

The Anoka County Housing and Redevelopment Authority will hold their regularly scheduled board meeting in Room #705 of the Anoka County Government Center. All members of the authority will be present. However, due to the Governor's Emergency Executive Order 20-33, and a determination by the authority chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. Public members may monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.th

ANOKA COUNTY

HOUSING AND REDEVELOPMENT AUTHORITY AGENDA

FOR THE APRIL 28, 2020 MEETING

10:15 A.M. or Immediately Following the
Anoka County Board Meeting
Whichever is Later

County Board Room #705
Anoka County Government Center

1. Chair calls meeting to order.
2. Trustees: Matt Look
Julie Braastad
Robyn West
Mandy Meisner
Mike Gamache
Jeff Reinert
Scott Schulte
Others:
3. Chairs remarks.
- *4. Consider approving the minutes from the ACHRA Board Meeting of March 24, 2020. **See attached** minutes.
- *5. Consider recommending the ACHRA Board of Trustees approve the 2020 Action Plan and 2020-2024 Consolidated Plan and forward the CDBG and HOME Funding recommendations for program year 2020 to the county board. **See attached** recommendations.
- *6. Consider recommending the ACHRA Board of Trustees approve the Dakota County Consortium's Citizen Participation Plan. **See attached** Worksheet and Plan.
- *7. Consider recommending the ACHRA Board of Trustees approve the Minimal Contact Policy for the loan programs administered by the Community Development Department. **See attached** Worksheet and Policy.
8. Consider for informational purposes, an award letter for CARES Act CDBG funds has been received.
9. Other.

*Requires ACHRA Board approval.

This Anoka County Housing and Redevelopment Authority (ACHRA) Meeting was held through telephonic means pursuant to Minnesota Statute 13D.021. Scott Schulte, Chair of the ACHRA, and Tony Palumbo, Anoka County Attorney, determined that an in-person meeting was not practical or prudent because of the current health pandemic. All members of the ACHRA could hear each other and they could hear all discussion at this meeting. There were no members of the public in the board room where this meeting was held as admittance was not feasible due to the pandemic. Monitoring this meeting by the public was done through the internet. Notice of this meeting included the telephonic nature of this meeting, and that monitoring of this meeting by the public could be done through streaming over the internet.

**ANOKA COUNTY HOUSING AND REDEVELOPMENT
AUTHORITY MEETING**

Government Center
Board Room
Anoka, Minnesota

March 24, 2020

Trustees Present: Scott Schulte (Chair)

Present via Matt Look
Telephone: Julie Braastad
Robyn West
Mandy Meisner
Mike Gamache
Jeff Reinert

Others Present: Rhonda Sivarajah, County Administrator; Tony Palumbo, County Attorney;
Karen Skepper, Community and Government Relations Director; and staff

* * * * *

Chair Schulte called the meeting to order at 10:59 a.m.

* * * * *

Trustee Look moved to recommend the ACHRA Board of Trustees approve the minutes from March 10, 2020. Trustee Braastad seconded the motion. Upon roll call vote, motion carried unanimously..

* * * * *

Trustee Schulte moved to recommend the ACHRA Board of Trustees approve a resolution from Linwood Township for the purpose of assisting the township in the development and implementation of senior housing. Trustee Braastad seconded the motion. Upon roll call vote motion carried.

* * * * *

The Anoka County Housing and Redevelopment Authority meeting was adjourned at 11:15 a.m.

ATTEST:

**ANOKA COUNTY HOUSING AND
REDEVELOPMENT AUTHORITY**

By: _____
Mike Gamache, its Secretary/Treasurer

By: _____
Scott Schulte, Chair

Motion carried means all trustees in attendance voted affirmatively unless otherwise noted.



