

WASHINGTON COUNTY

2004 CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION
REPORT (CAPER)
JULY 2004 - JUNE 2005

SUBMITTED SEPTEMBER 30, 2005

WASHINGTON COUNTY
2004 CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT (CAPER)
JULY 2004 - JUNE 2005

Table of Contents

Executive Summary	2
CAPER Narrative Report	3
Housing Needs Accomplishments	20
HOME and American Dream Down payment Initiative Accomplishments	23
Community Development Needs Accomplishments	27

Exhibits

Exhibit A	Evaluation Report
Exhibit B	Response to HUD findings
Exhibit C	Metro Analysis of Impediments
Exhibit D	Fair Housing Brochure

Tables

Table 1	CDBG Activity Summary Report
Table 2	Status of HOME Activities Report
Table 3	Washington County CDBG Consolidated Plan Performance

Maps

Map 1	CDBG and HOME 2001-2004 Awards
Map 2	Low-Mod Income and Minority Populations

Special thanks to the following individuals for their contributions to this report: Tina Bayonet, Josh Beck, Denise Beigbeder, Mary Lou Egan, Diane Elias, Mary Farmer Kubler, Jane Harper, Michelle Kemper, Melinda Kirk, Molly Krakowski, Stephanie Lenartz, Geneva Lessard, Rich Malloy, Stephanie Newburg, and all Washington County CDBG and HOME sub-recipients.

WASHINGTON COUNTY
2004 CONSOLIDATED ANNUAL
PERFORMANCE AND EVALUATION REPORT (CAPER)
JULY 2004 - JUNE 2005

GENERAL

EXECUTIVE SUMMARY

Washington County is a participant in the Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs. The County became eligible as a CDBG entitlement community in 2001. The County has participated in the HOME program as part of the Dakota County Consortium since 1994. The Dakota County Community Development Agency has primary responsibility for overseeing the HOME program, while Washington County has primary responsibility for overseeing the CDBG program.

Washington County may use CDBG funds to meet three national objectives: benefit low/moderate income populations, prevent or eliminate slum and blight, or provide for an urgent need. The objectives of the HOME funds are to provide decent affordable housing to lower-income households; expand the capacity of nonprofit housing providers; strengthen the ability of state and local governments to provide housing and leverage private sector participation.

The 2001-2004 Consolidated Plan is a document which includes an analysis of housing, homeless, non-homeless special population, and community development needs for Washington County. The Consolidated Plan process provides an opportunity for county staff and citizens to identify needs; determines which areas of need will be addressed by CDBG and HOME funds; and creates goals and strategies to meet the areas of need.

Strategies or activities were identified to meet the goals including: construction and rehabilitation of new and existing housing for renters and owners; supportive housing for special populations; community development activities including park improvements, sidewalk and street improvements, neighborhood center improvements, and increased accessibility to public facilities; providing FirstHOME Buyer assistance; and providing public services to the homeless and those at risk of homelessness. With the exception of the FirstHOME Buyer assistance program and public services to the homeless, Washington County contracts with sub-recipients such as cities, non-profits, and faith-based organizations to carry out these activities. Washington County provides technical assistance and support to the sub-recipients to ensure activities comply with HUD requirements and ensure the results of those activities help meet program goals. The following three goals were identified for the 2001-2004 Consolidated Plan:

- Preserve and expand the supply of affordable housing through rehabilitation and home ownership opportunities.
- Create viable communities through infrastructure and neighborhood improvements and provision of community services.

- Expand economic opportunities through increased employment opportunities and an increased tax base.

From 2001-2004, Washington County accomplished strategies for two of the three goals listed above. The following statements highlight the main accomplishments of Washington County:

- Washington County achieved the objective of expending at least 50% of CDBG and HOME funds on housing activities.
- Washington County created 40 units of rental housing, 29 units of newly constructed owner occupied housing and 6 units of rehabilitated housing sold to new homeowners, achieving the strategy of 75 units of affordable housing constructed for sale or rental to qualified low- to moderate-income households.
- Washington County provided loans to 35 first-time homebuyers.
- Washington County completed 14 community development activities, which resulted in the renovation or completion of multiple parks, increased accessibility to several city halls, improvement of streets and sidewalks, and installation of a lift station.
- Washington County supported public services provided through the Washington County Housing Unit to respond to housing crisis and provide damage deposits, first month's rent, and mortgage foreclosure assistance to those at risk of or experiencing homelessness.

Washington County fell short of an objective to spend 30% of funds on community development as expenditures totaled 29% of funds. Also, the objective to spend three percent (3%) of funds to create low- to moderate-income jobs was not accomplished. The main reason identified for these shortfalls was increased funding of housing activities reflecting a growing focus on affordable housing by Washington County citizens and staff.

GENERAL QUESTIONS

1. Assessment of the Consolidated Plan 2001-2004 goals and objectives including:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.

The Consolidated Plan, approved by the Washington County Board of Commissioners in May 2001 and revised in May 2002, is a written document describing a multi-year planning process to identify housing, homeless, special population, and community economic development “needs” for Washington County from 2001-2004. In order to prepare the Consolidated Plan, citizen participation was strongly encouraged through the use of public hearings and meetings, focus groups and newspaper notices. After working with citizens to identify needs, priorities were identified by ranking each of the needs as a high, medium or low priority need. The following table summarizes the high and medium priority needs identified by the Consolidated Plan:

Housing - HIGH Priority

Renter, 2-4 persons related, very low income
Renter, 2-4 persons related, low income
Renter, 5 or more persons related, very low income
Renter, 5 or more persons related, low income
Renter, 5 or more persons related, moderate income
Renter, elderly, 62 years or over, very low income
Renter, elderly, 62 years or over, low income
Owner, very low income
Owner, low income
Special populations (persons with mobility impairments;
mental, physical or developmental disabilities;
HIV/AIDS, alcohol or drug addictions that may
require housing with supportive services)

Non-Homeless Special Populations – HIGH Priority

Housing (persons with mental illness, physical disabilities,
developmental disabilities, HIV/AIDS, alcohol or drug
addiction, frail elderly)
Public Services (persons with mental illness, physical
disabilities, developmental disabilities, HIV/AIDS, alcohol
or drug addiction, frail elderly)

Homeless – HIGH Priority

Emergency Shelters for individuals and families
Transitional Housing for individuals and families
Permanent Supportive Housing for individuals and families
Public Services for individuals and families

Community Development - HIGH Priority

Parks / recreation facilities
Water / sewer improvements
Street improvements
Sidewalks
Sewer improvements
Youth centers

Housing - MEDIUM Priority

Renter, 2-4 persons related, moderate income
Renter, elderly, 62 years or over, moderate income
Owner, moderate income

Community Development - MEDIUM Priority

Neighborhood facilities
Flood drain improvements
Other infrastructure needs
Crime awareness programs
Other anti-crime programs
Child care centers
Senior centers
Other senior projects
Commercial / industrial rehab
Parking areas (Note: parking areas are only funded when
required as part of another activity addressing a high
priority need)

The Consolidated Plan proposed that CDBG and HOME funds could be used for housing, physical improvements, public services, economic development or program planning and administration activities.

Activities addressing needs that were ranked as medium or high priority were eligible to be funded with CDBG and HOME funds. Activities that addressed needs that were ranked as low priority would not receive CDBG or HOME funding.

During 2001-2003 program years, the county used a process of distributing funds whereby cities received money on a formula basis depending on the needs and population of its citizens. In addition, some funds were set aside for a competitive grant process which allowed non-profits, faith-based organizations, cities or other organizations to apply for funds. In 2004, the county changed the funding mechanism to a completely competitive grant process. Regardless, all sub-recipients needed to demonstrate that their activities met the goals of the Consolidated Plan. From 2001-2004, the county funded sub-recipients with funds to carry out a variety of activities. These activities are briefly described in Table 1 and Table 2. All activities are completed, underway, or budgeted with the exception of three canceled projects: Two Rivers Community Land Trust Townhomes, Woodbury Community Land Trust Settler's Ridge and City of Forest Lake Habitat for Humanity. Some activities received funding for more than one program year including Cottage Grove Highway 61 Corridor Project, Woodbury Citywalk, Stillwater North Hill Public Improvements, Two Rivers Community Land Trust projects, Forest Lake Senior Center, and the Washington County Rehabilitation Program.

From 2001-2004, Washington County was granted a total of \$3,991,284.65 in CDBG funds (including \$284.65 in program income) and to date has committed \$3,918,133.77 (98%) of these funds. As of June 30, 2005, \$3,457,146.33 of committed funds was expended, leaving a balance of \$460,987.44 to be spent. A table describing the CDBG activities and expenditures is attached as Table 3. From 2001-2004, the county also received \$1,270,096.50 in HOME funds with 100% committed and, as of June 30, 2005, about 45% of the committed funds were expended (see also Table 3). Washington County's CDBG funds for the Consolidated Plan period of 2001-2004 were spent meeting the national objective "benefit low/moderate income populations." There were no funds spent on the remaining two national objectives. Washington County's HOME funds for the Consolidated Plan period of 2001-2004 were expended to provide decent affordable housing to lower-income households; expand the capacity of nonprofit housing providers; strengthen the ability of state and local governments to provide housing and leverage private sector participation.

