



**Washington County  
Annual Action Plan  
Program Year 2023**

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

2023

Annual Action Plan

July 1, 2023 to June 30, 2024

Table of Contents

Table of Contents.....	2
AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b).....	3
PR-05 Lead & Responsible Agencies.....	3
PR-10 Consultation .....	8
PR-15 Citizen Participation - 91.401, 91.105, 91.200(c) .....	15
SP-10 Geographic Priorities .....	17
AP-15 Expected Resources – 91.420(b), 91.220(c)(1,2).....	19
AP-20 Goals Summary Information.....	21
AP-35 Projects .....	23
AP-50 Geographic Distribution .....	29
AP-55 Affordable Housing .....	30
AP-60 Public Housing .....	32
AP-65 Homeless and Other Special Needs Activities.....	34
AP-75 Barriers to Affordable Housing .....	39
AP-85 Other Actions – 91.420, 91.220(k).....	40
Program Specific Requirements.....	45
AP-90 Program Specific Requirements .....	45
Attachments.....	48

## **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 third program year for the 2020-2024 Consolidated Plan. It outlines the activities which will be undertaken during the 2023 Program Year beginning July 1, 2023, and ending June 30, 2024, 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 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 refer to those that complete housing rehabilitation improvements to single housing units and/or multi-unit housing units. Washington County received a HUD allocation of \$671,428 in CDBG Entitlement Funds for Program Year 2023. Washington County has \$185,866.22 of unallocated funds because of program income in Program Year 2022 and anticipates \$100,000 in 2023 for a total CDBG budget of \$957,294.22. Any 2023 program income received will be allocated as such: 15% to public services, 20% to administration and the remaining 65% will be recycled back into the Home Improvement Loan Program in 2024. Any program income received in the remaining of 2022 will also be allocated in 2024. This total allocation of funds will be broken down into an administration allocation of \$154,285.60 CDBG, thus making the CDBG project allocation \$803,008.63 for 2023. 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 received a Consortium allocation of \$338,584.73 and program income of \$35,000 a total of \$373,585. This consists of \$50,778 for the 2023 CHDO Set Aside and \$37,358 for administration, leaving \$285,439 of HOME funds available for projects.

## 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

This 2023 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 the 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 2023 Program Year with the current allocation and program income received to date:

PROJECTS	CDBG	HOME	GOAL NAME	GOAL OUTCOME INDICATOR
Habitat Scattered Site	95,000.00		Affordable Housing	Affordable Housing: 1 unit
Two Rivers Scattered Site	187,569.99		Affordable Housing	Affordable Housing: 3 units
MWF Red Rock II		\$285,439	Affordable Housing	Affordable Rental Creation: 51 units
Accessible Space: Hillcrest	29,671.24		Affordable Housing	Affordable Rental Rehabilitation: 24 units
Home Improvement Loan Program	362,173.26		Affordable Housing	Homeowner Housing Rehabilitated: 10 units
Washington County Community Services-Crisis Fund Assistance and Staffing	128,594.13		Homeless prevention	Homelessness Prevention: 540 persons
CHDO Set Aside		\$50,788		
Administration	154,285.60	\$37,358		Administration and Federal Regulation Compliance
<b>Total</b>	<b>957,294.22</b>	<b>\$373,585</b>		

### 2023 Projects

## 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

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**

Summary from citizen participation section of plan.

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 two times during the program year 2022. 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, scored, and discussed applications submitted for Program Year 2023 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 for public input prior to the development of the plan on February 15, 2023 at 5 pm. The public comment period for this plan was March 17, 2023 through April 18, 2023. A public hearing was held by the Washington County CDA on April 18, 2023 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 2023 Annual Action Plan was presented to the Washington County Board of Commissioners at the April 25, 2023 meeting.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No comments received.

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

No comments received.

#### **7. Summary**

Washington County will continue to carry out the CDBG and HOME programs to ensure the greatest benefit to the citizens of Washington County. Through the process of completing the 2020-2024 Consolidated Plan, staff were able to identify needs and priorities in Washington County. In this third 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 fourth program year 2023 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.