ANOKA COUNTY HRA ACTION ITEM

April 28, 2020

ACTION REQUESTED	Consider forwarding to the county board the CDBG and HOME funding recommendations for program year 2020.								
BACKGROUND	<p>On April 28, 2020, the Anoka County Housing and Redevelopment Authority (ACHRA) will consider approval of the 2020 Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) annual Action Plan funding recommendations and the five-year 2020-2024 Consolidated Plan. Recommended items will be forwarded to the County Board for final approval.</p> <p>Staff is requesting the ACHRA consider forwarding the attached resolution outlining actions needed to complete the funding process for the 2020 CDBG and HOME program year to the county board for consideration in order to implement the following:</p> <ol style="list-style-type: none"> 1. Approval of the proposed 2020 CDBG and HOME projects. 2. Execution of the Department of Housing and Urban Development's (HUD) application, certifications, and Funding Approval/Agreement by the County Board Chair. 3. Authorize the Community Development Manager to submit the approved 2020 Action Plan and projects along with our 2020-2024 Consolidated Plan to HUD and the Dakota County CDA. 4. Designation of a certifying officer for the county's CDBG/HOME environmental reviews. 5. Execution of contracts with cities and agencies receiving funding. <p>The United States Department of Housing and Urban Development (HUD) has released actual funding allocations for PY2020 which begins July 1, 2020. Public Service activities have up to 12 months (June 30, 2021) and projects have up to 18 months (December 31, 2021) to spend awarded funds. The 2020-2024 Consolidated Plan and PY20 Action Plan must be submitted by May 15, 2020.</p> <p>CDBG Summary: Anoka County will be receiving Community Development Block Grant (CDBG) allocation of \$1,585,888 from HUD for program year 2020. As an entitlement community, Anoka County receives these funds based on a formula established by HUD. The CDBG grant allocation will be distributed into the following program areas:</p> <p>CDBG Allocation Breakdown:</p> <table data-bbox="513 1717 1127 1873"> <tr> <td>Planning and Administration</td> <td style="text-align: right;">\$ 317,177</td> </tr> <tr> <td>Competitive <u>Project</u> pool</td> <td style="text-align: right;">\$1,030,828</td> </tr> <tr> <td>Competitive <u>Public Service</u> pool</td> <td style="text-align: right;"><u>\$ 237,833</u></td> </tr> <tr> <td>PY 2020 CDBG funds available</td> <td style="text-align: right;">\$1,585,888</td> </tr> </table>	Planning and Administration	\$ 317,177	Competitive <u>Project</u> pool	\$1,030,828	Competitive <u>Public Service</u> pool	<u>\$ 237,833</u>	PY 2020 CDBG funds available	\$1,585,888
Planning and Administration	\$ 317,177								
Competitive <u>Project</u> pool	\$1,030,828								
Competitive <u>Public Service</u> pool	<u>\$ 237,833</u>								
PY 2020 CDBG funds available	\$1,585,888								

	<p>Applications recommended for funding were reviewed to ensure that the maximum percentages allowed under the program were not exceeded. Up to 15 percent of the total CDBG grant can be used to fund public services and up to 20 percent of the grant can be used for planning and administration. In addition, 70 percent of the grant must be used to benefit low-to-moderate income families.</p> <p>Two previously CDBG-funded activities are being carried forward from prior years to our 2020 Action Plan.</p> <ul style="list-style-type: none"> • Anoka County \$333,000 - Continue Single-Family Home Rehabilitation Loan Program • Metropolitan Consortium of Community Developers (MCCD) \$600,000 - Administer Countywide Business Revolving Loan Fund <p>HOME Summary: To be eligible for Home Investment Partnerships (HOME) funds, Anoka, Dakota, Suburban Ramsey and Washington counties and the cities of Woodbury and Coon Rapids are part of a consortium. Dakota County is the lead agency and is responsible for the administration of the HOME program. For 2020, as a consortium member, Anoka County will receive a HOME allocation of \$587,642.</p> <p>HOME Allocations Breakdown</p> <table border="0"> <tr> <td>Administration (10% of grant)</td> <td>\$ 58,764</td> </tr> <tr> <td>Projects</td> <td>\$164,000</td> </tr> <tr> <td>Unallocated HOME</td> <td>\$276,732</td> </tr> <tr> <td>Unallocated CHDO (set aside 15%)</td> <td><u>\$ 88,146</u></td> </tr> <tr> <td>PY2020 HOME funds available</td> <td>\$587,642</td> </tr> </table> <p>The HOME program requires a minimum of 15 percent of the grant be put aside for a Community Housing Development Organization (CHDO). A maximum of 10 percent of the grant for can be used for administrative costs.</p> <p>See the attached spreadsheet “FINAL Funding Recommendations for 2020 HOME & CDBG Applications” for a breakdown of all funding requests and recommendations.</p>	Administration (10% of grant)	\$ 58,764	Projects	\$164,000	Unallocated HOME	\$276,732	Unallocated CHDO (set aside 15%)	<u>\$ 88,146</u>	PY2020 HOME funds available	\$587,642
Administration (10% of grant)	\$ 58,764										
Projects	\$164,000										
Unallocated HOME	\$276,732										
Unallocated CHDO (set aside 15%)	<u>\$ 88,146</u>										
PY2020 HOME funds available	\$587,642										
SUPPORTING DOCUMENTATION	<ul style="list-style-type: none"> • Resolution 2020-_____ with attached Exhibit A • FINAL Funding Recommendations for 2020 HOME and CDBG Applications. • Copies of the legal publication and public comments are available for public review in the Community Development office. 										
FUNDING SOURCE	Department of Housing and Urban Development (HUD).										
RECOMMENDATIONS	Consider approval of the 2020 Community Development Block Grant and HOME Investment Partnerships Program funding recommendations and approval of the 2020 Action Plan and five-year 2020-2024 Consolidated Plan.										