Washington County accomplished the following:

Goal 1: Preserve and expand the supply of affordable housing through rehabilitation and home ownership opportunities.

Outcome: A minimum of 50% of combined CDBG and HOME funds will be expended over four years for affordable housing initiatives.

RESULT: Washington County achieved the outcome by expending \$1,888,701.78 of CDBG funds and \$850,313.44 in HOME funds for affordable housing initiatives which represents 52% of total expenditures. Before 2001, the Washington County Housing and Redevelopment Authority managed the HOME program; therefore, some of the expenditures are from years previous to 2001-2004.

Strategies: Support construction of quality, affordable owner-occupied and rental housing by providing funds for acquisition, infrastructure, construction, and other development costs including:

70 units of affordable housing constructed for sale or rental to qualified low- to moderate-income households

RESULT: Washington County created 40 units of rental housing, 29 units of newly constructed owner occupied housing and 6 units of rehabilitated housing sold to new homeowners, achieving the strategy of 75 units of affordable housing constructed for sale or rental to qualified low- to moderate-income households. Additional activities which have been funded but are not complete include another 75 units of rental housing in Cottage Grove and Stillwater, 34 units of newly constructed owner- occupied housing in Woodbury, and five units rehabilitated and sold to new homeowners by Two Rivers Community Land Trust. In addition, 32 homeowners in Stillwater will have received grants to rehabilitate their homes to connect to city sewer and water and 48 rental units were rehabilitated in Mahtomedi. Washington County considers this a significant achievement toward creating affordable housing opportunities for low- to moderate-income households. Some of these rental housing units will be made available to non-homeless special needs populations such as persons with mental illness, chemical dependency, and the frail elderly.

20 qualified low to moderate income homebuyers will receive down payment or closing cost assistance.

RESULT: Washington County provided down payment assistance to 34 low- to moderate-income homebuyers from 2001-2004. It is estimated that an additional 10 first time homebuyers will be served with 2001-2004 funds by spring of 2006.

20 low- to moderate-income owner households will receive loans or grants for general improvements for energy efficiency and weather protection, and to meet housing quality standards.

RESULT: Washington County did not achieve this strategy. The strategy was specifically created to reflect the county's desire to create a county-wide owner-occupied rehabilitation program whereby homeowners would receive loans or grants to improve their homes. Washington County has contracted with Greater Metropolitan Housing Corporation to administer the Washington County Rehabilitation Program providing loans to owner occupied households for rehabilitation. The program has begun marketing county-wide and anticipates serving Washington County residents in the fall of 2005. However, Washington County did provide grants to residents in the City of Stillwater to connect to sewer and water services. As of the end of the 2004 program year, 30 households had received grants and the project is due to be complete in the fall of 2005.

Goal 2: Create viable communities through infrastructure and neighborhood improvements and provision of community services.

Outcome: A minimum of 30 percent (30%) of CDBG funds will be expended over four years for physical improvement activities. A maximum of 15 percent (15%) of CDBG funds will be expended over four years for public service activities.

RESULT: \$1,144,470.00 of CDBG funds (29%) were expended between 2001-2004 for community development and public service activities; therefore, this expenditure outcome has not been met. An additional \$14,775.00 will be expended for the Bayport Library project by spring of 2006. However, these additional expenditures will still fall just short of the outcome of 30%. The continued interest in affordable housing by Washington County residents, elected officials and staff may represent the main reason why this goal was not accomplished. As evidenced by the 2005-2009 Consolidated Plan, the priorities have shifted away from community development activities toward more housing activities. Washington County did meet the second part of this outcome by expending up to fifteen percent of CDBG funds for public services. Washington County expended \$419,109.55 (11%) to support public services.

Strategies: Support physical improvements in low and moderate income communities and neighborhoods to ensure stability and encourage potential for growth.

RESULT: This strategy was achieved. Four parks were completed including Staples Park and South Hill Park in Stillwater, Axelrod Park in St. Paul Park, and the Tot Lot in Landfall. A lift station was built in Newport. Streets were improved in Landfall. A children's playground, parking lot, and kitchen were improved in public housing buildings in Oak Park Heights. Additional activities which should be completed by spring of 2006 include improved sidewalks in Landfall, rehabilitation of the Forest Lake Senior Center, and park improvements to Benson Park in Stillwater.

Improve accessibility to public facilities by removing architectural barriers.

RESULT: This strategy was achieved. Willernie City Hall, Lake St. Croix Beach City Hall, and St. Mary's Point City Hall are now accessible to persons with disabilities. One additional activity, improved accessibility to the Bayport Library, should be completed by spring 2006.

Support public services which promote self-sufficiency and empower individuals.

RESULT: This strategy was achieved. Washington County's Housing Specialist provided counseling and access to resources for 1789 persons experiencing a housing emergency. Also, Washington County's Wraparound Funds were provided to 549 individuals and families who were homeless or at risk of homelessness. The funds were used for damage deposits, first month's rent, mortgage foreclosures etc.

Support continuum of housing services to low- and moderate-income, special needs, and homeless residents.

RESULT: This strategy was achieved. Washington County staff participate with the Housing Collaborative, which is responsible for coordinating the continuum of housing services to low- and moderate- income, special needs, and homeless residents. This coordination results in services or housing that provides for those with the greatest need and includes provision of emergency shelter, transitional, and then supportive services housing funded by the Continuum of Care and CDBG funds. In addition, Housing Collaborative members carry out this strategy within their work. For example, Two Rivers Community Land Trust is a Housing Collaborative member, but also receives CDBG and HOME funds to rehabilitate homes that are sold to low- to moderate-income buyers. Because the Continuum of Care process and the Consolidated Plan are carried out through the same agency, coordination between the plans is enhanced.

Support the Continuum of Care planning process for the McKinney Homeless Assistance Program.

RESULT: This strategy was achieved. Washington County was awarded McKinney/Vento funds from 2001-2004 to support activities carried out by Human Services, Incorporated including their Mosaic Homes project, Home Free project, and Share project. HOME funds have also been awarded to Home Free and Share. These projects will serve special populations who are experiencing homelessness.

Goal 3: Expand economic opportunities through increased employment opportunities and an increased tax base.

Outcome: A minimum of three percent (3%) of CDBG funds will be expended over five years for activities which create or retain jobs.

RESULT: This outcome was not achieved. No funds were allocated to expand economic opportunities. The lack of accomplishment of this outcome can be attributed to the process of providing formula funds to cities in years 2001-2003 whereby cities have discretion to choose activities they wish to provide for their community. No cities or sub-recipients were granted funds for this type of activity. Also, the 2005-2010 Consolidated Planning process revealed this is not a high priority need for the future.

Strategies: Support physical improvements and redevelopment to revitalize aging commercial and industrial areas.

RESULT: None.

ASSESSMENT OF ONE-YEAR GOALS AND OBJECTIVES

2004 Program Year funding for CDBG was distributed in the following manner: \$745,649.92 to Washington County sub-recipients through a formula allocation and competitive process; \$139,656.00 to the Washington County Community Services Department for public services; and \$164,477.81 to the Washington County Community Services Department for program administration. HOME funds are offered on a competitive basis, with 15% reserved for Community Housing Development Organizations (CHDOs) and 10% for program planning and administration. In 2004, \$333,302.00 was distributed to

sub-recipients through a competitive process and \$23,960.00 was allocated to Washington County Community Services Department and \$7,986.00 to Dakota County for program administration.

Washington County committed 2004 CDBG funds to the following activities:

City of Cottage Grove Highway 61 Corridor	\$143,795.00
City of Woodbury Citywalk	\$126,000.22
Environmental Review	\$2,000.00
Washington County Rehabilitation Program	\$72,244.70
City of Stillwater North Hill Improvements	\$94,115.00
Two Rivers Community Initiated Program	\$76,150.00
City of Oakdale Rehabilitation Program	\$105,570.00
City of Lake Elmo Cimarron Gas Service Inspection	\$48,200.00
City of Bayport Library Accessibility	\$14,775.00
City of Landfall Sidewalk Improvement	\$34,860.00
City of Forest Lake Senior Center	\$15,000.00
City of Oak Park Heights Raymie Johnson Parking Lot	\$14,940.00
Washington County Housing Specialist for public services	\$49,656.00
Washington County Wraparound Services program for public services	\$90,000.00
Washington County for CDBG Administration	\$162,477.81

Washington County committed 2004 HOME funds to the following activities:

Two Rivers Community Initiated Program	\$68,850.00
Human Services, Inc. Share	\$110,000.00
Human Services, Inc. Home Free	\$37,465.00
Woodbury Community Land Trust for Citywalk	\$71,195.00
FirstHOME Buyer Assistance	\$45,792.00
HOME Administration	\$23,960.00

A significant amount of progress was made in 2004 toward completing projects and spending funds in a timely manner. More than half of the total 2001-2004 CDBG expenditures took place in 2004 with \$1,906,004.72 being expended in the 2004 year. The largest expenditures were for land acquisition activities for the Cottage Grove Highway 61 Corridor project and the Woodbury Citywalk project. Other large expenditures include Stillwater North Hill Public Improvements, Two Rivers Community Land Trust activities, and Forest Lake Senior Center. Table 1 includes more information on CDBG activities and expenditures. The “drawn-in” field shows expenditures in the 2004 program year. HOME expenditures in 2004 were also significant with \$850,313.44 being spent. More detail for 2004 HOME expenditures is available in Table 2.

