



Washington County
Consolidated Annual Performance and Evaluation
Report
Program Year 2021

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

2021

Consolidated Annual Performance and Evaluation Report

July 1, 2021, to June 30, 2022

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Executive Summary

The Consolidated Annual Performance and Evaluation Report (CAPER) details Washington County's progress toward meeting the goals outlined in Washington County's 2021 Annual Action Plan and 2020-2024 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. This year's CAPER will also report on the special allocation of CDBG-Coronavirus (CDBG-CV) funds awarded through the Coronavirus Aid, Relief and Economic Securities Act (CARES-Act). 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 2021 Program Year (July 1, 2021, through June 30, 2022), the second performance report for the 2020-2024 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 2020-2024 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 for 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 2021 Program Year, Washington County had the following accomplishments:

- The Washington County CDA repaired and replaced kitchens, bathrooms, windows, and doors at Raymie Johnson, a 24-unit rental development (\$84,978.43 CDBG). The CDA provided emergency assistance to twenty-eight people behind on their mortgages as a result of the pandemic through the COVID Aid and Relief Homeownership (CARH) program (\$157,896 CDBG-CV).
- Washington County Home Improvement Loan Program assisted seven households in making necessary repairs to their homes (\$226,647 CDBG).
- Twin Cities Habitat for Humanity acquired two homes in Cottage Grove for single family new construction (\$79,000.00 CDBG) and withdrew their retainage for 4 units at Generation Acres (\$4,000 HOME). All homes were or will be sold to income eligible homebuyers.
- Two Rivers Community Land Trust acquired two single-family home and made energy efficient repairs. The homes were sold to income eligible homebuyers (\$55,250 CDBG and \$55,250 HOME).
- City of Landfall used funding for replacement of electric pedestal units and replacing retaining walls (\$11,750 CDBG) and finalized their playground renovation project (\$4,420 CDBG).
- Hugo Good Neighbors Food Shelf has finalized its expansion to its existing building (\$54,965 CDBG). The food shelf assists approximately 5,569 people a year and served 73 households in its first month after the expansion.
- Washington County Community Services provided homelessness prevention services (crisis funding and service staffing) and assisted 6,942 people (\$262,810 CDBG and \$565,979 CDBG-CV).
- Program Administration (\$102,063 CDBG and \$30,322.37 (HOME)).
 - Utilizing Program Administration funds, 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 2021 Program Year, the total expenditure of CDBG funds was \$881,883.54, of which \$779,820.74 was disbursed to projects. The total expenditure of 2021 Program Year HOME funds for Washington County \$89,572.37, of which \$59,250 was distributed for projects. In 2020, Washington County was allocated \$1,119,771.00 Community Development Block Grant Coronavirus (CDBG-CV) funding under the Coronavirus Aid, Relief and Economic Securities Act. The 2021 CDBG-CV expenditures for relief programs and delivery of services have been \$723,874.46. In total, the CDBG-CV funds have expended \$930,725.18.

I. Summary of Resources and Distribution of Funds

HUD allocated Washington County \$712,418 of CDBG entitlement funds. In addition, Washington County received \$58,239.96 of program income in Program Year 2021 which were allocated during the 2022 funding award process. 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 and provided waivers such as eliminating the public services cap. Washington County was allocated \$1,119,771.00 in CDBG-CV funding. An amendment to the 2019 Plan was conducted to add these funds and allocated them to public service programs. In order to exercise waivers for Program Year 2020, Washington County conducted a substantial amendment by moving a portion of 2020 Administration and Home Improvement Loan funds to public service programs in order to respond to the coronavirus. Washington County participates in the Dakota County HOME Consortium to be eligible for HOME funds. Washington County received 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 2021 CHDO Set Aside.

2019	Community Development Block Grant Coronavirus (CDBG-CV)	\$1,119,771.00
2021	Community Development Block Grant	\$712,418.00
2021	Community Development Block Grant Program Income	\$58,239.96
2021	HOME Investment Partnerships (HOME)	\$351,971.00
2021	HOME Investment Partnerships (HOME) Unallocated	\$26,999
2021	HOME Investment Partnerships (HOME) CHDO Set Aside	\$45,806.00
2021	Home Investment Partnerships Program Income	\$45,000.00

TOTAL **\$2,360,204.96**

Allocation of Resources: 2021 Program Year funds were allocated to the following activities.