CDBG Administrator	Washington County Community Development Agency
Lead 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 Grant. 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. Grant has chosen not to participate in the Washington County CDBG and HOME programs and are not eligible to receive CDBG funds from an alternate jurisdiction. Grant 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, service providers and departments (municipalities, county, and region). Development of the 2023 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 Broadband Program
4. Washington County Public Health
5. Washington County Community Development Agency
6. Washington County CDBG Citizen Advisory Committee
7. Twin Cities Habitat for Humanity
8. Rise, Inc
9. Accessible Space, Inc
10. MWF Properties
11. Two Rivers Community Land Trust
12. Community Action Partnership of Ramsey and Washington Counties

**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



- Broadband Program
- Emergency Management
- Washington County CDBG Citizens Advisory Committee
- Twin Cities Fair Housing Implementation Council
- Twin Cities Section 3 Collaborative
- Minnesota HIV Housing Coalition
- Canvas Health
- Community Action Partnership of Ramsey and Washington Counties
- Cities and Townships in Washington County
- Environmental Review Agencies
- Specialized Consultants

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 have 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 and equitable 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 three 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, Stepping Stone Emergency Housing administers assessments to individual utilizing the Washington County Emergency Shelter and the St. Croix Connect Center, and StreetWorks outreach staff specialize in youth assessments however youth can also be assessed by Washington County and Stepping Stone. 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	<b>Agency/Group/Organization</b>	Washington County
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Emergency Management Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Washington County homeless prevention services for Washington County. Meetings with the public health department are held and referrals made for lead-based paint. Washington County has a broadband program for cities to access and an emergency management department.
2	<b>Agency/Group/Organization</b>	Washington County Community Development Agency
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Other government - County Planning organization Grantee Department

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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.
3	<b>Agency/Group/Organization</b>	Canvas Health, Inc.
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs HOPWA Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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 and subsequent Annual Action Plans.
4	<b>Agency/Group/Organization</b>	CDBG Citizen Advisory Committee
	<b>Agency/Group/Organization Type</b>	Residents of Washington County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Two meetings were held by the Washington County CDBG Citizen Advisory Committee, an appointed citizen committee, that provided input on identifying the needs and setting priorities.
5	<b>Agency/Group/Organization</b>	Rise, Incorporated
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The CDA and Rise had conversations regarding necessary services for persons with disabilities.
6	<b>Agency/Group/Organization</b>	Accessible Space, Inc
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The CDA and ASI have conversations regarding necessary housing and services for persons with disabilities.
7	<b>Agency/Group/Organization</b>	Two Rivers Community Land Trust
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The CDA and Two Rivers Community Land Trust have ongoing conversations relating to housing needs and market trends.
8	<b>Agency/Group/Organization</b>	Habitat for Humanity Twin Cities
	<b>Agency/Group/Organization Type</b>	Housing

<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The CDA and Twin Cities Habitat for Humanity 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**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
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	Governor’s Task Force Report on Housing	Increase access and increase supply of affordable housing
Comprehensive Needs Study	Washington County Community Development Agency	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 15, 2023 at 5:00 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 began March 17, 2023. Comments were accepted through April 18, 2023. 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 was held on April 18, 2023 at the Washington County CDA at 3:00 pm (CST). The 2023 Annual Action Plan was considered for approval by the Washington County Board of Commissioners at the April 25, 2023 meeting.

**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	0	0	None Received	<a href="http://stillwatergazette.com/">http://stillwatergazette.com/</a>
2	Residents of Washington County: Citizen Advisory Committee	Non-targeted/broad community	4	Recommended projects and funding	All included	
3	Public Meeting	Non-targeted/broad community	0	0	None Received	Consortium Planning Public Meeting
4	Public Hearing	Non-targeted/broad community	0	0	None Received	<a href="https://washingtoncountycda.communitybydiligent.com/portal/">https://washingtoncountycda.communitybydiligent.com/portal/</a>