2. Describes the manner in which the recipient would change its program as a result of its experiences.

In 2003, Washington County was informed by HUD that the county was not meeting the timely spending requirements for the CDBG funds. The county conducted an evaluation of the CDBG and HOME programs. A copy of the evaluation report is attached as Exhibit A. A number of recommendations were made in the evaluation report. The following is a brief summary of the recommendations and actions since taken by Washington County:

Recommendation #1: Award more CDBG funds on a competitive basis.
 Action: Washington County changed its funding process from formula-based to competitive in 2004.

- Recommendation #2: Fund only projects that can spend a significant portion of the allocated CDBG funds within 18 months of the project award.
- Action: Washington County issues an annual request for proposals. In 2004, the request for proposal form included questions regarding the spending timeline of the activity and also requests a drawdown/spending schedule be attached to the Request for Proposals (RFP). Washington County's evaluation of the proposal includes criteria related to how quickly funds will be spent.
- Recommendation #3: Increase the county's administrative capacity to better administer the project grants and to provide more technical assistance to communities in the areas of identifying and developing viable projects, completing grant applications, and complying with HUD requirements.
- Action: Washington County employs one full-time staff person and contracts with other organizations such as Ramsey County Community Development and Washington County Housing and Redevelopment Authority to help administer the program. Contracts with these organizations were amended to broaden the scope of services to include technical assistance on CDBG and HOME projects. Washington County also held a pre-application meeting for the 2004 Request for Proposal process and provided interested applicants with ongoing support during the application process. Washington County also provided each grantee with a "Green Book", developed by Freeman and Associates, which outlines the responsibilities of sub-recipients.
- Recommendation #4: Award most funds to projects that address countywide priorities and needs.
- Action: Washington County's evaluation criterion for proposals includes more points awarded for projects that address countywide priorities and needs.
- Recommendation #5: Increase efforts to build a strong stakeholder community to assist in identifying and supporting countywide funding priorities and projects that meet those priorities.
- Action: Washington County held several meetings with sub-recipients to inform them of the importance of timely spending requirements. Washington County also conducted an evaluation report which included surveying stakeholders about strengths and areas of improvement for the CDBG and HOME programs. Washington County coordinated with the Washington County Housing and Redevelopment Authority and the Washington County Housing Coordinator to ensure that the Consolidated Plan, Public Housing Plan, and Continuum of Care Plan coordinated priorities and efforts. Washington County prepared a new Consolidated Plan for 2005-2009 that included input from many citizen groups and other stakeholders. For more information regarding this process, see the Consolidated Plan for 2005-2009. Washington County has created an email group of sub-recipients and other interested parties in order to improve communication, forward important information from HUD, etc. Washington County has also placed copies of the Consolidated Plan and Annual Action Plans on the county's Web site, and will consider other uses of this site to increase stakeholder communication.

In addition, Washington County reallocated funds to activities that had the capacity to spend the funds and became compliant with timeliness requirements by December 2004.

In the 2004 program year, Washington County participated in the following:

1. HOME Monitoring by Dakota County Consortium staff to ensure Washington County was complying with federal requirements.
2. External auditors reviewed the HOME program to ensure compliance with finance regulations.
3. HUD staff conducted a labor standards audit to ensure Washington County was compliant with federal regulations including the Davis-Bacon Act and other federal labor requirements.
4. HUD staff conducted a monitoring of the CDBG program to ensure Washington County was compliant with federal requirements.

Washington County had several findings as a result of monitoring and audits. Washington County addressed each of the findings and took steps to ensure future compliance. Exhibit B contains detail regarding these findings and subsequent actions on the part of Washington County.

3. Affirmatively Furthering Fair Housing:

- a. Provide a summary of impediments to fair housing choice.
- b. Identify actions taken to overcome effects of impediments identified.

Ensure that all household regardless of race, sex, religion, national origin, familial status, disability, color, creed, or age have access to affordable housing of their choice.

A Metro-Wide *Regional Analysis of Impediments to Fair and Affordable Housing* (A.I. Report) was completed in December 2000 and is attached as Exhibit C. An inter-jurisdictional group, consisting of metro entitlement communities and the State of Minnesota, decided the best course of action would be to produce a single, coordinated regional Action Plan for the Metro Wide Analysis of Impediments. The inter-jurisdictional group developed appropriate ways to address the impediments to fair housing that were identified in the A. I. Report. The result is the *Metro Wide Fair Housing Action Guide*. Completed in the spring of 2002, the *Action Guide* outlines specific steps that could be taken to address the identified impediments.

During program year 2001, the jurisdictions finalized action steps for the *Action Guide* and formed the Fair Housing Implementation Council (FHIC). The FHIC is comprised of HUD entitlement jurisdictions—including Washington County – and stakeholders, including nonprofit, advocacy and legal assistance organizations. Twenty-seven jurisdictions and organizations are represented on the FHIC. The FHIC coordinates implementation of the action steps that have been outlined in the Action Guide. During the Consolidated Plan period, the Fair Housing Implementation Committee accomplished the following:

Tenant Screenings: collecting, verifying and dissemination credit, criminal background and eviction information is expensive and limits choice for many tenants. FHIC investigated four metro area screening companies to identify best practices and recommend ways to assure that reports are fair and accurate. Recommendations include: 1) creating opportunities for tenants to see reports prior to renting; 2) improving the accuracy of public records; and 3) educating property owners, managers, and renters.

Accessible Housing: FHIC worked with HousingLink to 1) evaluate the mismatch between the supply and need for physically accessible housing in the Twin Cities Metropolitan Area and 2) to launch a marketing initiative that would more effectively link tenants with available accessible units. As a result,

HousingLink's Online Directory now includes more accessibility information about affordable rental properties and known vacancies in the properties.

Fair Housing Testing and Enforcement: One of the activities taken on for the 2004 program year focuses on complaint based testing. Southern Minnesota Regional Legal Services, Inc. and Mid-Minnesota Legal Assistance will join forces to investigate, prosecute, and negotiate settlements to remedy discriminatory practices in the metropolitan area. FHIC jurisdictions may also recommend testing for multi-family projects financed with entitlement funding.

Information and Outreach: FHIC members participate in a variety of workshops presented by associate members and are available for presentations regarding fair housing and affirmative action. For example, FHIC was involved with the Human Rights Conference in 2004, the Regional Section 504 training and a training conference on accessibility requirements for architects, builders, developers, and owners of rental properties.

Rental Application Fees: FHI supported adoption of the Minneapolis rental application fee ordinance to help ease the difficult and often costly process of finding rental housing. Landlords must disclose tenant selection criteria before accepting an application fee and refund the fee if the tenant is rejected for reasons other than stated.

Predatory Lending: Although several jurisdictions have individually supported efforts to curb predatory lending through education and outreach, the FHIC did support adoption of a Minneapolis city ordinance prohibiting predatory lending. The ordinance did not pass, but the city did take steps to develop a comprehensive response to the issue including state legislative action.

The FHIC priorities were identified for 2005-2006 and include 1) a reasonable accommodation educational campaign for rental housing owners, managers, and persons with disabilities; 2) sponsoring a public forum on fair housing and tenants with limited English proficiency living in federally assisted housing; and 3) fostering inclusive communities through outreach and action.

Members of the Dakota County Consortium also undertook several Fair Housing activities during the 2004 program year. For example, the Consortium funded translation of Section 8 and Public Housing program literature. The Washington County Community Services Department developed a Limited English Proficiency plan, which provides staff with interpretive services to assist clients—including tenants with housing issues. Washington County staff developed a fair housing brochure specifically for Washington County citizens and endorsed by Washington County Housing and Redevelopment Authority and the Washington County Housing Collaborative. A copy of the brochure is attached in Exhibit D. In addition, Washington County Community Services developed a traveling display to educate citizens on fair housing issues and resources. The traveling display spent a week each in the following locations across Washington County: R. H. Stafford Library in Woodbury, Wildwood Library in Mahtomedi, Forest Lake Library in Forest Lake, Washington County Government Center in Stillwater and Washington County Cottage Grove Service Center in Cottage Grove.

Washington County does not have the authority to enforce fair housing laws. However, if a fair housing complaint is received, the county staff instructs the informant to call HUD's Fair Housing Enforcement Center and the Minnesota Department of Human Rights. Persons who feel they have been discriminated against can also file a complaint online via the HUD web site at www.hud.gov. Washington County is fortunate to have a Housing Unit with staff educated on fair housing rights and responsibilities.

5. Leveraging Resources

- a. Identify progress in obtaining “other” public and private resources to address needs.
- b. How Federal resources from HUD leveraged other public and private resources.
- c. How matching requirements were satisfied.

