



**Washington County
Annual Action Plan
Program Year 2024**

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

2024

Annual Action Plan

July 1, 2024 to June 30, 2025

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

1. Introduction

Washington County is an entitlement jurisdiction which receives federal funds from the U.S. Department of Housing and Urban Development (HUD) to invest in local communities. The funds are provided under the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME). All funds must assist low- and moderate-income households and areas. The Washington County Community Development Agency (CDA) is the administrator for the funds and programs on behalf of Washington County. This Annual Action Plan is the fifth program year for the 2020-2024 Consolidated Plan. It outlines the activities which will be undertaken during the 2024 Program Year beginning July 1, 2024, and ending June 30, 2025, 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 is receiving a HUD allocation of \$ 677,231.00 in CDBG Entitlement Funds for Program Year. Washington County has \$8,657.49 unallocated funds because of program income in Program Year 2023 and anticipates \$100,000 in 2024 for a total CDBG budget of \$785,888.49. Any 2024 program income or 2023 program income received in the remaining of 2023 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.

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 will receive a Consortium allocation of \$249,092 and program income of \$9,750 a total of \$258,843. This consists of \$37,364 for the 2024 CHDO Set Aside and \$25,659 for administration, leaving \$195,819 of HOME funds available for projects. Should the actual allocation change funds will be allocated as such: CHDO 15%, Admin 10%, and the remaining to the Two Rivers Community Land Trust homeownership project.

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 AI. In 2024-2025, the FHIC will conduct another region wide Affirmatively Furthering Fair Housing Plan or AI which will assist in goals and activities.

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 2024 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 2024 Program Year with the current allocation and unallocated funds received to date:

PROJECTS	CDBG	HOME	GOAL NAME	GOAL OUTCOME INDICATOR
Woodland Park Rental Rehabilitation	146,200		Affordable Housing	Affordable Rental Rehabilitation: 184 units
Two Rivers Community Land Trust		195,819	Affordable Housing	Homeowner Housing Added: 10 units
Home Improvement Loan Program	295,729		Affordable Housing	Homeowner Housing Rehabilitated: 10 units
Washington County Public Services	107,981		Homeless prevention	Homelessness Prevention: 540 persons
CHDO Set Aside		37,364	Affordable Housing	Affordable Housing
Administration	135,978	19,432	Administration	Administration and Federal Regulation Compliance
Anticipated Program Income	100,000		Affordable Housing	
Total	785,888	252,615		

2024 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 2023. 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 2024 CDBG and HOME funding and made funding recommendations to the CDA and County boards on February 13, 2024. 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 January 29, 2024 at 5 pm. The public comment period for this plan was March 15, 2024 through April 16, 2024. A public hearing held by the Washington County CDA on April 16, 2024 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 2024 Annual Action Plan was presented to the Washington County Board of Commissioners at the April 23, 2024 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 were received. Input and feedback from municipalities, citizen advisory committee, nonprofit developers and service providers were all included during the creation of the 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 2023. 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 2024 CDBG and HOME funding and made funding recommendations to the CDA and County boards on February 13, 2024

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 fifth and final 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 2024 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 is 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 2024 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. Hammer and NER
9. Two Rivers Community Land Trust
10. Community Action Partnership of Ramsey and Washington Counties
11. ASI, Inc.
12. Rise, Inc.

The CDA also works regularly with the Watershed District, MN SHPO, and DNR as it relates to site specifics.

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. One member of the local Washington County Housing Collaborative, Heading Home Washington, serves on the SMAC Governing Board and provides 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 four 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, Solid Ground provides assessments to families 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	Agency/Group/Organization	WASHINGTON COUNTY
	Agency/Group/Organization Type	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 Services - Victims Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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. The County also appoints members to an advisory committee for the Watershed Districts and Water Managements Organizations

2	Agency/Group/Organization	Washington County Community Development Agency
	Agency/Group/Organization Type	Housing PHA Services - Housing Other government - County Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	Canvas Health, Inc.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Staff contacted agencies for information pertaining to victims of domestic violence, HOPWA organizations and committees, transitional housing and chemical dependency agencies for the 2020-2024 Consolidated Plan and subsequent Annual Action Plans.
4	Agency/Group/Organization	CDBG Citizen Advisory Committee
	Agency/Group/Organization Type	Housing PHA Services-homeless Residents of Washington County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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	Agency/Group/Organization	TWO RIVERS COMMUNITY LAND TRUST
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The CDA and Two Rivers Community Land Trust have ongoing conversations relating to housing needs and market trends.
6	Agency/Group/Organization	Habitat for Humanity Twin Cities
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The CDA and Habitat have ongoing conversations relating to housing needs and market trends.
7	Agency/Group/Organization	ACCESSIBLE SPACE INC. (ASI)
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The CDA and ASI have conversations regarding necessary housing and services for persons with disabilities.
8	Agency/Group/Organization	Rise, Incorporated
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The CDA and Rise had conversations regarding necessary services for persons with disabilities.
9	Agency/Group/Organization	Hammer Residences
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The CDA and Hammer and NER had conversations regarding necessary services and housing for persons with disabilities.