PROJECTS	CDBG	HOME	GOAL NAME	GOAL OUTCOME INDICATOR
Twin Cities Habitat for Humanity-Pullman Avenue Twin Homes		\$300,000	Affordable Housing	Homeowner Units Added: 4 Units
Two Rivers Community Land Trust-Own Sweet Home	\$75,530	\$90,220	Affordable Housing	Homeowner Units Rehabilitated: 3 unit
Home Improvement Loan Program	\$387,583		Affordable Housing	Homeowner Housing Rehabilitated: 10 units
Washington County Community Services-Family services worker and Crisis Fund	\$106,872		Homeless prevention	Homelessness Prevention: 540 Persons Assisted
Community Housing Development Organization (CHDO) set aside		\$45,483	Affordable Housing	
Administration	\$142,496	\$34,073		
Total	\$712,481	\$469,776		

While these funds were allocated through the Annual Action Plan, the amount of funds expended during the 2021 Program Year includes funds allocated in prior years but not expended until the 2021 Program Year due to project timelines. Washington County disbursed a total of \$1,605,758.00 in CDBG and CDBG-CV during the 2021 Program Year. HOME expenditures totaled \$89,572.37. 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 Public Improvements, Hugo Good Neighbors Food Shelf Expansion, Generation Acres, Washington County and CDA Public Services and CDA administration. Due to other projects not having spent down their entire allocation as of June 30, 2022, 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 table below shows the project expenditures that took place in the 2021 Program Year, even if funded with prior year allocations.

2021 Program Year Expenditures

Entity	Project	CDBG	CDBG-CV	HOME	OBJECTIVE	OUTCOME	Units/households served
Hugo Good Neighbors	Food Shelf Expansion	\$54,965.00			Creating Suitable Living Environment	Accessibility	73 persons
Two Rivers	Own Sweet Home	\$55,250.00		\$55,250.00	Decent Housing	Affordability	2 units
Habitat	Generation Acres			\$4,000.00	Decent Housing	Affordability	4 units retainage
	Acquisition for Rehabilitation	\$79,000.00			Decent Housing	Affordability	2 unit
City of Landfall	Playground	\$4,420.00			Creating Suitable Living Environment	Accessibility	854 residents
	Pedestals and Retaining Walls	\$11,750.00			Creating Suitable Living Environment	Accessibility	
Washington County Community Services	Crisis Assistance Fund	\$43,791.27	\$4,755.00		Creating Suitable Living Environment	Accessibility	47 households
	Social Worker Services	\$219,018.73	\$561,223.78		Creating Suitable Living Environment	Accessibility	6895 persons
CDA	Homeownership Relief Program		\$139,635.00		Creating Suitable Living Environment	Sustainability	28 persons
	Homeownership Staff		\$18,260.68				
	Raymie Johnson Rental Rehabilitation	\$84,978.43			Decent Housing	Affordability	24 units
	Home Improvement Loan Program	\$226,647.31			Decent Housing	Affordability	7 loans
	Administration	\$102,062.80		\$30,322.37			Federal Compliance
Totals		\$881,883.54	\$723,874.46	\$89,572.37			

HOME Highlights

New Construction: Habitat for Humanity utilized HOME funding by constructing one building in their Generation Acre Development. The units were sold to homebuyer below 80% AMI.



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 that served 7 households in 2021. Below is a photo of one of the completed home improvements.

Before



After



Acquisition/Rehabilitation:

Habitat for Humanity purchased two single family homes for rehabilitation in Cottage Grove. The homes were sold to income eligible homebuyers.



Two Rivers Community Land Trust purchased two single family homes in Oakdale.



Public Improvements:

The City of Landfall has updated their tot lot to be more inclusive for all residents by installing a new interactive ADA compliant playground. This playground equipment is part of an overall update to the playground area.



Hugo Good Neighbors Food Shelf expanded their building in order to add a refrigeration area. This allows them to provide fresh food to their clients.