2020 CDBG/HOME Applications 3.5.2020

HUD Released Funding Allocations 2/19/2020 – Amounts listed are actual, not estimates

#	Applicant	Activity	Requested	Recommended
HOME (2 apps)				
--	Program Admin: \$58,764	AC \$44,073 + DC \$14,691	\$58,764	\$58,764
1	Twin Cities Habitat for Humanity	2020 Scattered Site Acquisition (2 Sites)	\$140,000	\$140,000
2	YMCA Greater Twin Cities	Tenant Based Rent Assistance - Homeless Youth	\$24,000	\$24,000
--	Unallocated HOME funds	HOME \$276,732 + CHDO Set-aside \$88,146	\$364,878	\$364,878
		2020 HOME funds \$587,642	\$587,642	\$587,642
CDBG Planning: (No apps) + Admin and Fair Housing				
--	Anoka County: Program Admin		\$308,177	\$308,177
--	Anoka County: Fair Housing		\$9,000	\$9,000
		2020 CDBG planning funds \$317,177	\$317,177	\$317,177
CDBG Projects (3 apps)				
1	Duffy Development Company	Anoka TOD Affordable Housing - Land Acquisition	\$735,000	\$735,000
2	Rise, Inc.	Renovate Parking Lot & Entry of Rise Building	\$160,000	\$160,000
3	The Dwelling Place	Rehab Transitional Housing Domestic Abuse	\$64,000	\$64,000
--	Davis Bacon Consultant 2%	Expense to be in Contracts for Projects 2 & 3	\$4,500	\$4,500
--	Unallocated Project funds		\$67,328	\$67,328
		2020 CDBG project funds \$1,030,828	\$1,030,828	\$1,030,828
CDBG Public Services (18 apps)				
4	Alexandra House, Inc.	Salary/Benefits 1 Emergency Shelter Advocate	\$43,800	\$0
5	Anoka Co HS / Housing Court	1 PT Staff + Emergency Finance Assistance	\$60,000	\$25,000
6	Anoka Co Job Training Center	Salary 1 Staff Disability Resource Coordinator	\$40,000	\$0
7	Anoka Ramsey Comm. College	Crisis Grants	\$30,000	\$0
8	Apple Tree Dental	Dental Equipment for Coon Rapids Office	\$34,904	\$35,000
9	Cars for Neighbors	Vehicle Repair Program - Labor & Parts	\$40,000	\$40,000
10	Elevate Hope House	Purchase 8-Passenger Van	\$16,800	\$0
11	Hearts & Hammers – TC	Rehab Exteriors of Houses Owned by Seniors	\$10,000	\$10,000
12	Hope 4 Youth	Homeless Youth Outreach Pilot – Columbia Heights	\$31,726	\$0
13	Impact Services	Meals on Wheels - Food, Mileage & Equipment	\$40,000	\$40,000
14	Lee Carlson Center	Purchase Van for Bridgeview Program	\$45,000	\$0
15	Linwood Township	Fire Dept. Generator & Flat Bottom Rescue Boat	\$114,958	\$0
16	Mediation & Restorative Services	Salary 1 Staff for Pre-Eviction Mediation Services	\$43,000	\$0
17	Neighborhood HealthSource*	Salary Nurse Prac, Med. Asst. & 2 laptops	\$51,600	\$0
18	Nucleus Clinic	Salary Nurse Prac, Admin & Meds/Supplies/Lab	\$52,820	\$16,000
19	SACA	Food & Utilities for Food Shelf	\$20,000	\$15,000
20	The Salvation Army	Food & Supplies for Food Shelf	\$15,000	\$15,000
21	Youthway Ministries	New Food Shelf in SLP- Supplies, Food & Gas	\$19,200	\$15,000
--	Unallocated Public Service funds			\$26,883
		2020 CDBG public service funds \$237,883	\$708,808	\$237,883

*merged with North Metro Pediatrics in 2019

2020 Action Plan -Two previously CDBG-funded activities are being carried forward from prior years.

- **Anoka County \$333,000** - Continue Single-Family Home Rehabilitation Loan Program
- **Metropolitan Consortium of Community Developers (MCCD) \$600,000** - Administer Countywide Business Revolving Loan Fund