With significant demand and limited resources for meeting low-income needs, leveraging becomes a key issue. In most cases, CDBG and HOME funds are not sufficient to fund projects in full and, as a result, additional sources of funding are required.

CDBG dollars are used to leverage needed funding from other sources. Local governments’ contributions of cash or in-kind services and applications to federal, state and private funders, bring additional resources to specific CDBG projects. The following table shows funds leveraged by projects that completed in 2004:

LEVERAGED FUNDS FOR PROJECTS COMPLETING IN 2004

Sub-Recipient	Project Name	Total Leverage Funds	Sources
Landfall CDBG Activity 16	Tot Lot	\$2,906.00	City Funds
Landfall CDBG Activity 22	Street Improvement Heather Way & Juniper Curve	\$23,936.79	City Funds
Oak Park Heights CDBG Activity 15	Raymie Johnson Kitchen	\$0.00	None
St. Paul Park CDBG Activity 26	Axelrod Park	\$0.00	None
Willernie CDBG Activity 13	City Hall Accessibility	\$0.00	None
Woodbury CDBG Activity 28	Courtly Road Town Homes	\$44,781.67	Twin City Habitat for Humanity
Stillwater CDBG Activity 12	South Hill Park	\$0.00	None
Stillwater CDBG Activity 11	Staples Park	\$0.00	None
St. Mary’s Point CDBG Activity 41	City Hall Accessibility	\$0.00	None
Lake St. Croix Beach CDBG Activity 38	City Hall Accessibility	\$0.00	None
Two Rivers CLT CDBG Activity 31	Homebuyer Initiative	\$21,400.00	MHFA
South Washington County Housing Coalition and Twin City Habitat for Humanity CDBG Activity 30	Bluestem Lane – Newport	\$1,317,666.08	Twin City Habitat for Humanity Funds
Newport CDBG Activity 23	Lift Station	\$1,089.00	City Utility Enterprise Funds

The table above was constructed after reviewing files and speaking directly with sub-recipients regarding resources leveraged. Tracking leveraged funds is an area where Washington County could improve data collection. In 2004, the invoice form was revised to ensure that sub-recipients could report leveraged resources. The HOME program requires a 25 percent (25%) non-Federal match. The participants in the Dakota County Consortium, which currently has accumulated excess match for HOME funds, meet this collectively. Information on HOME match is provided within Dakota County's CAPER on form HUD-40107-A.

MANAGING THE PROCESS

As mentioned previously, Washington County made a significant effort to provide technical assistance to sub-recipients to meet timely spending requirements. Additionally, Washington County staff participated in training and HUD monitoring visits regarding various compliance areas such as Davis-Bacon, property acquisition, uniform relocation act, HOME monitoring, etc. Staff have increased knowledge in these areas which should ensure program compliance with HUD requirements. A policy manual, initially created with the help of Freeman and Associates in 2003, is in the process of being updated with information that will further ensure program compliance. Additional staff were contracted to provide technical assistance and support to sub-recipients to ensure compliance with HUD requirements.

CITIZEN PARTICIPATION

1. Provide a summary of citizen comments

Washington County provides opportunities for citizens to participate in planning by publishing newspaper notices regarding the Annual Action Plan, Comprehensive Annual Performance and Evaluation Report (CAPER), all plan amendments, and environmental review records. Washington County holds public hearings as required by HUD for these plans and reports.

Washington County continued providing coordination of the CDBG Citizen Advisory Committee, which is made up of citizens from all five of the county's commissioner districts, a citizen representative of the Washington County Housing and Redevelopment Authority, and non-profit and private sector representatives. The CDBG Citizen Advisory Committee recommends policy decisions to the county board; reviews and recommends proposals for funding to the county board; and provides input to Washington County staff regarding the aforementioned plans and reports.

Washington County conducted a Consolidated Plan process in 2004 which engaged several groups of stakeholders including cities, the Washington County Housing Collaborative, and the CDBG Citizen Advisory Committee. Washington County also updated the county Web site with the Consolidated Plan and both the 2004 and 2005 Annual Action Plans and corresponding amendments. The Consolidated Plan and 2005 Annual Action Plan were made available in local public libraries for review in March and April 2005.

Washington County, together with the other members of the Dakota County Consortium, held a public hearing on September 7, 2005 at the Roseville City Hall for citizens to comment on CDBG and HOME program performance and accomplishments during the 2004 program year. Washington County published for the 15-day comment period on September 22, 2005. The affidavit of publishing is attached as Exhibit E.

No citizens attended the public hearing. No written or oral comments were received on performance or the draft of the CAPER.

2. In addition, the performance report provided to citizens must identify the federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

See the “GENERAL QUESTIONS 1” assessment of the one-year and 2001-2004 year goals and objectives for more detail on total amount of funds available, total committed and total expended. Regarding geographic distribution, CDBG and HOME assistance is provided on a countywide basis through the Washington County Housing Rehabilitation program, FirstHOME Buyer Assistance program, and Housing Specialist and Wraparound public services. Washington County residents in any of the CDBG/HOME participating communities are eligible to apply for assistance through these programs. Dellwood, Denmark Township, Grey Cloud Island Township, and Marine on St. Croix are the only communities that do not participate in the urban county designation so, therefore, are not eligible for this assistance. Map 1, which is attached to this CAPER, illustrates the geographic distribution of CDBG and HOME funds from 2001-2004. Map 2 identifies low to moderate income areas and areas of minority concentration. This map can be referenced in conjunction with Map 1.

INSTITUTIONAL STRUCTURE

In an effort to carry out the goals of the 2001-2004 Consolidated Plan, Washington County enhanced coordination efforts of CDBG and HOME activities through continued partnerships and involvement with the following entities:

- Washington County HRA: Regular meetings were held to discuss project status, coordination, and goals related to the Consolidated Plan. A consultant from HRA provided project monitoring and compliance assistance. Washington County HRA also provides monitoring assistance for HOME activities to avoid duplication of effort on the part of the county.
- Various cities and townships: Washington County maintained regular communication & involvement with all sub-recipients to ensure compliance with CDBG and HOME regulations and to ensure success with national objectives.
- Community Housing Development Organizations (CHDOs): Washington County continued its relationship with Two Rivers Community Land Trust, supporting it with both CDBG and HOME funds.
- Washington County Housing Collaborative: Washington County continued active participation in the Washington County Housing Collaborative to prioritize housing for low-income individuals through the expansion of CDBG and HOME projects. Washington County CDBG and Housing staff attended monthly meetings of the Collaborative with persons from private, non-profit, human services agencies, and county departments to plan and carry out continuum of care strategies for housing-related issues.

- Washington County Housing Coordinator: Regular meetings between CDBG staff and the Washington County Housing Coordinator were held to ensure activities are being carried out in coordination with the Consolidated Plan and the Continuum of Care.
- Non-profit organizations: Woodbury Community Land Trust, South Washington County Housing Coalition, HousingLink, Greater Metropolitan Housing Corporation, and Human Services Incorporated were sub-recipients who participated in planning and were provided technical assistance.

In addition to the above collaborations, Washington County fostered a new relationship with Twin Cities Habitat for Humanity, a CHDO, supporting them with both HOME and CDBG funding. This assists Washington County with compliance with the required 15% of HOME funds to CHDOs.

Internal efforts to overcome institutional gaps and enhance program coordination and accuracy included:

- Establishment of a working relationship with Washington County Financial Services to provide a procedural set of support services for the CDBG program. An employee from Financial Services was trained in IDIS. She provides monthly work order reports and maintains a financial spreadsheet with balances on all HUD activities in IDIS. Regular update meetings were held with Financial Services to discuss CDBG and HOME issues.
- Another Community Services employee has been trained in IDIS and has been assisting with entering new projects and activities. She also has been involved with developing contracts with sub-recipients, assisting with HUD documents and reports and being on-call as needed.
- A Washington County Principal Planner from Administration has been a critical member of the CDBG team in assisting with HUD monitoring and reporting issues.

MONITORING

1. Describe how and the frequency with which you monitored your activities.

A new monitoring system was implemented in 2003 after consultation with Freeman and Associates, an agency that provides technical assistance regarding CDBG program compliance. Monitoring priorities are developed based upon a risk assessment. Factors to be considered include performance and capacity, program complexity, and recent problems.

Performance and capacity are evaluated based upon efficiency of project implementation, previous experience with the activity, and staff changes or changes in administration of the project. Program complexity factors considered include the amount of CDBG funds involved, number of projects being administered by the sub-recipient, and number of funding sources for the project. Recent problems such as complaints about the contractor or sub-recipient, late or incomplete reports, or failure to comply with the production schedule, are used to determine the level of risk for each sub-recipient.

Sub-recipients at highest risk for failure to comply with program requirements are selected for monitoring. Monitoring visits include review of project performance, record keeping, financial management, and compliance with applicable federal rules and regulations.

Based on these factors, Washington County conducted an assessment of projects not yet completed and determined that the following projects will be monitored in 2005:

Stillwater North Hill
Forest Lake Senior Center
Cottage Grove Presbyterian Homes Highway 61 Corridor

In 2004, Washington County also implemented a monthly monitoring report requirement for all activities that were not meeting the timely spending requirement.