10	Agency/Group/Organization	Community Action Partnership of Ramsey and Washington Counties
	Agency/Group/Organization Type	Housing Services - Housing Services-Children
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Community Action Partnership of Ramsey and Washington Counties and the CDA have regular conversations about the services they provide for transportation, utilities, Head Start, and weatherization programs and how they can assist in the CDA's programs. CAPRW is also Washington County's active CHDO.

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

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

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	SMAC	Increase Access
Thrive MSP 2040	Metropolitan Council	Increase supply of affordable housing
Housing Policy Plan	Metropolitan Council	Increase supply of affordable housing
Analysis of Impediments	Fair Housing Implementation Council	Increase access and increase supply of affordable housing
More Places to Call Home	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

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 2023. 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 2024 CDBG and HOME funding and made funding recommendations to the CDA and County boards on February 13, 2024. 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 January 29, 2024 at 5 pm. The public comment period for this plan was March 15, 2024 through April 16, 2024. A public hearing was held by the Washington County CDA on April 16, 2024 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 2024 Annual Action Plan was presented to the Washington County Board of Commissioners at the April 23, 2024 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 Recieved	http://stillwatergazette.com/
2	Residents of Washington County: Citizen Advisory Committee	Non-targeted/broad community	5	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	https://washingtoncountycda.communitybydiligent.com/portal/
5	Internet Outreach	Non-targeted/broad community Residents of Public and Assisted Housing	0	0	None Received	www.washingtoncountycda.org

SP-10 Geographic Priorities

Geographic Area-

Washington County is in the eastern portion of the Minneapolis-St. Paul Metropolitan area and is the fifth most populous county in the metropolitan area. The 2023 Census Quick Facts showed Washington County's population to be 278,936 and with 109,514 total households. Washington County grew 4.3% since the 2020 Census and 15% in the last 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 is receiving a HUD allocation of \$ 677,231.00 in CDBG Entitlement Funds for Program Year. Washington County has \$8657.49 unallocated funds because of program income in Program Year 2023 and anticipates \$100,000 in 2024 for a total CDBG budget of \$785,888.49. Any 2024 program income or 2023 program income received in the remaining of 2023 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.

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 will receive a Consortium allocation of \$249,092 and program income of \$9,750 a total of \$258,843. This consists of \$37,364 for the 2024 CHDO Set Aside and \$25,659 for administration, leaving \$195,819 of HOME funds available for projects. Should the actual allocation change funds will be allocated as such: CHDO 15%, Admin 10%, and the remaining to the Two Rivers Community Land Trust homeownership project.

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	\$677,231	\$100,000	\$8,756	\$785,888	0	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	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Creating and Preserving Affordable Housing	2020	2024	Affordable Housing Public Housing	Washington County	Affordable Rental and Home Ownership	CDBG: \$506,929 HOME: \$195,819	Rental units rehabilitated: 184 Household Housing Units Homeowner Housing Rehabilitated: 10 Household Housing Units Homeowners Housing Added: 10 Units
2	Homelessness Prevention	2020	2024	Homeless	Washington County	Public Services	CDBG: \$122,981	Homelessness Prevention: 540 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Creating and Preserving Affordable Housing
	Goal Description	Improve housing opportunities by creating and preserving affordable rental and owner-occupied housing. The Washington County Home Improvement Loan Program will assist 10 homeowners with improvements to their homes and address health and safety concerns. The Washington County CDA will rehabilitate its 184 Woodland Park rental unit development in Cottage Grove. Two Rivers will utilize HOME funds to acquire and rehabilitate 10 homes to be sold to income eligible households. HOME goals are reported through Dakota County HOME Consortium planning.
2	Goal Name	Homelessness Prevention
	Goal Description	Assist individuals and families with stabilized housing after experiencing a housing crisis or homelessness by providing client-appropriate crisis assistance and supportive service solutions.