Anoka County

Resolution No. 2020

RESOLUTION APPROVING ANOKA COUNTY'S 2020-2024 CONSOLIDATED PLAN INCLUDES 2020 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME INVESTMENT PARTNERSHIPS PROGRAM AND AUTHORIZING SUBMISSION OF SUCH GRANT REQUEST TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, Anoka County is an Entitlement County that includes the Entitlement Community of Coon Rapids for the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program; and,

WHEREAS, Anoka County is entitled to HOME Investment Partnerships Program (HOME) funding through its participation in the Dakota County HOME Consortium with the cities of Coon Rapids and Woodbury and the counties of Anoka, Dakota and Suburban Ramsey; and,

WHEREAS, each Entitlement Community is required to adopt a Consolidated Plan that establishes priorities for the use of CDBG and HOME funds; and,

WHEREAS, the proposed projects in the 2020 Annual Action Plan are eligible projects and are priorities identified in the 2020-2024 Consolidated Plan; and,

WHEREAS, the application process for CDBG and HOME funds requires the submission of an Annual Action Plan to the U.S. Department of Housing and Urban Development; and,

WHEREAS, the Annual Action Plan and Five-Year Consolidated Plan requires a thirty-day public notice and public hearing before approval; and,

WHEREAS, the required public hearings were held on March 10, 2020, at 10:15 a.m. during the Anoka County Housing and Redevelopment Authority Board meeting in Room 705 of the Anoka County Government Center, 2100 Third Avenue, Anoka, Minnesota; and at 9:00 a.m. during the April 21, 2020, Dakota County Board meeting in the county board room of the Dakota County Administration Center, 1590 West Highway 55, Hastings, Minnesota and the Anoka County public comment period for the 2020-2024 Consolidated Plan and PY20 Annual Action Plan was held from March 13, 2020, through April 13, 2020; and,

WHEREAS, seven oral comments were received at the public hearing and three written comments were received during the 30-day public comment period and considered during the development of the 2020-2024 Consolidated Plan and Annual Action Plan; and,

WHEREAS, receipt of the CDBG funds will require execution of a grant agreement between Anoka County and HUD:

NOW, THEREFORE, BE IT RESOLVED by the Anoka County Board of Commissioners that the Anoka County 2020-2024 Consolidated Plan and 2020 Annual Action Plan for the CDBG and HOME programs is approved for submission to HUD.

BE IT FURTHER RESOLVED that the Anoka County Board Chair or her/his designee is authorized to execute and submit the Application for Assistance and Certifications.

BE IT FURTHER RESOLVED that the Anoka County Administrator or the Executive Director of the Anoka County Housing and Redevelopment Authority are hereby designated as the certifying officers for the environmental reviews.

BE IT FURTHER RESOLVED that the Board Chair or her/his designee is authorized to execute the Fiscal Year 2020 CDBG Agreement with HUD for the acceptance of the CDBG funds upon final receipt of the documents and the Fiscal Year 2020 HOME Agreement with Dakota County Community Development Agency for the acceptance of the HOME funds upon final receipt of the documents.

BE IT FINALLY RESOLVED that the Director of Community and Government Relations is authorized to execute agreements and/or contracts with cities and agencies receiving CDBG and HOME funding.

Adopted by the Board of Commissioners of Anoka County this 12th day of May.

Chair

Secretary

ATTEST:

EXHIBIT A

Anoka County Funding Allocations & Contract Numbers for 2020 CDBG and HOME Activities

HOME Activities	Allocation	Contract
Anoka County: Administration (AC: \$44,073 + DC: \$14,691)	\$58,764	N/A
Twin Cities Habitat: 2 Scattered Sites Acquire	\$140,000	C0007905
YMCA Greater Twin Cities: Tenant Based Rent Assistance - Homeless Youth	\$24,000	C0007904
Unallocated HOME Funds (\$276,732) CHDO Set Aside (\$88,146)	\$364,878	N/A

CDBG: Planning Activities	Allocation	Contract
Anoka County: Administration	\$308,177	N/A
Anoka County Fair Housing: Fair Housing Activities	\$9,000	N/A

CDBG: Project Activities	Allocation	Contract
Duffy Development Company: Anoka TOD Affordable Housing - Land Acquisition	\$735,000	C0007908
Rise, Inc: Renovate Parking Lot & Entry of Rise Building	\$160,000	C0007913
The Dwelling Place: Rehab Transitional Housing Domestic Abuse	\$64,000	C0007909
Davis Bacon Consultant 2%: Expense to be in Contracts for Projects 2 & 3	\$4,500	C0007689
Unallocated CDBG Project Funds	\$67,328	N/A