Project Activity Modifications:

On June 21, 2022 Washington County processed a substantial amendment to add the Community Action Partnership of Ramsey and Washington Counties rental rehabilitation project utilizing 2021 CHDO funding.

Other Financial Information

The Washington County Home Improvement Loan Program, as of June 30, 2022, had 80 loans outstanding with principal balances totaling \$ 1,537,803.46. 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 13 outstanding loans totaling \$130,000 as of June 30, 2022. 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 2021 Annual Action Plan. The following table compares the five-year goals and 2021 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 7 owner-occupied households (CDBG). Washington County expected to serve 540 people with Public Service Activities (CDBG) and far exceeded this goal. Washington County served 3,222 persons with homelessness prevention services through traditional CDBG funds and an additional 3,720 persons through CDBG-CV funds allocated by the Coronavirus Aid Relief and Economic Securities (CARES) Act. The Washington County CDA provided direct assistance through CDBG-CV funds to 28 households. 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 854 residents that is currently renovating their playground and making street improvements. Expansion of the Hugo Good Neighbors Food shelf building was finalized, and the food shelf served 73 persons in their first month after the expansion. The expansion allows the food shelf to now provide fresh food options to their clients.

Two Rivers Community Land Trust acquired two owner-occupied units, made energy efficient improvements, and sold the homes to income eligible homebuyers (CDBG and HOME). Twin Cities Habitat for Humanity acquired two homes which were rehabilitated and sold to income eligible homebuyers and finalized their Generation Acres project in Hugo (4 units). Raymie Johnson (24 Units CDBG) rental rehabilitation project finalized in Program Year 2021.

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	Source / Amount	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	CDBG: \$498,787.00	Rental units rehabilitated	Household Housing Unit	200	48	24%	24	24	100%
			Homeowner Housing Added	Household Housing Unit	5	2	20%	0	0	0%
			Homeowner Housing Rehabilitated	Household Housing Unit	50	22	44%	13	11	85%

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Homelessness Prevention	Homeless	CDBG: \$925,000	Homelessness Prevention	Persons Assisted	2500	4977	199.08%	500	3,222	644%
Public Facility/Infrastructure Improvements	Non-Housing Community Development	CDBG: \$600,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2120	1683	79.39%	927	927	100.00%
		CDBG: \$0	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	20	0	0.00%	0	0	0.00%

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 2021 Program Year is the second year of the 2020-2024 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 2020-2024 Consolidated Plan:

Objective #1: Provide Decent Housing. Housing cost burden affects 31% of households throughout the county. Nearly two-thirds of households between 30-50% AMI are paying more than a third of their income for housing. The following strategies for CDBG and HOME funds will be implemented to meet this objective:

- Acquisition, construction and rehabilitation of owner occupied and rental units
- Homeowner units: 55
- Rental units: 200

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.

- Households served by public Improvements: 2,100

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: 55
- Rental units: 200
- Shelter Beds: 20
- Promoting accessibility to public services: 4,200 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	3010
Black or African American	1541
Asian	184
American Indian or American Native	93
Native Hawaiian or Other Pacific Islander	8
Total	4836
Hispanic	412
Not Hispanic	4424

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 2021. 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 2,242 people assisted for a total of 7,078 persons assisted in Program Year 2021.

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	\$712,418.00	\$881,883.54
CDBG-CV	\$1,119,771.00	\$723,874.46

Table 3 - Resources Made Available

Narrative

While these funds were allocated through the 2021 Annual Action Plan, the amount of funds expended during the 2021 Program Year included funds allocated in prior years but were not expended until the due to project timelines or award of funding. Specifically, under the Coronavirus Aid, Relief and Economic Securities Act, Washington County was awarded \$1,119,771 in Community Development Block Grant Coronavirus (CDBG-CV) funding. Washington County disbursed a total of \$881,883.54 CDBG, \$723,874.46 CDBG-CV and \$89,572.37 HOME funds during the 2021 Program Year. Expenditures for projects and activities include: Home Improvement Loan Program, Hugo Good Neighbors Food Shelf Expansion, Habitat for Humanity Scattered Site and Generation Acres projects, Two Rivers Green House project, City of Landfall Street Improvements and Playground Renovation, Washington County Public Services, CDA Raymie Johnson Rental Rehabilitation project and Emergency Homeownership Relief program, 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 2020-2024 Consolidated Plan nor in its 2021 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 2020 Program Year, HOME and CDBG leveraged/matched almost \$4.3 million in other funding. This resulted in an average \$3.04 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. If you include the CARES Act funding for CDBG, this results in 12 million in other funding and a \$6.61 other funds to every CDBG and HOME dollar.

