of those most underserved. The highest weighted priorities from the 2020-2024 Consolidated Plan were Affordable Rental Housing, Transitional Housing Facility, Public Improvements, Services and Housing for Special Populations, Homeownership Assistance, and Emergency Homeless Shelters. The creation of affordable rental housing has been the method used most by the CDA to provide options for seniors and working families.

The CDA has several programs that help to promote housing stability for single-family homeowners. The CDA provides monthly homebuyer education classes and offers individual counseling sessions with a Homeownership Specialist. Studies have shown 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 individual counseling sessions to discuss their options. The CDA also will speak to seniors and provide the needed certificate for reverse mortgage counseling and offers down payment assistance to those eligible. This further promotes housing stability for neighborhoods and families. In addition, the CDA began administration of a sub-surface septic treatment system repair program in 2014. This program helps homeowners and renters stay in their homes and business owners continue operations by providing low-interest loans and grants to low-income residents to pay for costly updates to private septic systems. To date, this program has assisted more than 100 households. The Home Improvement Loan program assists low- and moderate-income homeowners with necessary home repairs and maintenance with a zero percent deferred loan.

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

The CDA utilizes CDBG funds to participate as a member of the Twin Cities Section 3 Collaboration. The intent of the Collaborative is to provide information and guidance to residents, developers, general contractors, subcontractors, and community leaders to create opportunities for economic inclusion by involving local low-income businesses and employees on Section 3 projects. The Collaborative makes outreach, certification, and compliance easier for individuals, businesses and contractor/developers by creating a one-stop-recruitment shop instead of having to certify separately through each jurisdiction. Section 3 certification can be submitted on the Collaborative's website (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/hud>) and certifications are valid among all Collaborative members. The website also allows job seekers to be notified of employment and training opportunities. The site also gives contractors and developers a central location for identifying prospective Section 3 employees and subcontractors.

Actions planned to foster and maintain affordable housing

The Washington County CDBG and HOME programs addresses preserving affordable housing by providing funds for the home improvement loan program to rehabilitate existing homes and preserving them for long term affordability. Twin Cities Habitat for Humanity will use HOME funds to construct four single family homes which will then be sold to income eligible buyers. Homebuyers are typically 31-60% AMI. The Two Rivers Community Land Trust will have a scattered site project utilizing HOME and CDBG funds to acquire, rehabilitate and resell three home to income eligible buyers. Washington County also allocates CDBG funding on an annual basis to the Home Improvement Loan Program assisting eligible homeowners with necessary home repairs. These organizations have been essential in helping Washington County's lower income households maintain affordable homeownership. The CDA also has a first-time homebuyer down payment assistance program utilizing Minnesota Housing Finance Agency Impact Fund to help potential homebuyers become ready for homeownership. The CDA, through this program, refers homebuyer to down payment assistance programs available to those that want to purchase in Washington County. In order to maintain housing, the CDA also offers free and confidential one-on-one counseling services to those that are at risk of foreclosure or seniors seeking reverse mortgage counseling. Washington County and the CDA are utilizing 2020 CDBG funds to provide emergency assistance to those experiencing foreclosure, behind on rent or in need of emergency hotel stays during the COVID-19 Pandemic. These programs ensure households can sustain their housing and not be at risk of homelessness. During 2020, the CDA administered funding through the CARES-Act for a Housing Stabilization Fund. They served 124 homeowners below 80% AMI. The CDA also administered the COVID Housing Assistance Program and processed 63 requests for households applying for mortgage, HOA and utility assistance. The program was limited to households under 300% federal poverty line.

Actions planned to reduce lead-based paint hazards

Washington County requires all sub-recipients to comply with the HUD lead-based paint regulations (24 CFR part 35) issued pursuant to the Lead-based Paint Poisoning Prevention Act (42 USC Sections 4831 et seq.) requiring: (1) prohibition of the use of lead-based paint (whenever funds under this Agreement are used directly or indirectly for construction, rehabilitation, or modernization of residential structures); (2) elimination of immediate lead-based paint hazards in residential structures; and (3) notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978. This requirement is included in the agreement between Washington County CDA and its sub-recipients. The Washington County Home Improvement Loan Program conducts a lead assessment of each home prior to rehabilitation; an important strategy for reducing lead-based paint issues in Washington County. The "Renovate Right Brochure" is given out prior to any rehab work project funded with federal funds. In 2021, this program is being allocated CDBG funding in the amount of at least \$380,857.