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 2024 goals include the production and/or rehabilitation of 194 affordable CDBG affordable units. The Washington County Home Improvement Loan Program will assist 10 homeowners with improvements to their homes and address health and safety concerns. The Washington County CDA will rehabilitate its 184 Woodland Park rental unit development in Cottage Grove. Two Rivers will utilize HOME funds to acquire and rehabilitate 10 homes to be sold to income eligible households. HOME goals are reported through Dakota County HOME Consortium planning.

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 three projects in the 2024 Annual Action Plan help address and meet one of the high priorities identified in 2020-2024 Consolidated Plan. Two of the projects will address the goal of creating and preserving affordable housing and one project will address homelessness prevention.

#	Project Name
1	2024 Administration
2	2024 Home Improvement Loan Program
3	2024 Woodland Park Rental Rehabilitation
4	Washington County Public Services: Homelessness Prevention

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 2024 CDBG and HOME funds match the priority needs of the 2020-2024 Consolidated Plan. The Home Improvement Loan Program, CDA Woodland Park Rental Rehabilitation, 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 2024, CDBG and HOME funds were allocated using a competitive RFP process and 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
- Organizational Capacity: Maximum 15 Points
- Construction Management and Federal Requirements: Maximum 15 points
- Environmental Concerns: Maximum 5 points
- Possible Point Deductions:
 - Timeliness of Spending/Outstanding Funds: Maximum 25 points Deduction
 - Past or Current Compliance Issues with Work Plan: Maximum 10 points Deduction
 - Past or Current Compliance Issues without Work Plan: Maximum 25 points Deduction
- Public Improvements, Housing Projects, and Public Facilities projects separately could score an additional 15 points as it pertained to its category.

AP-38 Project Summary

Summary Information

1	Project Name	2024 Administration
	Target Area	Washington County
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$155,978
	Description	Washington County CDA will use CDBG funding for program administration. Administrative funds are capped at 20% of the CDBG funds. Washington County CDA will not exceed these administrative expense limits. The budget below is \$135,446 of the allocation, \$532 of unallocated program income and \$20,000 of anticipated program income for admin.
	Target Date	12/31/2026
	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.
2	Project Name	2024 Home Improvement Loan Program
	Target Area	Washington County
	Goals Supported	Creating and Preserving Affordable Housing
	Needs Addressed	Affordable Rental and Home Ownership
	Funding	CDBG: \$360,729

	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. The budget is \$294,000 allocation, \$1729 of unallocated program income, and \$65,000 of anticipated program income.
	Target Date	7/1/2025
	Estimate the number and type of families that will benefit from the proposed activities	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.
	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.
3	Project Name	2024 Woodland Park Rental Rehabilitation
	Target Area	Washington County
	Goals Supported	Creating and Preserving Affordable Housing
	Needs Addressed	Affordable Rental and Home Ownership
	Funding	CDBG: \$146,200

	Description	The Woodland Park rental rehabilitation project will rehabilitate the hallways, community rooms, common entry areas, and storefront windows and doors at the two apartment buildings containing 184 affordable rental units. This will include new paint, new carpet tiles and other flooring, light fixtures, as well as carpentry and millwork.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	184 families at or below 80% area median income will benefit from this project.
	Location Description	7920 Hearthside Ave. S. Cottage Grove, MN 55016
	Planned Activities	Woodland Park has a total of 184 units, containing a mix of 1-, 2- and 3-bedroom apartments and townhomes. This is an affordable housing property, serving a population at 80% AMI and below. This property is home to many families with children, that regularly enjoy the use of the common areas. This project will improve the common areas at both apartment buildings. The 7920 building includes a large community room that receives a lot of use by residents for many different events.
4	Project Name	Washington County Public Services: Homelessness Prevention
	Target Area	Washington County
	Goals Supported	Homelessness Prevention
	Needs Addressed	
	Funding	CDBG: \$122,981
	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 months 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. The budget below is 15% of the allocation of \$101,584, unallocated program income of \$6396.49, and anticipated program income of \$15,000.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	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.
	Location Description	Washington County, Minnesota
	Planned 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.
5	Project Name	Two Rivers Community Land Trust
	Target Area	Washington County
	Goals Supported	Creating and Preserving Affordable Housing
	Needs Addressed	Affordable Rental and Home Ownership
	Funding	HOME: \$195,819
	Description	Two Rivers Community Land Trust will acquire and rehabilitate 10 single family homes scattered throughout Washington County. The homes will then be sold to income eligible homebuyers at or below 80% AMI.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Ten families at or below 80% AMI will benefit from this activity.
	Location Description	Washington County, Minnesota
	Planned Activities	Two Rivers Community Land Trust will acquire 10 single family homes in Washington County. They will make necessary repairs and updates. Once completed, the homes will be sold to income eligible households below 80% AMI.