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	37	35
Number of Special-Needs households to be provided affordable housing units	0	0
Total	37	35

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	0	0
Number of households supported through Rehab of Existing Units	34	31
Number of households supported through Acquisition of Existing Units	3	4
Total	37	35

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 2020-2024 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 program's annual goal was to assist 10 households and assisted 7. This is due to supply shortages and timing for construction. Two Rivers Community Land Trust Green House acquired two homes for rehabilitation with prior year funds. Twin Cities Habitat for Humanity acquired two homes for rehabilitation and finalized Generation Acres (HOME). The homes were sold to income eligible homebuyers. The CDA made updates to their units and building at its Raymie Johnson development for a total of 24 units where residents are at or below 30% AMI.

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 2021 will come to fruition in Program Year 2022 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
Extremely Low-income 0-30% AMI	25
Low-income 31-50% AMI	6
Moderate-income 51-80%	4
Total	35

Table 7 – Number of Households Served

Narrative Information

Program Year 2020 CDBG funds were awarded to Twin Cities Habitat for Humanity to acquire and make necessary improvements to three single family homes. They have acquired two homes which were sold to income eligible homebuyers. Two Rivers Community Land Trust acquired and rehabilitated two homes for income eligible homebuyers. The Home Improvement Loan Program assisted 7 homeowners with repairs. This data only includes homeowners who had expenditures in Program Year 2021. Additional loans are still in process, along with a waiting list. Funds were also awarded for rehabilitation at Raymie Johnson Estates, 24-unit rental development with project-based rental assistance serving residents at or below 30% AMI.

Worst case housing needs for homeowners facing foreclosure were addressed through foreclosure counseling as part of the CDA’s homeownership services. This program has historically averted approximately 80% of foreclosures for households. For renters facing eviction or homelessness, the 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. The Washington County CDA is also a sub allocator for Low Income Housing Tax Credits, providing financing for affordable rental 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.

Washington County is a part of the SMAC Coordinated Entry (CE) system that provides households experiencing homelessness access to housing services in the region. The Washington County CE system is aligned with the SMAC region and the principles developed statewide. At this time, Washington County has two access points; Washington County Community Services, and the Connect Center. Washington County is working to find ways to recruit and financially support another Coordinated Entry access point for 2023. 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. When a person presents to one of the access points or to the outreach workers as homeless, a step 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 the person is currently HUD or Long Term Homeless and HUD homeless in the past 90 days a full assessment, or step two, 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 Connect Center has opened two youth drop-in centers providing homeless youth a place to complete homework, receive assistance with their schoolwork, hangout in a safe environment, wash clothes, get a meal and connect to community resources.

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 households experiencing homelessness 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) continues to be funded at its increased levels awarded in 2020. Washington County has been able to expand their Homeless Outreach Services Team (HOST). The team provides access for anyone facing a housing need to ask questions they may have

about affordable housing options, assistance options, conduct Coordinated Entry (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.

In the spring of 2020 Washington County significantly expanded its emergency shelter capacity. The county contracted with local hotels for individual rooms as well as an area service provider to oversee the day-to-day operations. As of June 2022, 188 individuals have been served in this expanded emergency shelter. Washington County also allocated \$8 million of its American Rescue Plan Act funds to acquire property and rehab it to function as a permanent fixed site emergency shelter. At this time property has not been purchased but several are being considered.

Other options available if emergency shelter is needed include: St. Andrews Community Resource Center manages two family shelter sites located in Hugo and Oakdale that can serve up to 12 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.