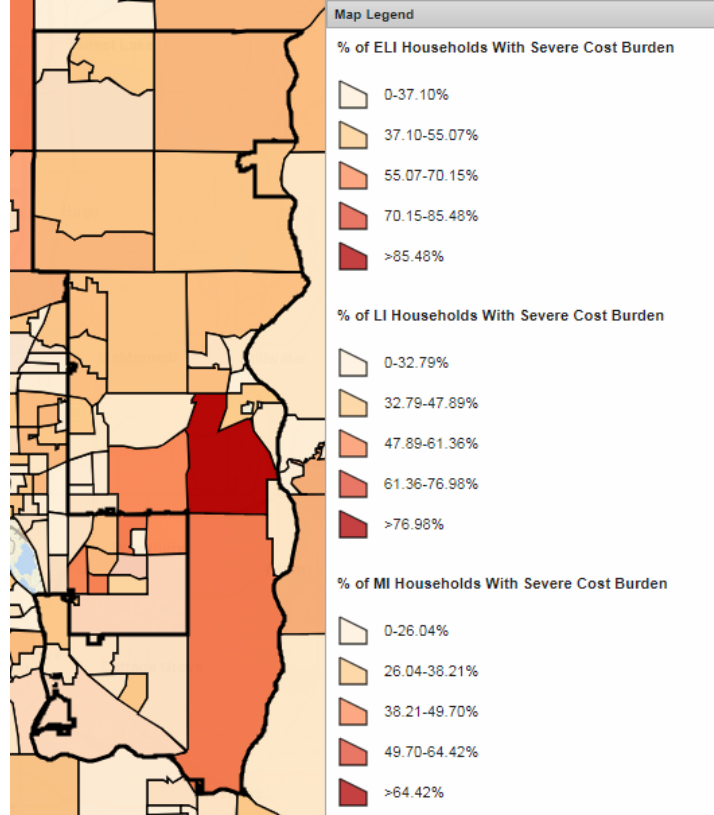
Sort Order	Mode of Outreach	Target of Outreach	Summary of Response /Attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Internet Outreach	Non-targeted/broad community  Residents of Public and Assisted Housing	0	0	None Received	<a href="http://www.washingtoncountycda.org">www.washingtoncountycda.org</a>