CDBG: Public Service Activities	Allocation	Contract
Anoka Co HS / Housing Court: Emergency Housing Financial Assistance	\$25,000	C0007918
Apple Tree Dental: Dental Equipment for Coon Rapids Office	\$35,000	C0007906
Cars for Neighbors: Car Repair and Car Donation to low-income clients	\$40,000	C0007907
City of Ham Lake: Purchase Senior Center Mini-Bus	\$33,258	C0007917
Hearts & Hammers-TC: Rehab Exteriors of Houses Owned by Seniors	\$10,000	C0007910
Impact Services: Meals on Wheels - Food, Mileage & Equipment	\$40,000	C0007911
Nucleus Clinic: Meds/ supplies	\$16,000	C0007912
SACA: Food & Utilities for Food Shelf	\$15,000	C0007914
The Salvation Army: Food & Supplies for Food Shelf	\$15,000	C0007915
Youthway Ministries: New Food Shelf in SLP- Supplies, Food & Gas	\$15,000	C0007916

2020 Action Plan - Previously funded CDBG projects carried forward from prior years.	Allocation	Contract
Anoka County: Continue CDBG Single-Family Home Rehabilitation Loan Program	\$333,000	NA
Business Revolving Loan Fund: Establish Countywide Business Revolving Loan Fund	\$600,000	NA



ANOKA COUNTY HRA ACTION ITEM

April 28, 2020

ACTION REQUESTED	Consider adopting the 2020 Dakota County Consortium Citizen Participation Plan.
BACKGROUND	<p>The 2020 Citizen Participation Plan identifies ways citizens can interact with the Dakota Consortium and all member counties. The majority of the interaction with citizens occurs as the Annual Action Plan; Consolidated Plan and CAPER are completed throughout the year.</p> <p>COVID-19 and social distancing have caused the Dakota Consortium to put into place the HUD waivers granted to jurisdictions authorizing a 5-day public comment period and the ability to utilize virtual public hearings.</p>
FUNDING SOURCE	N/A

**CITIZEN PARTICIPATION PLAN
DAKOTA COUNTY CONSORTIUM**

Anoka County/Dakota County/Suburban Ramsey County
Washington County/ City of Woodbury

1. Introduction

The Citizen Participation Plan, hereafter referred to as CPP, is the framework that sets forth the policies and procedures the Dakota County Consortium will follow to provide for and encourage public participation in the development of the jurisdictions' Consolidated Plan and Assessment of Fair Housing (AFH). The goal is to involve and partner with all local citizens, neighborhoods and areas impacted in the implementation of the housing and community development programs provided by the Consortium members. The CPP also applies to any substantial amendments to the Consolidated Plan, to the preparation of the Annual Action Plans, to the performance report which evaluates the progress in meeting the Consolidated Plan objectives and to the AFH.

The provisions of the CPP fulfill the statutory and regulatory requirements pursuant to 24 CFR parts 91 et al, the Dakota County Consortium is required to adopt as formula grantees of HUD entitlement fund programs. The Dakota County Consortium receives entitlement funds from the following three programs: Community Development Block Grant (CDBG), the HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG). These programs provide approximately \$4.5 million in federal grants for community economic development and housing priorities. The Dakota County Consortium also applies for other federal funding such as Shelter Plus Care (S+C), Supportive Housing Program (SHP) and Neighborhood Stabilization (NSP) to achieve its objectives. Dakota County is the only recipient of ESG funds. As such, all references in this document related to ESG uses pertain only to Dakota County.

This is the overall Citizen Participation Plan for the Dakota County Consortium. Each member community must meet the minimum requirements set forth herein. However, members are free to add opportunities for citizen participation beyond those required here.

2. Definitions

The Dakota County Consortium, here on referred to as *the Consortium*, members are made up of Anoka County, Suburban Ramsey County, Washington County, and the City of Woodbury. Dakota County is the lead agency for the Consortium and has appointed the Dakota County Community Development Agency (CDA) the lead entity responsible to oversee the administration of the Consortium and submit all consolidated planning documents to HUD.

Each Consortium member is considered a formula grantee for CDBG funds on their own; as an authorized formation for the purpose of receiving HOME funds; and Dakota County only receives ESG funds. A fourth grant, which the Consortium is not a direct recipient of, Housing Opportunities for Persons with AIDS (HOPWA), is regionally covered by the City of Minneapolis which administers HOPWA funding for the metropolitan area.