Actions planned to reduce the number of poverty-level families

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

Actions planned to develop institutional structure

As of October 2014, Washington County CDA began administering the CDBG and HOME Programs. This structure ensures coordination of financing tools for developers and subrecipients by filling the gaps in housing financing. The CDA is a sub-allocator of Low-Income Housing Tax Credits and can offer tax exempt bond financing, tax increment financing, and locally funded gap financing. In 2021 staff will attend HUD's Building HOME web-based training, ongoing CDBG Trainings and Updates, Fair Housing webinars, and National Association for County Community and Economic Development training conference which offers housing, community development, and policy education tracks for CDBG and HOME administration. Staff continues to hold their certifications through National Development Council for Economic Development and Housing Development Finance. Staff will continue to attend trainings to maintain the highest quality program management and stay current with best practices. The Washington County CDA has consistently provided research and data on the housing needs, demands, and delivery gaps in Washington County. The CDA is also the Public Housing authority for the county. Pairing the CDBG and HOME programs with 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 planned to enhance coordination between public and private housing and social service agencies

Washington County maximizes its 15% funding cap for Public Services to provided homeless prevention services. Washington County CDA meets and consults regularly with housing, social service agencies, private industry, businesses, developers and other entities to enhance coordination and leveraging between public and private entities.

Discussion

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

Program Specific Requirements

AP-90 Program Specific Requirements

Introduction

Washington County received \$87,470.75 of Program Income in 2020. It was reprogrammed to 2020 projects and therefore, no program income has not been reprogrammed.

Community Development Block Grant Program (CDBG)

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

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

Other CDBG Requirements

There are no Urgent Need projects planned for Program Year 2021 unless additional funding or guidance is announced due to the Coronavirus Pandemic.

In Program Year 2020, 80% of the CDBG funds are expected to be used for activities that benefit persons of low and moderate income. The only use of funds that will not have a Low/Moderate Income benefit is Administration and Planning. A substantial amendment will be conducted when necessary.

HOME Investment Partnerships (HOME)

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

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

Describe the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities

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

Recapture

The recapture option requires that all or a portion of the direct HOME subsidy be reimbursed to Washington County if the homebuyer decides to sell within the period of affordability. The homebuyer may sell the house at whatever price the market will bear and to any person regardless of their income. Recaptured funds must be used for HOME eligible activities. The recapture option is only available to HOME funds that were a direct subsidy; therefore, the recapture option is not to be used on HOME funds that are considered development subsidies.

Resale

Under the “resale” option, an assisted homeowner is obligated to sell his/her property to a HOME qualified buyer if the household is still in the period of affordability. If the current homeowner decides to sell their home during the period of affordability the new homeowner must be income qualified under the HOME program and must occupy the home as its principal residence. Additionally, the sale price must be affordable to the new homeowner as defined by Washington County. Lastly, the original homebuyer, now the home seller, must receive a “fair return” on his or her investment as defined by Washington County.

Discussion

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

Appendix – Alternate/Local Data Sources

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

Attachments

The links below are attachments referenced in the plan

Citizen Participation Plan

https://www.dropbox.com/sh/6r4oesk7fqnoz7r/AABuDt62TBfzPIFnFX2G_uGOa?dl=0&preview=2020+Citizen+Participation+Plan.pdf

Maxfield Research, Comprehensive Housing Needs Assessment for Washington County 2017

https://washingtoncountycda.org/wp-content/uploads/2020/02/401-21_Wash-Co_Update-of-Housing-Needs_FINALV3.pdf

Washington County Transit Needs Study

<https://www.co.washington.mn.us/DocumentCenter/View/20549/Washington-County-Transit-Needs-Study-Final-Report?bidId>

Washington County 2040 Comprehensive Plan

<https://www.co.washington.mn.us/DocumentCenter/View/21955/Washington-County-2040-Comprehensive-Plan-?bidId=>

2014 Analysis of Impediments to Fair Housing Choice Twin Cities Region

<https://www.dropbox.com/sh/3oajtv2j9ghe1mr/AACPddYummn4UtS6TkANiLGZa?dl=0&preview=2014+Analysis+of+Impediments.pdf>

Addendum to the 2014 Twin Cities Regional Analysis of Impediments

<https://www.dropbox.com/sh/3oajtv2j9ghe1mr/AACPddYummn4UtS6TkANiLGZa?dl=0&preview=2014+Analysis+of+Impediments+Addendum.pdf>