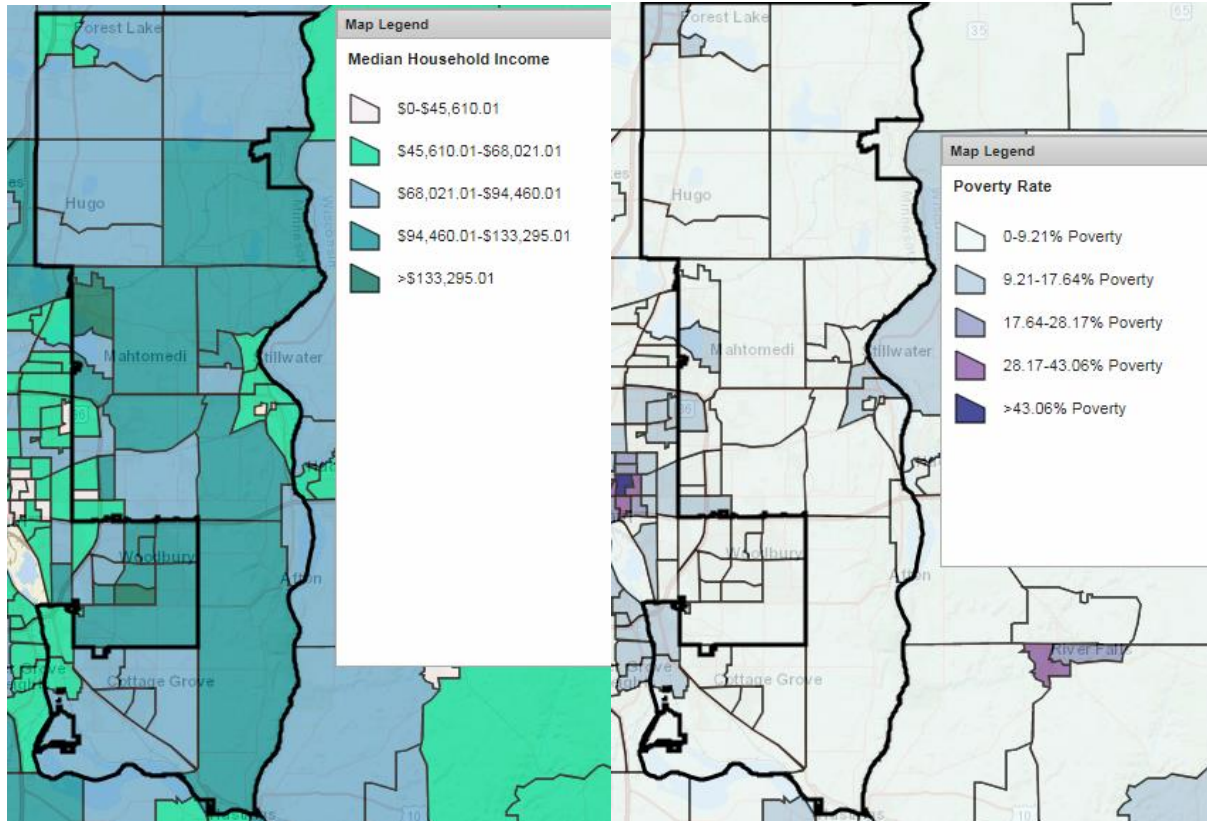


## SP-10 Geographic Priorities

### 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 2020 Census showed Washington County's population to be 267,568 and with 94,431 total households. Washington County grew 11.7% 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 received a HUD allocation of \$671,428 in CDBG Entitlement Funds for Program Year 2023. Washington County has \$185,866.22 of unallocated funds because of program income in Program Year 2022 and anticipates \$100,000 program income for 2023 for a total CDBG budget of \$957,294.22. Any 2023 program income received will be allocated as such: 15% to public services, 20% to administration and the remaining 65% will be recycled back into the Home Improvement Loan Program in 2024. Program income is not guaranteed and only estimated.

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 received a Consortium allocation of \$338,584.73 and program income of \$35,000 a total of \$373,855. This consists of \$50,778 for the 2023 CHDO Set Aside and \$37,358 for administration, leaving \$285,439 of HOME funds 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 Economic Development Housing Public Improvements Public Services	671,428	100,000	185,866	957,294	700,000	Expected Amount is based off past 5-year history. 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: \$674,414        HOME: \$285,439	Homeowner Housing Units Added: 4 CDBG   Housing Rental Rehabilitated: 24 CDBG   Rental Housing Units Added: 51 HOME
2	Homelessness Prevention	2020	2024	Homeless	Public Services	CDBG: \$128,594	Homelessness Prevention: 540 Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

1	<b>Goal Name</b>	Creating and Preserving Affordable Housing
	<b>Goal Description</b>	Improve housing opportunities by creating and preserving affordable rental and owner-occupied housing. Twin Cities Habitat for Humanity will acquire one single family homes for rehabilitation and then be resold to income eligible homebuyers using CDBG funds. Two Rivers Community Land Trust will use CDBG 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. Accessible Space, Inc will use CDBG funds to rehabilitate their 24-unit Hillcrest Development. MWF Properties will utilize HOME funds for new construction of the Red Rock II rental development. HOME goals are reported through Dakota County the Lead Agency.
2	<b>Goal Name</b>	Homelessness Prevention
	<b>Goal Description</b>	Assist individuals and families with stabilized housing after experiencing a housing crisis or homelessness by providing client-appropriate crisis assistance and supportive service solutions.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)**

Affordable housing is the highest priority in Washington County. Program Year 2023 goals include the production and/or rehabilitation of 14 affordable CDBG homeownership units. Two Rivers Community Land Trust will acquire three existing homes for rehabilitation and resale using CDBG funding. The Home Improvement Loan Program will assist approximately 10 households with CDBG funds. Twin Cities Habitat for Humanity will acquire 1 unit for resale for affordable homeownership utilizing CDBG funds. Accessible Space, Inc will use CDBG funds to rehabilitate their 24-unit Hillcrest Development. MWF Properties will utilize HOME funds for new construction of Red Rock II rental development which will be reported through Dakota County CDA the HOME Consortium lead.