A *federal formula grant* is awarded to a jurisdiction based upon a formula that takes into account factors such as the number of households in poverty, age of housing stock, population and economic growth, and in the case of HOPWA, the number of reported cases of people with AIDS in the metropolitan area. The U.S. Congress appropriates federal grants annually so each grant amount may vary from year to year.

Each grant fund is subject to specific regulatory requirements and has specific applications for which the funds can be spent.

- *The Community Development Block Grant (CDBG)* is a flexible program that granted to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities
- *The HOME Investment Partnership (HOME)* provides formula grants to States and localities that communities used-often in partnership with local nonprofit groups-to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.
- *The Emergency Solutions Grant (ESG)* recipients are state governments, large cities, and urban counties who provide assistance for individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.
- *Housing Opportunities for Persons with AIDS (HOPWA)* is provided to the eligible metropolitan statistical area (EMSA) and can be used for a variety of housing and services for people living with HIV and their families.

As recipients of these formula grant funds, the Consortium is required to produce the following documents:

- *The Consolidated Plan* is a five-year planning document intended to established a unified vision for community development, outlines coordinated strategies to address community needs related to housing and economic development, identifies proposed programs and establishes goals and projected accomplishments over the five-year period.
- *Annual Action Plan* is the annual planning document that describes how the specific federal formula funds are going to be spent over the course of the upcoming program year and the projects that will be undertaken to accomplish the strategies and goals that were set forth in the five-year Consolidated Plan.
- *Consolidated Annual Performance and Evaluation Report (CAPER)* is the annual report that evaluates the uses of the formula grants, outlines the yearly expenditures, and assesses the jurisdictions' progress at implementing their Annual Action Plan as well as reaching the goals set in the five-year Consolidated Plan.
- *Assessment of Fair Housing (AFH)* is an analysis of fair housing issues in the Consortium's jurisdictions and region that results in goals that inform the strategies and actions of the Consolidated Plan and the Annual Action Plan.¹

¹ HUD published three Notices on May 23, 2018 in the Federal Register clarifying Consolidated Plan program participants' legal obligation to affirmatively further fair housing. The Notices announced HUD has withdrawn the current version of the Local Government Assessment Tool, which is used to complete the Assessment of Fair Housing (AFH). Therefore, the Consortium must continue to comply with applicable fair housing planning procedures, meaning the Consortium should comply with the existing Analysis of Impediments (AI) to fair housing choice requirements by having an up-to-date AI and taking action to affirmatively further fair housing in accordance with the AI.

- *Substantial Amendment* is an amendment to any of the aforementioned documents by which a “substantial change” in priority need/objective or planned activity is to occur. A “substantial change” is defined further in the Citizen Participation Plan.

The Consortium’s fiscal/program year runs July 1 through June 30. The Consortium must submit its Consolidated Plan by May 15 in the year it is due, Annual Action Plans by May 15 each year, and CAPERs by September 28 each year.

The intent of the grants is to principally benefit low – and moderate–income persons or low-and moderate-income neighborhoods:

- *Moderate-income* is a household whose income is 80% or less of the area median income (AMI).
- *Low-income* is a household whose income is below 50% AMI.
- *A low-and moderate-income neighborhood* is a geographic area where more than 51% of the households have incomes that are at or below 80% of AMI.
- *Area Median Income (AMI)* is the median income determined by HUD for a particular area. HUD sets the area median income each year by publishing a table that shows median income for households of different sizes. Find the area median income table at: <http://www.huduser.org/portal/datasets/il.html>

All members of the Consortium are a part of the Minneapolis-St. Paul-Bloomington MSA.

3. Encouraging Citizen Participation

Interested groups and individuals are encouraged to provide input into all aspects of the Consortium’s consolidated planning activities, from assessing needs and setting priorities through performance evaluations. The CPP outlines the Consortium’s responsibility for providing opportunities for active participation from citizens of all income levels to contribute information, ideas, and opinions about ways to improve our neighborhoods, promote housing affordability, and enhance the delivery of public services to local residents.

In developing its Consolidated Plan, Annual Action Plans, Substantial Amendments, CAPER and AFH, the Consortium will take appropriate actions to encourage citizen participation by all residents of the Consortium-member communities, emphasizing the involvement of:

- Low-and moderate-income persons, particularly those living in areas where federal funds are proposed to be used;
- Residents of predominantly low-and moderate-income neighborhoods;
- Minorities;
- Persons with Limited English Proficiency;
- Persons with disabilities;
- Residents of public and assisted housing developments; and
- Local and regional institutions, the regional Continuum of Care (known as SMAC) and other organizations including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations.