In addition, the Washington County monitors projects that receive HOME funds in accordance with Federal guidelines. Washington County will soon have a rental project with one HOME assisted unit which will be monitored to ensure the unit is being rented to a low- and moderate-income renter in accordance with HOME fair market rents. Washington County has also funded rehabilitation and construction of units sold to buyers through the Two Rivers Community Land Trust and Twin Cities Habitat for Humanity. All of these units have restrictions on the property whereby Washington County or the sub-recipient will be notified if the property is sold. Washington County can then ensure the subsequent purchase will be to a low- and moderate-income household for the terms of affordability in accordance with HOME regulations.

2. Describe the results of your monitoring including any improvements.

Washington County received monthly monitoring reports for all activities that were not meeting the timely spending requirement and quarterly reports for all activities funded with 2004 funds. As a result, Washington County was able to identify activities that were not making progress or that were canceled. In response, Washington County reallocated funds from these activities (Forest Lake Habitat for Humanity, Two Rivers Community Land Trust Townhomes, and Washington County Rehabilitation Program) to other activities that were moving forward quickly (Forest Lake Senior Center, Two Rivers Acquisition and Rehabilitation Program, City of Oakdale Affordable Housing, City of Landfall Sidewalk, St. Mary's Point City Hall Accessibility, etc.)

In addition, Washington County was monitored by HUD regarding CDBG activities and, as a result, several activities were further monitored by Washington County to ensure compliance with Uniform Relocation Act, bid procurement, low- to moderate-income benefit, etc. For example, Washington County reviewed files in the city of Stillwater to determine if lead paint issues had been addressed for the Stillwater North Hill project. Another monitoring by HUD for Davis-Bacon and other Federal labor standards prompted a complete file review of all activities to ensure documentation was compliant with requirements.

3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems.
- b. Describe progress in meeting priority needs and specific objectives that help make community's vision of the future a reality.
- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate income persons.
- d. Indicate any activities falling behind schedule
- e. Describe how activities and strategies made an impact on identified needs.
- f. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.
- g. Identify whether major goals are on target and discuss reasons for those that are not on target.
- h. Identify any adjustments or improvements to strategies and activities that might meet

your needs more effectively.

In 2004, Washington County focused on 5 major areas to solve neighborhood and community problems specifically relating to affordable housing and economic development. CDBG and HOME assistance was delivered on a county-wise basis through the FirstHOME Buyer Assistance Program, public services activities, planning and design of the Washington County Rehabilitation Program, sub-recipient funding for acquisition and rehabilitation projects, and Washington County Housing Unit activities to address housing and homelessness.

Progress in meeting housing and economic development needs that help make the county's vision of the future a reality include initial or continued funding of the following projects:

- Highway 61 Corridor Redevelopment in Cottage Grove
- Various park improvements for Stillwater and St. Paul Park
- Two Rivers Land Trust home acquisition and rehabilitation
- Woodbury townhome development
- Forest Leek senior center renovation
- Affordable housing unit development in Oakdale
- Public services and accessibility improvements in St. Mary's Point, Oak Park Heights, Landfall and Oakdale
- Down payment assistance through the FirstHOME Buyer Assistance Program (county-wide)
- Housing outreach by the Washington County Housing Unit to respond to housing crisis situations through the provision of Wrap-around Services and housing-related outreach. Economic assistance to qualified individuals included: damage deposits, rental application fees, first month's rent, moving costs or storage fees in emergency situations, and mortgage foreclosure assistance to those at risk of or experiencing homelessness.

These activities have also made an impact on the identified objectives of increasing affordable housing opportunities and providing economic development by: increasing the number of low-moderate income persons who own homes; enabling low and moderate income persons to remain in their homes; offering emergency shelter to those who are homeless; improving the condition of and access to public facilities; and providing safe and stable housing for senior citizens.

Decent housing and a suitable living environment for low and moderate income individuals was provided through the above housing-related activities, in addition to further outreach and educational services provided by the Housing Unit (refer to Housing Needs, Specific Housing Objectives, Public Housing Strategy and Barriers to Affordable Housing).

Strategies that remain on target include providing housing recourses and opportunities to low and moderate income individuals through the activities listed above, as well as continuing to expend at least 50% of CDBG and HOME funds on housing activities. The most notable achievement has been the finalization of the Washington County Rehabilitation Program contract with the Greater Metropolitan Housing Corporation. Loans for this program will commence this fall.

Community development and housing objectives that are behind schedule relate primarily to specific project impediments and/or delays for the following sub-recipients: Forest Lake Habitat for Humanity, Two Rivers Community Land Trust Townhome, Woodbury Community Land Trust Settler's Ridge and Human Services, Inc.- Share. Barriers include cost of land issues and a community resistance to developing affordable housing units in existing neighborhoods.

One goal which was not achieved relates to funding activities which create or retain jobs for low to moderate income persons. Very few RFP's were received for this type of activity. Because housing has become the most significant priority for the county, the goal of expending 3% of CDBG funds in this area was not achieved.

One barrier to successfully attaining all programmatic objectives was and continues to be a staffing shortage for administering CDBG and HOME activities, particularly relating to monitoring issues. However, several administrative responsibilities have been delegated to various staff and contract personnel in an effort to improve program management. Steps taken to overcome personnel issues include: additional staff trained on IDIS; enhanced communication with CDBG/HOME staff, consultants, and sub-recipients; and the designation of a planner to develop a project monitoring system. For a complete description of internal changes, please refer to the Institutional Structure section of this report.

Adjustments or improvements to strategies and activities that might assist with meeting program needs include:

- Institutional structuring actions (recently referred to) which will make CDBG and HOME organizational and monitoring activities more efficient
- Participation in fair housing activities and strategies with metro partners to advocate for the need for affordable housing and to reduce regulatory barriers to affordable housing
- Continue to fund organizations such as community land trusts and Habitat for Humanity that provide permanent long-term affordability of the housing units they invest in.
- Enhanced communication with CDBG and HOME applicants and sub-recipients to ensure viability of project and scope of work prior to approving and after selection.

LEAD BASED PAINT

Washington County requires all sub-recipients 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 part of the formal signed agreement between Washington County and its sub-recipients.

For example, in the 2004 program year, approximately thirty low-mod income residents qualified to receive connection to public sewer and water services for the Stillwater North Hill project. Efforts were made to identify those homes that were built prior to 1978 and to identify any lead-based paint hazards. City inspection and contractor notes were reviewed by Washington and Ramsey County staff. Discussions were also held with the City Inspector to confirm 100% compliance with lead-based paint regulations.

Also, homes purchased with FirstHOME Buyer funds continue to be subject to lead-based paint requirements. Homes built prior to 1978 are evaluated for lead-based paint hazards. Washington County provides the pamphlet *Protect Your Family from Lead in Your Home* to purchasers utilizing FirstHOME Buyer funds. The pamphlet covers the dangers of lead-based paint, steps for protection against these dangers, precautions to take before remodeling or rehabilitating, and contacts for more information.

In 2004, as part of the 2005-2009 Consolidated Plan process, staff met with Washington County Public Health staff to gain better understanding of lead-paint issues in Washington County. Washington County Public Health acts as the agency responsible for lead-based paint issues and coordinates all efforts with the 2010 Childhood Lead Poisoning Elimination Plan at the state level.

HOUSING NEEDS

1. Describe actions taken during the last year (and Consolidated Plan years total) to foster and maintain affordable housing:

The housing objectives fall under the first goal of the Washington County Consolidated Plan, which is to “preserve and expand the supply of affordable housing through home ownership opportunities, rehabilitation, and construction of affordable rental and owner-occupied housing.” Washington County has a number of active housing partners, including cities, who are interested in providing affordable housing for their citizens. Washington County now has two Community Housing Development Organizations (Two Rivers Community Land Trust and Twin Cities Habitat for Humanity). These organizations accomplished several housing projects which allowed renters to become homeowners. FirstHOME Buyer Assistance also allowed many renters the ability to purchase their own homes. Other renters benefited from rehabilitation done on rental facilities including a renovated kitchen and parking lot for low-income senior housing, playground for low-income housing, and renovated apartments for low-income housing. Existing homeowners benefited from activities to connect their homes to sewer and water lines. Renters, homeowners, and the homeless benefited from public services provided to citizens who were experiencing a housing emergency or at risk of homelessness. The following table describes housing needs for renters and owners identified in 2000 for the 2001-2004 Consolidated Plan. The table also describes progress made toward serving renters, owners, and special populations with housing needs.