Within the SMAC region, most of the transitional housing programs have moved to a Rapid Rehousing (RRH) model. The YMCA RRH program serves both single and family youth in Washington County. Solid Ground, a family housing provider continues to evaluate and make changes to its RRH program to best serve their clients. Solid Ground 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. Community Action Partnership (CAPRW) provides RRH for single adults in Washington County.

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 facilities 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 the 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 2021-2023 program years, Washington's FHPAP program was awarded a total of \$502,300 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 youth and adult families, Salvation Army to provide prevention services, the Community Action Partnership of Ramsey and Washington Counties provides RRH for single adults, and the YMCA to provide RRH to youth singles and families.

The Washington County CDA administers Family Unification Program Vouchers to assist homeless families with children in out of home placement reunify. In 2021, out of the 37 vouchers available 24 were being utilized. The CDA is currently working closely with the Washington County Children's Services division to lease up the remaining vouchers. The Washington County CDA was also awarded 29 Mainstream Vouchers. Mainstream vouchers are intended to target individuals with disabilities that are at risk of being placed into an institutional setting. A Mainstream Voucher pairs a rental subsidy with support services to ensure better housing outcomes for this population. As of June 2021, 34 of these vouchers are being utilized.

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 Career 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. Due to the high amount of COVID-related federal resources deployed through Washington County's Economic Support team (\$14.9 million to date), Washington County's state-funded FHPAP resources for prevention have played a less significant role than in previous years.

In the 2019-2021 biennium, a total of 61 households were served, and for the 2021-2023 biennium the goal is to serve 52 households. As of June 30, 2022, a total of 22 households have been served. This is due to higher direct assistance costs because of the increased challenges for households in a post-COVID and post-eviction moratorium economy.

RRH is used to minimize the length of time homeless by providing short term subsidies 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 rent to people experiencing homelessness. Washington County's Projects for Assistance in Transition from Homelessness (PATH) program that was expanded in 2018 and was extended through 2023 provides 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 households or prevent homelessness from occurring. Supportive services include direct financial assistance, support services, housing search assistance and other options to resolve housing emergencies. The PATH grant offers participants a mix of services and direct assistance including homeless prevention, rental history remediation and application and deposit costs. During the Program Year 2021 the Washington County PATH program served 107 individuals.

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 49 units of Public Housing, which include a 40-unit public housing apartment in Forest Lake, Whispering Pines, and 9 units of privately-owned, mixed-finance residential units at Pondview and Lakeside Apartments in Woodbury. In December of 2020, 56 scattered-site Public Housing units were converted through Section 18 Demolition/Disposition, out of Public Housing, and are now utilized as affordable rental properties. Qualifying residents received Tenant Protection Vouchers through the Section 8 program. The Washington County CDA also administers Section 8 Project Based apartments and townhomes, and 237 Housing Choice Vouchers, including allocations for Mainstream, Veterans Administration Supportive Housing (VASH) and the Family Unification Program. Over the last year, the CDA has taken the following actions to improve its public housing units and resident initiatives:

- In calendar-year 2020, the CDA invested \$49,384 in capital improvements at 8 scattered site Public Housing units. Capital improvement projects at Whispering Pines totaled \$293,731. The capital improvement budget for calendar year 2021 at Whispering Pines is \$116,880.
- In December of 2020, the CDA completed a conversion of the 56 public housing scattered site units to affordable housing. The Agency was issued 56 tenant protection vouchers through this action.
- The Washington County CDA was designated a Moving to Work Agency and submitted the 2022 MTW Supplement in 2021. The MTW designation allows the Agency to develop agency specific program policies around program efficiencies.
- 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 2021, the FSS program had 17 participants of which 11 had escrow accounts.
- The CDA receives 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 requested additional funding to make the coordinator position 1 FTE in 2020. The request was granted, and the position is now full time
- 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 Annual/ 5-year plan and MTW Supplement 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 2021 reviewed and commented on changes to the Housing Choice Voucher Administration Plan and the Public Housing Admissions and Continued Occupancy Plan as well as the Public Housing conversion through Section 18 Demolition/Disposition. In addition, the RAB reviewed and commented on

the MTW Supplement Plan.