Each member will decide how best to engage the citizens within their jurisdiction. Each member must afford its citizens the opportunity to comment on the development of the Consolidated Plan/Annual Action Plan, AFH and on performance reports (CAPER) by way of a public comment period and a public hearing. Additional methods the public *may* be engaged:

- Community meetings
- Focus groups
- Surveys
- Public Housing Agency (PHA) plans

a. Public Hearings

Each member of the Consortium individually will typically conduct at least two public hearings a year to obtain citizens' views and respond to comments and questions. An additional public hearing will be held during the year AFH is being developed. The hearings will take place at different stages of the planning processes. At least one public hearing will be held to solicit comments on the development of the Consolidated Plan and/or Annual Action Plan and AFH, which includes the proposed uses of CDBG, HOME and ESG funds or fair housing issues. Another public hearing will occur during the development of the CAPER, which will be held prior to the submission to HUD. Information about the time, location and subject of each hearing will be provided to citizens through the adopted public notice procedures.

As the lead entity for the Consortium, the Dakota County Board of Commissioners will hold a public hearing prior to the submission of the Consolidated Plan and/or Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). Governing boards of other consortium members may also hold public hearings for their residents.

Every effort will be made to ensure that public hearings are inclusive. Hearings will be held at convenient times to accommodate work and school schedules, preferably in the evening, and at locations where people most affected by proposed activities can attend. The Consortium will utilize public hearing facilities that are accessible to persons with mobility impairments, usually libraries, administration buildings, or city halls. The Consortium will also utilize virtual public meeting technology when necessary to comply with federal, state, or local emergency orders issued for public health, natural or other declared disasters, or for other reasons as may arise from time to time. Each Consortium member will provide detailed information to the public about the virtual public meeting technology that will be used and how the public can provide comments during the public meetings.

If notice is given at least seven (7) days before a hearing date, the Consortium will provide reasonable accommodations for limited English proficient persons and persons with visual and/or hearing impairments. Each Consortium member will follow their adopted LEP plans

b. Public Notices and Publication of the Proposed Consolidated Plan

A public notice will be published in one or more newspapers of general circulation at least ten (10) days prior to the public hearing but not more than two (2) weeks. When possible, the Consortium will utilize display ad notices in newspapers of general circulation. Due to the high cost of publishing in print media, a summary of the proposed Consolidated Plan and/or Annual Action Plan will be published. Consortium members will post either a full document or an executive summary on their website and any other websites deemed appropriate.

The information to be provided to the public on or before the public hearing will include:

1. The amount of assistance the local government expects to receive (including grant funds and program income);
2. The range of activities that may be undertaken;
3. The estimated amount of funding that will benefit person of low-and moderate incomes; and
4. The anti-displacement and relocation plan

Either the full document or an executive summary of the Consolidated Plan, Annual Action Plans, CAPER and/or AFH will be made available at the main office of each Consortium member and at various locations throughout the Consortium member's jurisdiction. Locations would include public libraries, government centers, and city halls.

Citizens and groups may obtain a reasonable number of free copies of the proposed Consolidated Plan or AFH by contacting the main office of the Consortium member(s). A list of contact information can be found on page 7 of the CPP.

c. Public Comments

Citizens and other interested parties may present oral comments at the time of a hearing and/or submit written comments. A public comment period of not less than thirty (30) days will be afforded for the Consortium to receive comments from citizen on its proposed Consolidated Plan and/or Annual Action Plan, any substantial amendments to the plans and AFH.

[COVID-19 PANDEMIC WAIVERS](#): HUD released a memo on March 31, 2020 that provided waivers to certain provisions of federal statutes pertaining to the 30-day public comment period due to the COVID-19 pandemic for the Consolidated Plan and Annual Action Plans. Dakota County informed the Minneapolis Field Office on April 8, 2020 that it would utilize the waivers to reduce the public comment period from 30 days to no less than five days for any substantial amendments to the FY 2020 Action Plan and FY 2019 Action Plan to use funds from these years for activities related to the COVID-19 pandemic. HUD also released memos on April 10, 2020 that provided waivers due to the COVID-19 pandemic for the HOME Program. The Dakota County HOME Consortium informed the Minneapolis Field Office on April 17, 2020 that Consortium members would utilize the waivers to reduce the 30-day comment period to not less than five days. This waiver is in effect for any necessary substantial amendments to FY 2020 and earlier Consolidated Plans or Action Plans.