SPECIFIC HOUSING OBJECTIVES

1. Identify progress in meeting specific objective of providing affordable housing including the number of extremely low-income, low-income, and moderate income renter and owner households comparing actual accomplishments with proposed goals during the reporting period:

Household	Income level	Priority	Total needs	4-year goals	4-year results	2004 Results
Renter - small related <i>2 to 4 persons, with at least one person related to the householder</i>	Very low (0-30%)	High	878	88	51	6
	Low (31-50%)	High	472	47	8	8
	Moderate (51-80%)	Medium	306	15	13	13
Renter - large related <i>5 or more persons, with at least one person related to the householder</i>	Very low (0-30%)	High	214	21	12	11
	Low (31-50%)	High	128	13	8	7
	Moderate (51-80%)	High	80	8		
Renter - elderly	Very low (0-30%)	High	761	76	99	0

Household	Income level	Priority	Total needs	4-year goals	4-year results	2004 Results
<i>1 to 2 persons, with the householder or spouse at least 62 years or older</i>	Low (31-50%)	High	288	29	2	0
	Moderate (51-80%)	Medium	167	8	0	0
Renter - all other <i>1 or more persons, not qualifying above or as special populations</i>	Very low (0-30%)	Low	379	5	0	0
	Low (31-50%)	Low	400	5	0	0
	Moderate (51-80%)	Low	228	5	5	5
Owner	Very low (0-30%)	High	1,735	75	18	18
	Low (31-50%)	High	1,337	75	3	3
	Moderate (51-80%)	Medium	3,357	100	9	9
Special populations <i>Persons with mobility impairments, disabilities (mental, physical, developmental, HIV/AIDS), alcohol or drug addition that may require housing with supportive services)* indicates duplication of count</i>	Very low, Low, and Moderate	High	2,500	50	2*	2*
Total goals				620	228	80
Total 215 goals				90		

This table reflects both activities that received CDBG and HOME funds. Unit numbers are not duplicated unless indicated by the asterisk (*). Activities included are:

HOME FirstHOME Buyer Assistance (2004 only)
HOME Twin Cities Habitat Bluestem Lane
HOME City of Woodbury Courtly Road
HOME City of Woodbury Pondview
HOME Two Rivers CIP
HOME Two Rivers HIP
CDBG City of Mahtomedi Lincoln Place (Activity 39)
CDBG City of Woodbury Courtly Road (Activity 28)
CDBG Two Rivers CIP (Activity 54)

CDBG Two Rivers HIP (Activity 31)
CDBG City of Oakdale Affordable Housing (Activity 72)
CDBG City of Oak Park Heights Raymie Johnson Playground (Activity 24)
CDBG City of Stillwater North Hill (Activity 27 – 2002 Program Year; Activity 43 – 2003 Program Year; Activity 64 – 2004 Program Year)
CDBG South Washington County Housing Coalition (Activity 30)
CDBG Wraparound Services (Activity 60)

Washington County made substantial progress toward goals for small related and large related renters. Data for this table was not collected prior to the 2004 year for the Wraparound Services program and the

FirstHOME Buyer Program so an additional 80+ households, largely renters, could be added. Data was also not included from the City of Woodbury Pondview project (40 rental units) or the Oak Park Heights Raymie Johnson Kitchen and Playground activities which benefited 65 renters. Owner occupied households served fell significantly short of the goals. The owner occupied household goals were based on the anticipation of the Washington County Rehabilitation Program. This program did not get off the ground as early as anticipated.

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

All HOME units created during this reporting period are considered Section 215 units. Please see Consortium data for more information.

3. Describe efforts to address “worst case” housing needs and housing needs of persons with disabilities.

Washington County awarded 2003 and 2004 HOME funds to Human Services, Incorporated for two activities. The first, Home Free, is an activity that is located in Stillwater and will serve up to five previously homeless young adults with mental illness. This activity has completed construction and will be occupied shortly. The second activity, Share, will construct seven two- and three-bedroom townhouses for homeless single mothers and children. On-site services will be provided to help with recovery from chemical dependency and mental illness. Human Services, Incorporated (HSI) is working with a developer to locate land for this project. Also, the City of Mahtomedi used 2003 CDBG funds to complete a housing rehabilitation activity for Mahtomedi Lincoln Place, with two of the units made accessible to persons with physical disabilities. Finally, the City of Cottage Grove acquired land in order to construct senior housing with independent living, assisted living, and memory care units. Fifty-one percent (51%) of the units will be available to low- to moderate-income seniors and the assisted living and memory care units will serve the frail elderly population.

PUBLIC HOUSING STRATEGY

1. Describe actions taken during the last year to improve public housing and resident initiatives.

The Public Housing Authority (PHA) has taken the following actions in the last year to improve public housing and residents initiatives:

- 1) Hired a resource coordinator to assist public housing residents with a variety of life skill issues including but not limited to: budgeting, employment, education, and other needs that will enable them to improve their social and economic status.
- 2) Obtained HUD funding to support a Family Self-Sufficiency (FSS) program where participants have an escrow account established that will assist them in creating a five-year plan for attaining homeownership, earning a higher education degree, or other life goals. The PHA manages the escrow account and provides counseling to help participating families achieve self-sufficiency. Currently, there are 25 participants in this program.
- 3) In addition, the Housing and Redevelopment Authority (HRA) / PHA maintains an FSS program for Section 8 tenants who may not necessarily live in a public housing unit.

- 4) Received HUD funding for a senior service coordinator for a 100-unit project-based senior facility that will assist residents with a variety of issues experienced by senior citizens.
- 5) The PHA also contracts with another department within the County to provide emergency housing assistance for its residents.
- 6) The Housing Coordinator organizes and facilitates meetings and activities of the Residents Advisory Board (RAB), an advocacy group for tenants and their needs and concerns. One of the members is on the HRA / PHA Board.

BARRIERS TO AFFORDABLE HOUSING

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

One of the most significant barriers to affordable housing in Washington County is land acquisition costs which make it difficult to nearly impossible for low-income individuals to purchase homes. The CDBG program addressed this barrier last year by means of funding housing acquisition and rehabilitation projects, particularly through community land trust organizations. Also, the FirstHOME Buyer Assistance Program continued to provide low-income clients with down payment assistance funds to purchase homes.

Through the Washington County Housing Collaborative, lobbying efforts continued around the need for increased numbers of housing vouchers and mandated set-aside policies for new construction projects (which would require builders to set-aside a certain percentage of units to be available for low-income individuals). The affordability issue has culminated in focused advocacy and social justice measures directed to Congress. This included a petition on the part of the Housing Collaborative supporting Washington County HRA's delegation to Washington DC and Senator Norm Coleman's support to request more vouchers.

As a member of the Housing Collaborative, the Housing Coordinator continued to provide public education regarding housing affordability issues to clients, policy makers, and communities. As stated in previous years, public resistance to low-income housing remains prevalent in Washington County and a main barrier to affordable housing – requiring education efforts to be on-going.

HOME/AMERICAN DREAM DOWN PAYMENT INITIATIVE

1. Assessment of Relationship of HOME Funds to Goals and Objectives

- a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.

Progress toward meeting the goals in the 2001-2004 Consolidated Plan was previously reported in the GENERAL QUESTIONS section (starting on page four). Washington County partners with Anoka, Ramsey, and Dakota counties as part of a Consortium to receive HOME funds. See also Consortium data including the Households Assisted Chart for more information.

2. HOME Match Report

- a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.

Washington partners with Anoka, Ramsey, and Dakota counties as part of a Consortium to receive HOME funds. The HOME Match report is attached within the Consortium data.

3. HOME MBE and WBE Report

- a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).

Washington County partners with Anoka, Ramsey, and Dakota counties as part of a Consortium to receive HOME funds. The HOME MWBE report is attached within the Consortium data.

4. Assessments

- a. Detail results of on-site inspections of rental housing.
- b. Describe the HOME jurisdiction's affirmative marketing actions.
- c. Describe outreach to minority and women owned businesses.

Washington County and Washington County Housing and Redevelopment Authority coordinate HOME inspections of rental properties to avoid duplication of effort. Many of the projects Washington County has provided HOME funds for are also Low Income Tax Credit projects, have Shelter Plus Care funds, or fall into the section 42 property requirements—all of which require inspection and income verification by the Washington County HRA.

Prior to 2001-2004, HOME funds were provided to Woodbury Pondview Townhomes and Long Lake Villas by Washington County Housing and Redevelopment Authority. The property owners contract with Affordable Housing Connections to conduct income verifications each year. Compliance issues are identified and communicated to Washington County Housing and Redevelopment Authority. Washington County HRA follows up with a letter to property owners and Affordable Housing Connections conducts a subsequent inspection to ensure all issues have been resolved. Washington County also inspected Human Services, Incorporated at the completion of construction. Issues were identified and re-inspection is planned for fall of 2005.

Washington County provided 2001 and 2002 HOME funds for the Twin Cities Habitat for Humanity Bluestem Lane project in Newport. Eighteen homes were constructed and sold to low-income buyers. Washington County has requested final inspection reports from Twin Cities Habitat for Humanity. In addition, Washington County worked with the County Recorder's Office to ensure mortgages contained restrictions on the properties to ensure long term affordability for Twin Cities Habitat Bluestem Lane and Twin Cities Habitat Courtly Road activities,

Washington County ensures that all agreements with CDBG and HOME sub-recipients contain language regarding non-discrimination, ensuring that the sub-recipients shall comply with all Federal, State and local laws prohibiting discrimination on the basis of age, sex, sexual orientation, marital status, race, creed, color, national origin, or the presence of any sensory, mental, or physical handicap or any other basis now or hereafter prohibited by law. The language states the sub-recipient may not deny program benefits to any residents, must prevent discrimination in housing and lending practices in accordance with the Fair Housing Act, must comply with Section 3 of the Housing and Community Development Act Women and Minority Business Requirements, the Federal Equal Employment Opportunity Act, Executive Orders and Civil Rights Act of 1964. The contract language also specifies that contractors and suppliers will demonstrate compliance with the aforementioned provisions and Executive Order 11246. In addition, Washington County verbally requests sub-recipients receiving HOME funds submit an affirmative marketing plan and minority women owned business outreach plan. Washington County also requests documentation from the sub-recipient annually regarding the number of minority and women owned businesses that were utilized for each project receiving HOME funds.