## AP-35 Projects

### Introduction

Besides administration, there are six projects in Washington County selected to receive CDBG and HOME funds in Program Year 2023. 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 projects were selected through a competitive process. Applications were evaluated based on program requirements, 2020-2024 Consolidated Plan priorities and goals, and project feasibility and readiness. The seven projects in the 2023 Annual Action Plan help address and meet one of the high priorities identified in 2020-2024 Consolidated Plan. Five 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
1	Habitat Scattered Site	Creating and Preserving Affordable Housing	Washington County	Affordable Rental and Home Ownership	CDBG: \$95,000
	Description	Twin Cities Habitat for Humanity will acquire one homes for rehabilitation which will be sold to income eligible homeowners at or below 80% area median income.			
	Target Date for Completion	06/30/2025			
	Estimate the number and type of families that will benefit from the proposed activities	One family at or below 80% area median income. Habitat usually targets families 30-50% area median income.			
	Location Description	Washington County, Minnesota			
	Planned Activities	Acquisition and rehabilitation of one home to then be sold to income eligible homeowners.			

2	Two Rivers Community Land Trust Own Sweet Home	Creating and Preserving Affordable Housing	Washington County	Affordable Rental and Home Ownership	CDBG: \$187,570
	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 income qualified households (up to 80% of AMI).			
	Target Date for Completion	07/31/2025			
	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).			

3	2023 Administration	Administration	Washington County	Administration	CDBG: \$154,286 HOME: \$37,358
	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 and program income. 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	06/30/2025			
	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: \$362,173
4	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	06/30/2025		
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 10 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		Public Services	CDBG: : \$128,594
5 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.			
Target Date for Completion	06/30/2024			
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.			
6 Accessible Space, Inc.	Creating and Preserving Affordable Housing		Affordable Housing	CDBG: \$29,671
Description	Accessible Space, Inc will rehabilitate its Hillcrest Development in Stillwater. Units consist of families under 80% AMI.			
Target Date for Completion	12/31/2024			
Estimate the number and type of families that will benefit from the proposed activities	Hillcrest is a 24-unit building for persons under 80% AMI and for persons with disabilities.			

	Location Description	Stillwater, Minnesota			
	Planned Activities	Accessible Space will be making improvements to their parking lot to be more accessible to their clients.			
	MWF Properties	Creating and Preserving Affordable Housing		Affordable Housing	HOME: \$285,439
	Description	MWF will create a 51-unit affordable rental development serving under 60% AMI			
7	Target Date for Completion	12/31/2025			
	Estimate the number and type of families that will benefit from the proposed activities	Red Rock II will consist of 51 affordable rental units for persons under 60% AMI.			
	Location Description	Newport, Minnesota			
	Planned Activities	New Construction			

**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 2023 CDBG and HOME funds match the priority needs of the 2020-2024 Consolidated Plan. The Home Improvement Loan Program, Twin Cities Habitat for Humanity, Accessible Space, MWF, and the Two Rivers Community Land Trust projects will assist to meet the priority need of Creating and Preserving Affordable Housing. The public service projects help address homelessness in Washington County. For Program Year 2023, 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
- Public Improvements, Housing Projects, and Public Facilities projects separately could score an additional 15 points as it pertained to its category.

## **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 2022 American Community Survey showed Washington County's population to be 272,256 and with 95,796 total households. Washington County grew 13% 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.

### **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 2023 funds will assist certain site-specific projects once location is identified.

## **AP-55 Affordable Housing**

### **Introduction**

The 2023 projects will support affordable housing for general populations as well as targeted populations. In 2023, 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

**Actions it planned 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. The 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.