- The RAB was expanded to include five residents from the Housing Choice Voucher Program and Public Housing. The Washington County CDA funded a service coordinator position to assist tenants at Whispering Pines with community 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, but the cost of homeownership in Washington County is a significant financial barrier to sustainable homeownership for these residents.
- The FSS program had 17 participants in 2021, of which, 11 had escrow accounts.
- The CDA homeownership program served 38 households through Home Stretch Education Workshops and provided one-on-one homebuyer counseling to 17 households. In addition, 116 households received reverse mortgage counseling, 15 were counseled for a mortgage refinance and 40 households received foreclosure mitigation counseling.
- The Resident Advisory Board (RAB) reviewed and provided input to the CDA on its PHA plan and MTW Supplement, 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.

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 is currently undergoing a 2022 Comprehensive Needs Analysis for updated information.

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 housing counseling services 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 foreclosure counseling services with a Homeownership Specialist to discuss their options. Historically, eighty percent (80%) of homeowners who have sought out these counseling services have 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 47 persons (34 CDBG and 13 CDBG-CV) with stabilizing assistance in the 2021 Program Year. The Crisis Fund Program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance. Supportive services also leveraged Emergency Rental Assistance through Treasury. Washington County with served 3707 persons with CDBG and 3188 with CDBG CV. The CDA utilized

CDBG-CV funding to administer an emergency homeownership program in order for households to not experience foreclosure after falling behind due to COVID. This program has assisted 28 persons.

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 2021, this program assisted 7 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 17 participants in Program Year 2021. 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. The CDA also participates in the Twin Cities Section 3 Collaborative to post jobs and promote Section 3 Businesses.

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 January of 2021, Washington County recertified 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 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. 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.

Through the CARES-Act, HUD provided waivers during Program Years 2019-2020 including limiting the public services cap. Funding expenditures are still taking place for these programs in 2021. Washington County made use of this waiver to provide homelessness services through Washington County Community Services, who also participate 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.

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 2020, the FHIC and Washington County submitted an AI. This document helps shape programs and activities with a fair housing lens over the next five years. The document can be found here: <https://washingtoncountycda.org/community-development/cdbghome/>. In 2021, Washington County along with the FHIC will pooled funding for a fair housing project which will take place in 2022. The CDA also offers fair housing and civil rights trainings annually to CDA, County, and property management staff.

In 2021, 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, hired consultant Lawyer’s Committee for Civil Rights Law to conduct a Twin Cities Regional Analysis of Impediments.
 - Drafted a RFP for a 2022 project to reach AI goals
- 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
- CDA staff attended multiple virtual fair housing and civil rights trainings.

Affirmatively Furthering Fair Housing Activity Table

2020/2021		
FHIC	\$3,000	Conduct and complete region wide Analysis of Impediments. Project has yet to be identified but will address recommendations and goals identified in the AI.

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. Here are the 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 AHC's reporting requirements.

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 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.

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 public, the Washington County CDBG Citizen Advisory Committee will meet on August 4, 2022, to make recommendations regarding the Consolidated Annual Performance and Evaluation Report (CAPER). Washington County CDA released the CAPER for public comment from July 29, 2022, through August 16, 2021. The CDA will hold a public hearing on August 16, 2022, at 3:00 PM CST. The Dakota County HOME Consortium lead agency will hold a public hearing on September 20, 2022, at 3:30 pm CST regarding HOME funding and projects. The CDA will present the CAPER at the August 23, 2022, Washington County Board of Commissioners meeting for final approval for submission to HUD.

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 2021 program year. Public services was given priority with the COVID-19 Pandemic and CARES Act waivers made available in order to aid, respond, and provide relief with CDBG funding. This is reflected in the expenditures of the 2021 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.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers	X				
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.	X				
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.	X				
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Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

In Program Year 2021, Washington County did not have any Section 3 Triggered activities that were completed under the new tracking rule. The projects reported on in this report were entered into contract prior to the new rule, have not been completed for full reporting requirements or did not trigger Section 3 thresholds. The projects that did trigger Section 3 reported under the old tracking and can be found in the attached Section 3 Summary Report. Washington County participates 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.