HOMELESS NEEDS

1. Identify actions taken to address needs of homeless persons.

- Continued participation in the Metro-wide Engagement for Shelter and Housing (MESH) and the Regional Work Group to End Homelessness, a network of county staff and providers in the metropolitan area focusing on developing consistent policy and services to people experiencing homelessness in the seven county metro area, including Washington County.
- Use of CDBG funds to provide services to individuals and families experiencing homelessness. Funds are used to provide first month's rent and damage deposit to tenants experiencing homelessness, as well as to prevent homelessness by abatement of eviction and foreclosure issues under a "wrap-around" service model. Included in the funding are application fees for eligible tenants who are experiencing homelessness, as well as a Housing Specialist position whose role is to assist those in emergency shelter, application follow-through for mainstream resources, and housing assistance for tenants.
- Direct case management services on the part of the Washington County Housing Unit, which includes the Housing Specialist and Wraparound Services activities that receive CDBG funds.
- Participation in Corrections to Community, a collaborative focusing on offenders and homelessness, looking at discharge planning policy, service provision, and needs.
- Continued involvement in the Minnesota HMIS Implementation Group to ensure data entry compliance, uniformity, and development of Housing Unit statistics.
- Involvement in the Working Group - Governor's Task Force on Homelessness.
- Continued coordination and facilitation of the Housing Collaborative and an active Continuum of Care committee that meets monthly to identify the gaps in services that exist for Washington County residents experiencing homelessness. This effort includes goals and strategic planning on an annual basis. Each year the Exhibit One application for McKinney-Vento funding is submitted to HUD, which includes an application for funding for permanent supportive housing, transitional housing, and shelter plus care opportunities to address issues of homelessness in Washington County. The Collaborative has also continued to focus on statewide HMIS strategies and development of a task force to work on strategies to end homelessness by 2012.

2. Identify actions to help homeless persons make the transition to permanent housing and independent living.

- Initiated a coordinated effort to provide mentoring and self-sufficiency support for young people with a history of homelessness through a collaborative of ministerial-based programming (Young Life) and the Washington County's social services providers.
- Peace House opened in 2004. This is a ministerial-based shelter program for women and their children experiencing homelessness and in need of mentoring and self-sufficiency support. Referrals are made to this program which can serve up to four adults with children.
- Continued involvement in providing direct service case management by the Washington County Housing Unit.

- Community and direct educational sessions regarding tenant responsibilities. Increased participation in tenant education programs for youth at high risk for homelessness. Forty three (43) youth were served in 2004 through Solid Ground, an independent living skills group for youth with mental health issues.
- Construction of HomeFree was completed. HomeFree is a four-person home in Stillwater for youth experiencing mental illness and homelessness. Human Services, Inc. (HSI) was awarded \$81,000.00 in HUD HOME funds in 2002-2003 for this project.
- Continued use of HomeStretch - an education-based program for first time homebuyers, many of whom were previously homeless, and offered by Washington County Housing and Redevelopment Authority (HRA).
- Two Rivers Community Land Trust continued to provide an invaluable affordability opportunity for first time home buyers in Washington County that fit into a low to moderate poverty income guidelines. Many of the referrals have been previously homeless families.
- Washington County CHOICE Housing Collaborative has been meeting regularly to develop housing solutions for individuals with developmental disabilities.
- Washington County Housing Collaborative/Continuum of Care is also working with providers to identify developers who are interested in developing permanent supportive housing for chronic homeless individuals. With the assistance of State funding, one developer is in the process of developing a 32 unit mixed-use site that will include at least two rental units for people experiencing homelessness.

3. Identify new Federal resources obtained from Homeless SuperNOFA.

None were identified.

SPECIFIC HOMELESS PREVENTION ELEMENTS

1. Identify actions taken to prevent homelessness.

- Continued involvement in providing direct service case management by the Washington County Housing Unit. The Housing Unit is the central clearing house to all those experiencing chronic homelessness in this county. The community at large is aware of the referral mechanisms involved for emergency services. Persons experiencing chronic homelessness are referred directly to the Housing Coordinator to provide assessment, coordination and monitoring of services that lead to permanent housing in a “one stop shop” modality. Persons experiencing chronic homelessness with mental health diagnosis that fit serious and persistent mental illness definitions are directly referred to the County Mental Health Unit in conjunction with Human Services, Inc. (HSI) as a team approach. People defined as experiencing chronic homelessness are assisted in the navigation of the system to access services they are eligible for. This may include emergency shelter to referral for treatment and mental health services, as well as access to financial resources to assist in obtaining permanent housing. The impact has been significant in assisting those persons defined as experiencing chronic homelessness in Washington County.
- The Washington County Housing Coordinator held community and direct educational sessions regarding tenant responsibilities.

- The HRA added ten (10) Minnesota Housing Opportunity Program units to Washington County, with a total of sixty-five (65) units of affordable housing now offered, with a priority on clients experiencing chronic homelessness.
- Continued use of Minnesota AIDS Project’s scattered site voucher program to assist those persons diagnosed with HIV/AIDS who may be experiencing homelessness to live in the community with support services.

COMMUNITY DEVELOPMENT

1. Assessment of Relationship of CDBG Funds to Goals and Objectives

- Assess use of CDBG funds in relation to priorities, needs, goals and specific objectives in the Consolidated Plan, particularly the highest priority activities.
- Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.
- Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low income and moderate income persons.

The 2001-2004 Consolidated Plan Goal 2 “Create viable communities through infrastructure and neighborhood improvements and provision of community services” corresponds to Community Development activities. The main outcome for this goal was to spend a minimum of 30 percent of CDBG funds on physical improvement activities and fifteen percent on public service activities. Between 2001 and 2004, \$1,144,470.00 of CDBG funds (29%) were expended for community development and public service activities, falling just short of the outcome to spend 30% of funds on community development activities. The continued interest in affordable housing by Washington County residents, elected officials and staff, may represent the main reason why this goal was not accomplished. As evidenced by the 2005-2009 Consolidated Plan, the priorities have shifted away from community development activities toward more housing activities.

The *Washington County Consolidated Plan* identifies six non-housing community development needs as high priorities: parks and recreational facilities, water/sewer improvements, street improvements, sidewalks, youth centers, and planning. Washington County has completed activities in all of these high priority areas except “youth centers.” In addition, Washington County completed activities described in the following table. All of the park activities benefited low- to moderate-income areas with 35-38% of residents having incomes below 80% of the median.

Community Development Need	Priority Level	2001 – 2004 Accomplishments
Public Facilities		
Neighborhood facilities	Medium	None
Parks and/or Recreation Facilities	High	4 parks (Stillwater South Hill Park; Stillwater Staples Park; St. Paul Park Axelrod Park; Landfall Tot Lot) and 2 activities to improve senior public housing (Oak Park Heights Raymie Johnson Playground and Kitchen)
Health Facilities	Low	
Parking Facilities	Medium	1 public housing parking facility (Oak Park Heights Raymie Johnson)
Solid Waste Disposal Improvements	Low	None

Community Development Need	Priority Level	2001 – 2004 Accomplishments
Asbestos Removal	Low	None
Non-Residential Historic Preservation	Low	None
Other Public Facility Needs	Low	3 public facilities were made accessible to persons with physical disabilities (St. Mary's Point, City Hall; Lake St. Croix Beach, City Hall; Willernie, City Hall)
Infrastructure		
Water/Sewer Improvements	High	1 Lift Station (Newport)
Street Improvements	High	1 Street Improvement (Landfall)
Sidewalks	High	1 Sidewalk Activity (Landfall)
Flood Drain Improvements	Medium	None
Other Infrastructure Needs	Medium	None
Anti-Crime Programs		
Crime Awareness	Medium	None
Other Anti-Crime Programs	Medium	None
Youth Programs		
Youth Centers	High	None
Child Care Centers	Medium	None
Youth Services	Medium	None
Child Care Services	Medium	None
Other Youth Programs	Low	None
Senior Programs		
Senior Centers	Medium	1 Senior Center (Forest Lake)
Senior Services	Medium	None
Other Senior Programs	Medium	None
Economic Development		
Commercial/Industrial (C/I) Rehab	Medium	None
C/I Infrastructure Development	Low	None
Other C/I Improvements	Low	None
Micro-Enterprise Assistance	Low	None
Economic Dev. (ED) TA / Other ED	Low	None
Planning		
Planning	High	4 planning activities (Lake Elmo Zoning Code, Lake Elmo Public Facilities, Lake Elmo Old Village Design and Lake Elmo Cimarron Physical Condition Inventory)

Washington County also provided public service activities and met the objective of expending up to 15% in CDBG funds for this effort. These funds are used to assist homeless individuals and families, and those at risk of becoming homeless. The following table indicates persons served by public service activities.