### **Affordable Housing Goals**

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	38
Special-Needs	0
Total	0

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	34
Acquisition of Existing Units	4
<b>Total</b>	<b>38</b>

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

**Discussion**

Affordable housing is the highest priority in Washington County. Program Year 2023 goals include the production and/or rehabilitation of 14 affordable CDBG homeownership units. Two Rivers Community Land Trust acquire three existing homes for rehabilitation and resale using CDBG and HOME funding. The Home Improvement Loan Program will assist approximately 10 households with CDBG funds. Twin Cities Habitat for Humanity will acquire one unit for resale for affordable homeownership utilizing CDBG funds. Accessible will do a rental rehabilitation project at their Hillcrest 24 unit building in Stillwater utilizing CDBG. MWF will construct 51 affordable rental units in Newport with HOME funds and will create 4 HOME units. HOME goals are reported through Dakota County HOME Consortium planning.

## **AP-60 Public Housing**

### **Introduction**

Washington County has a total of 49 public housing units, of which all are administered by the Washington County Community Development Agency (CDA). Forty of the 49 public housing units are located in the four-story Whispering Pines Apartment building in Forest Lake, owned by the Agency. Nine privately owned Mixed-Finance units are located in two separate townhome complexes in Woodbury. Whispering Pines was substantially rehabilitated in 2012, mechanical updates were done in 2016, windows were replaced in 2019, and common areas were updated in 2022. The CDA has made use of external funding available for these updates, and as a result, Whispering Pines is in sound physical condition.

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

The Washington County Community Development Agency (CDA) hopes to reposition the 40 public housing units at Whispering Pines in the next two to three years. This will provide greater financial feasibility for ongoing capital maintenance needs at this development. The Agency's capital improvement plan identifies future needs and cost estimates on a replacement reserve schedule to ensure a good living environment for the residents. Repositioning will maintain affordability at the current level for income-qualifying residents.

As a result of the CDA repositioning its scattered-site public housing units in 2020, there are 58 public housing units available for development under its Faircloth authority. The CDA is working to engage external development entities to utilize this Faircloth authority in Mixed-Finance developments in 2023 and 2024.

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

Resident Advisory Board meetings for Whispering Pines and the Housing Choice Voucher (HCV) Program have resumed. This allows residents to provide feedback and input on the administration of both programs. A quarterly newsletter is also distributed to all public housing and HCV residents that provides information on educational opportunities, connection to CareerForce, Home Ownership education and counseling, and other community connections.

The Resident Advisory Board was expanded in 2021 to give residents the opportunity to participate and give feedback to the Agency. All public housing and HCV tenants were invited to apply for a position on the Board. There are currently 5 members on the Board including the Resident Commissioner. The Resident Advisory Board provides strategic direction by reviewing and assisting in the development of the Agency's short- and long-term housing plans.

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. Actions of the Board are accountable to Washington County.

Homeownership is encouraged through the Washington County CDA's Family Self Sufficiency Program (FSS) for Housing Choice Voucher participants. Currently, the Washington County CDA program has 10 participants between the Housing Choice Voucher program and the Public Housing program which is down from 19 last year. Nine participants successfully graduated from the program in 2022. 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.

## **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.

Over the summer of 2022 Washington County Community Services staff, as part of the planning for a future permanent emergency shelter, facilitated two focus group sessions with individuals currently experiencing homelessness and utilizing shelter services. The purpose was to engage in conversation with those with lived experience to understand what was working with our shelter program and what could be improved or change as well as how they would envision and

ideal future shelter. The feedback is being used as Washington County works with the current contracted shelter provider to develop a program for the future permanent site and well as some property design ideas.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including addressing the emergency shelter and transitional housing needs of homeless persons**

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, Emergency Solutions Grant Emergency Assistance and American Rescue Plan Funds), St. Andrews Church hotel/motel shelter paid for by St. Andrews Church in Mahtomedi, Hope for the Journey Home Shelter (eight units for families), Hugo Family Shelter (5 units for families) and Tubman Shelter for households experiencing domestic violence (located in Ramsey County but has designated beds for Washington County residents).