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 2023 Census Quick Facts showed Washington County's population to be 278,936 and with 109,514 total households. Washington County grew 4.3% since the 2020 Census and 15% in the last 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.

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 2024 funds will assist certain site-specific projects once location is identified.

AP-55 Affordable Housing

Introduction

The 2024 projects will support affordable housing for general populations as well as targeted populations. In 2024, 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) Rental Rehabilitation 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

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	194
Special-Needs	0
Total	0

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	194
Acquisition of Existing Units	0
Total	194

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

Discussion

Affordable housing is the highest priority in Washington County. Program Year 2024 goals include the production and/or rehabilitation of 194 affordable CDBG affordable housing units. The Washington County Home Improvement Loan Program will assist 10 homeowners with improvements to their homes and address health and safety concerns. The Washington County CDA will rehabilitate its 184 Woodland Park rental unit development in Cottage Grove. Two Rivers will utilize HOME funds to acquire and rehabilitate 10 homes to be sold to income eligible households. 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 CDA. 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 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 has engaged an external non-profit development entity to utilize this Faircloth authority in a Mixed-Finance development to be constructed in 2024-2025. The development will be located in Cottage Grove, MN, and will utilize 36 Faircloth units to provide project-based rental assistance. These units will have rents affordable to households earning 30% of the Area Median Income (AMI). The development will provide an additional 16 units with rents affordable to households earning 60% of AMI.

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 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 3 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 7 participants between the Housing Choice Voucher program and the Public Housing program. Three participants successfully graduated the program in 2023. 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.

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

Not applicable.

Discussion

The CDA has applied to the U.S. Department of Housing and Urban Development (HUD) to utilize 36 units of its Faircloth authority through a Mixed-Finance development. Construction is anticipated to begin in the spring of 2024 and be completed in the spring of 2025. There were 105 units of Public Housing in the Agency's portfolio in 2020. In December of that year, the Agency transitioned 56 scattered site units out of public housing to be used as affordable rental housing in exchange for 56 Housing Choice Vouchers. This resulted in a net increase of affordable housing available in the County, as the public housing units remained affordable, and the County gained 56 Housing Choice Vouchers. In total, the CDA has 58 public housing units available for development under its Faircloth authority.

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

AP-65 Homeless and Other Special Needs Activities

Introduction

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

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

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

- **Outreach:** Street outreach, teams that have developed partnerships with police, mental health crisis teams, and school liaisons to help identify households who have become homeless as early as possible.
- **Coordinated Assessment:** Through this program, SMAC has improved mapping of resources and our ability to accurately refer people to the right models. Assessments will be conducted within 10-14 days of shelter entry, referrals to housing projects vary dependent on the type of housing program needed and program turnover.
- **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. In October 2023, Washington County began a contract with the United Way of the Greater Twin Cities to field all prevention/diversion requests and refer households to the appropriate community prevention provider. Doing so has simplified how households in need of prevention resources can get connected to a provider.

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. In the fall of 2023 the

Washington County Board approved of a plan to construct a new emergency housing services program on the Government Center campus.

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 state wide. 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 2023 Washington County and the CDA began considering the possibility of siting a new emergency housing building on the campus of the Washington County Government Center after the city of Stillwater placed a freeze on any new land use variances in the district that hotel properties were located that were being considered for purchase to be used as emergency housing.

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.

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. 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 2024, 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 2024, 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. The Washington County CDA will utilize CDBG funds to make necessary rehabilitation repairs to their 184-unit rental development: Woodland Park. Two Rivers Community Land Trust will acquire and rehabilitate 10 homes utilizing HOME funds. 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 program has 7 participants between the Housing Choice Voucher program and the Public Housing program. Three participants successfully graduated from the program in 2023. 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 2024 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 has an unallocated amount of prior year resources due to 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	\$108,657.49
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	\$108,657.49

Other CDBG Requirements

There are no Urgent Need projects planned for Program Year 2024.

In Program Year 2024, 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 which is capped at 20%. A substantial amendment will be conducted when necessary.

HOME Investment Partnerships (HOME)

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

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

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

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

Recapture

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

Resale

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

Discussion

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

Appendix – Alternate/Local Data Sources

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

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

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>