Community Development Needs	Priority Level	2001-2004 accomplishments
Public Services		
Handicapped services	Medium	
Transportation services	High	
Substance abuse services	Low	
Employment training	Low	
Health services	Low	
Other public service needs - homeless assistance and prevention	High	2338 persons served

During the 2004 program year, \$68,406.88 was used for wrap-around services, including eviction prevention, mortgage foreclosure prevention, emergency moves and emergency storage. In 2004, 38 households were served representing 181 persons, most of which were renters.

The CDBG grant also funds a Housing Specialist position to provide direct assistance to homeless families in the shelter system. This staff person works with homeless families to assesses basic needs, provide resources, referrals and case management, assist clients in locating and obtaining permanent housing, and provide transportation to potential housing sites and appointments with landlords. In addition to these more time intensive services, the Housing Specialist receives referrals from county staff for clients who have applied for county emergency assistance programs. The Housing Specialist provides a more thorough assessment for these clients regarding their housing issues and works with the client and county staff to address these issues and make referrals to resources in the community. In 2004, 503 persons were served and all persons assisted were low to moderate-income (0-80% median income). CDBG funds used for this position totaled \$49,656.00; the County contribution was \$4,334.00.

2.Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

There were no changes in program objectives for community development. One activity, City of Oak Park Heights Raymie Johnson Elevator, changed to a parking lot for the same facility benefiting the same residents when it was determined that the elevator cost would make the activity infeasible. See sections regarding “MONITORING and MANAGING THE PROCESS” for more information on how the jurisdiction has made changes to or plans to make changes to the program. The most significant change in the area of community development is highlighted in the 2005-2009 Consolidated Plan whereby most community development activities will be considered a low priority for funds.

3.Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan.
- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.
- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

See “LEVERAGED RESOURCES” for more information on resources pursued. Washington County provided certifications of consistency to the Public Housing Authority (aka Washington County Housing and Redevelopment Authority), the Forest Lake Housing and Redevelopment Authority, and the Washington County Continuum of Care. No other certifications of consistency were requested. The county did not willfully hinder any implementation of the Consolidated Plan.

4. For Funds Not Used for National Objectives

- a. Indicate how use of CDBG funds did not meet national objectives.
- b. Indicate how did not comply with overall benefit certification.

All funds were used to meet the national objective of “benefit to low/moderate income persons.”

5. Anti-displacement and Relocation-for activities that involve acquisition, rehabilitation or demolition of occupied real property.

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG assisted activities.
- b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act of Section 104 (d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms or nonprofit organizations.

Washington County had several rehabilitation activities. Owner occupied rehabilitation of the Stillwater North Hill to connect to sewer and water did not result in displacement or relocation. Other housing rehabilitation by Two Rivers Community Land Trust involves purchasing properties and rehabilitating them to be sold to new owners. Two Rivers Community Land Trust does not purchase properties where there are tenants. Two activities involved acquisition of property including Cottage Grove Highway 61 Corridor and Woodbury Citywalk. Citywalk did not involve relocation, however the Cottage Grove Highway 61 Corridor project triggered relocation when property acquired included a shopping mall with tenants. Relocation specialists were brought into the project as soon as the sale of the property had been completed. It was always very clear to all parties that the property was going to be sold to a private party without the power of eminent domain. Public meetings were held to inform commercial tenants immediately and followed this session with individual meetings with tenants. The notifications and disclosures were made on as timely a basis as feasible. Exhibit B, Response to HUD Findings, details relocation issues identified by HUD and how Washington County responded to those issues.

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low or moderate income persons.

- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience or education.

There were no low/mod job activities.

7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit.

- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low and moderate income.

Washington County CDBG funds were allocated to three activities in Oak Park Heights benefiting two public housing facilities, one occupied by low income seniors and one occupied by low income families. These facilities are owned by the Washington County Housing and Redevelopment Authority who maintains financial records on all residents.

8. Program income received

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g. housing rehabilitation, economic development, or other type of revolving fund.
- b. Detail the amount repaid on each float-funded activity.
- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.
- d. Detail the amount of income received from the sale of property by parcel.

Washington County received \$284.65 in program income from a repayment of a damage deposit provided by the Wraparound Services activity between 2001 and 2004. No program income was received in 2004.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures that have been disallowed, provide the following information:

- a. The activity name and number as show in IDIS;
- b. The program year (s) in which the expenditure for the disallowed activities was reported;
- c. The amount returned to the line of credit or program account; and
- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

Stillwater Staples Park, Activity 11, reimbursed the county \$2,368.00 in the 2004 program year for costs not allowed due to not following proper bid requirements. The county then reimbursed the line of credit \$2,368 and adjusted Activity 11 accordingly.

10. Loans and other receivables

- a. List the principal balances for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owned as of the end of the reporting period, and the terms of the deferral or forgiveness.
- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds that are available for sale as of the end of the reporting period.

There are no loans or other receivables.

11. Lump sum agreements.

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.

- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

There are no lump sum agreements.

- 12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year.
 - a. Identify the type of program and the number of projects/units completed for each program.
 - b. Provide the total CDBG funds involved in the program.
 - c. Detail other public and private funds involved in the project.

Two Rivers Community Land Trust acquires and rehabilitates houses to be sold to low to moderate income buyers with Two Rivers Community Land Trust keeping the land portion of the property. In 2004, Two Rivers completed their Homebuyer Initiative Activity, rehabilitating and selling five homes to low to moderate income homebuyers. This activity expended \$70,000 in CDBG funds. In addition, Mahtomedi Lincoln Place expended \$130,000 in CDBG funds to rehabilitate a rental facility with 48 units. Other resources leveraged by these activities are reported in the “LEVERAGED RESOURCES” section.

- 13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies.
 - a. Describe progress against benchmarks for the program year. For grantees with federally designated empowerment zones or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for the purposes of reporting progress.

There are no neighborhood revitalization strategy areas.

ANTIPOVERTY STRATEGY

Washington County administers all of the Federal and State programs aimed at reducing poverty and providing supports for the poor.

For the disabled and other vulnerable poor individuals, the County offers a number of state cash assistance programs and food support, as well as, Medicaid, state option health programs and Medicare waiver programs.

The Minnesota Family Investment Program provides cash assistance (Temporary Assistance to Needy Families - TANF), food support and Medicaid to needy families. This program works very closely with the WorkForce centers, also operated by the county, to provide employment services to help families secure employment and achieve self-sufficiency. A special unit that combines financial assistance and employment services focuses on families that have been long term recipients. This unit works to help these families overcome barriers to employment and to ultimately achieve independence. Where there is apparent disability or other circumstance preventing a family from succeeding in competitive employment the STEPS team, as it is called, will assist the family in accessing appropriate benefits and needed services.

Another special unit, provided under contract by HIRED, Inc., focuses on earlier intervention with very high-risk families. In addition to providing intensive services directly, this team also works to create better coordination of services among the various service providers that may be involved with the targeted families. A unique aspect of this team is its work to help families, who tend to move frequently, make

smooth transitions as they move from one county to another. The team will even follow families into another county, continuing to provide services for a period of time, until the family is established within the new service system. An important goal of this integrated services team to minimize the disruption and loss of progress for families that typically attends relocation. This is a three-year pilot fund by the State of Minnesota.

The County offers an emergency assistance program that focuses on housing retention. It provides financial assistance to families at risk of losing their home due to temporary hardship. This program is closely linked with the Housing Coordinator who assists families who are homeless or at risk of losing their homes to find and retain housing. The Housing Coordinator, also, works closely with a housing support specialist who works closely with families who are being sheltered to assist them in obtaining services and supports needed to move as quickly as possible into permanent housing. The Housing Coordinator facilitates the Washington County Housing Collaborative which is a partnership of agencies that serve families and individuals who are homeless or at risk of homelessness.

Washington County is represented on the recently formed work groups of the Governor's initiative to end long-term homeless. The County is also part of a project organized by the Community Action Partnership of Ramsey and Washington Counties (a community action agency) called Community Blueprint to End Poverty. This project focuses on finding solutions to the issues of poverty in the Twin Cities east-metro area.

NON-HOMELESS SPECIAL NEEDS

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing (including persons with HIV/AIDS and their families).

As described in previous sections, Human Services Incorporated has received HOME funds to provide five rental units for persons with mental illness who are experiencing homelessness and seven rental units to persons or families with chemical dependency issues who are experiencing homelessness.

OTHER

For more detail on progress regarding all 2001-2004 CDBG activities, please see the Table 1, CDBG Activity Summary Report. An even more detailed version is available in a Microsoft word document and can be accessed by contacting Washington County's CDBG Program Coordinator at 651-430-8317. For more detail on HOME activities, please see the Consortium data and Table 2, Status of HOME activities.