Throughout all of 2022 Washington County and the CDA were collaborating toward the purchase of a property to be used for a future emergency shelter site. The Washington County Board approved the use of \$6 million for this purpose. While planning continues, a property has been identified and a purchase agreement is being negotiated.

**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 several 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.

## **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 2023, 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**

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 2023, 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 needs.
- As a member of the FHIC, jointly fund fair housing projects in the Twin Cities.
- 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.
- Fair Housing Trainings for Washington County CDA staff and ongoing policy updates.

### **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.



Several of the CDA's programs 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. 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. 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. Community Services staff provide referrals and resources to families who are at risk of homelessness. 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 is 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.

### **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 (1 unit) and Two Rivers Community Land Trust (3 units) will have a scattered site projects utilizing CDBG funds to acquire, rehabilitate and resell the homes to income eligible buyers. These organizations have been essential in helping Washington County's lower income households maintain affordable homeownership. Accessible Space, Inc will make improvements to their 24-unit affordable rental property in Stillwater. MWF properties will construct a 51-unit affordable rental development in Newport utilizing HOME funding. The CDA refers homebuyer to other 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 CDBG-CV funds to provide emergency assistance to those experiencing foreclosure, behind on rent or in need of emergency hotel stays. These programs ensure households can sustain their housing and not be at risk of homelessness. The CDA is also a lender for MN Housing rehab and emergency loan programs, is a fiscal agent for Metropolitan Council for LHIA funding, is a LIHTC sub allocator, and has other affordable housing gap financing tools.

### **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 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. The CDA and Washington County Public Health have a relationship for lead referrals and programs.

**Actions planned to reduce the number of poverty-level families**

The Washington County CDA administers the Housing Choice Voucher Family Self Sufficiency Program (FSS). The CDA program currently has 10 participants. The program had 19 participants last year and 9 successfully graduated from the program. The FSS 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 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.

In the metropolitan statistical area in which Washington County is located, non-White and Hispanic households experience poverty at disproportionately higher rates than White non-Hispanic households. One initiative intended to address this disparity within Washington County is to promote diversity in operations and improve cultural competency in local social service delivery. Another similar initiative focuses on improving success in helping poverty-level families from racial and ethnic minorities in achieving self-sufficiency. An integrated services project within the Workforce Center in Washington County also 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 2023 staff attended HUD's HOME web-based training, ongoing CDBG Trainings and Updates, Fair Housing webinars, and is an active member in the National Association for County Community and Economic Development which offers training conferences which offers housing, community development, and policy education tracks for CDBG and HOME administration. Staff continue to hold their certifications through the National Development Council for Economic Development and Housing Development Finance. Staff will continue to attend training courses 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 \$185,866.22 of Program Income in 2023. Since program income is to be used first, this unallocated prior year resources. These funds will be reprogrammed in this Annual Action Plan.

### 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	\$185,866.22
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	\$185,866.22

### Other CDBG Requirements

There are no Urgent Need projects planned for Program Year 2023.

In Program Year 2023, 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

<b>1</b>	<p><b>Data Source Name</b> <i>Comprehensive Housing Needs Assessment</i></p>
	<p><b>List the name of the organization or individual who originated the data set.</b> Washington County</p>
	<p><b>Provide a brief summary of the data set.</b> Study conducted by Maxfield Research, Inc</p>
	<p><b>What was the purpose for developing this data set?</b> Detailed analysis of housing demand</p>
	<p><b>Provide the year (and optionally month, or month and day) for when the data was collected.</b> 2017</p>
	<p><b>Briefly describe the methodology for the data collection.</b> 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><b>Describe the total population from which the sample was taken.</b> Data was collected and analyzed for ten defined “Market Areas” in Washington County</p>
	<p><b>Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed.</b> 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*

<http://www.washingtoncountycda.org/wp-content/uploads/2021/04/2020-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](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=>

*2020 Analysis of Impediments to Fair Housing Choice Twin Cities Region*

<http://www.washingtoncountycda.org/wp-content/uploads/2021/03/2020-Twin-Cities-AI-Final.pdf>