The public comment period for the CAPER will be fifteen (15) days.

The Consortium will consider all comments or views of citizens received in writing or orally at public hearings and during the public comment period in preparing the final Consolidated Plan and/or Annual Action Plan or AFH. A summary of these comments or views, and a summary of any comments or views not accepted and any such reasons therefore not accepted, shall be included in the applicable Consolidated Plan and/or Annual Action Plan or CAPER of AFH.

Consortium members are required to respond to complaints. See section 7 of the CPP for further details on the process members will follow.

d. Technical Assistance

Groups or individuals interested in obtaining technical assistance to develop project proposals or apply for funding assistance through HUD formula grant programs covered by the Consolidated Plan may contact staff of the Consortium. The level and type of assistance provided is determined by the Consortium member. Receiving technical assistance does not guarantee award of funds.

4. Displacement and Relocation

Each Consortium member prepares an anti-displacement and relocation plan. Consortium members attempt to avoid displacement whenever possible, while realizing that in some situations it is unavoidable. In the event displacement occurs, Consortium members will follow their HUD approved Anti-displacement and Relocation Plans. These plans are available for review upon request.

5. Amendments to the Consolidated Plan or Annual Action Plans

The CPP requires the Consortium to identify the criteria it will use for determining what constitutes a substantial amendment to the Consolidated Plan and/or Annual Action Plans. The Consortium shall amend its approved plan whenever it makes on one of the following decisions:

- An activity included in a consolidated plan or annual action plan is canceled;
- An activity not previously included in a consolidated plan or annual action plan is added;
- An activity's budget is increased or decreased by \$100,000.00 or more at one time;
- The location and/or national objective of an activity changes; or
- The allocation priorities within a Consortium member's jurisdiction change.

Notices announcing the requested substantial amendment and the start of a thirty (30) day public comment period will appear in one or more newspapers of general circulation. After the comment period, the requested change goes before the appropriate governing body for approval. Changes that occur that do not meet the above definition are considered administrative in nature and do not go through the substantial amendment process. These changes are made internally and appear in the CAPER at the end of the program year.

[COVID-19 PANDEMIC WAIVERS](#): HUD released a memo on March 31, 2020 that provided waivers to certain provisions of federal statutes pertaining to the 30-day public comment period due to the COVID-19 pandemic for the Consolidated Plan and Annual Action Plans. Dakota County informed the Minneapolis Field Office on April 8, 2020 that it would utilize the waivers to reduce the public comment period from 30 days to no less than five days for any substantial amendments to the FY 2020 Action Plan and FY 2019 Action Plan to use funds from these years for activities related to the COVID-19 pandemic. HUD also released memos on April 10, 2020 that provided waivers due to the COVID-19 pandemic for the HOME Program. The Dakota County HOME Consortium informed the Minneapolis Field Office on April 17, 2020 that Consortium members would utilize the waivers to reduce the 30-day comment period to not less than five days. This waiver is in effect for any necessary substantial amendments to FY 2020 and earlier Consolidated Plans or Action Plans.

6. Access to Records

The Consortium will provide citizen, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and/or, Annual Action Plans, AFH and the use of funds under the CDBG, HOME and ESG programs during the preceding five years.

A hard copy of the final adopted Consolidated Plan, Annual Action Plans, CAPER and AFH will be available for public inspection during normal business hours of the Consortium members' main office. Electronic versions of the aforementioned documents are available at all times on the Consortium members' websites. Residents without computers and/or internet access may gain access to the documents at any public library location throughout the Consortium's jurisdictions.

If requested, the public will be provided a reasonable number of free copies of each aforementioned document within a reasonable period of time. If requested, the document will be provided in alternative formats within a reasonable period of time and mailed copies to those who are homebound.

7. Response to Written Citizen Complaints

The Consortium will, to the best of its ability and to the extent possible, provide within fifteen (15) working days a written response to any complaint related to the Consolidated Plan, Annual Action Plans, Substantial Amendments, CAPER, AFH or Citizen Participation Plan made in writing to the appropriate Consortium member. A list of contacts is available in section 10 of the CPP.

8. Amendments to the Citizen Participation Plan

The Consortium will provide citizens with a reasonable opportunity, no less than ten (10) days, to comment on any substantial amendments to the Citizen Participation Plan.

[COVID-19 PANDEMIC WAIVERS](#): HUD released a memo on March 31, 2020 that provided waivers to certain provisions of federal statutes pertaining to the 30-day public comment period due to the COVID-19 pandemic for the Consolidated Plan and Annual Action Plans. Dakota County informed the Minneapolis Field Office on April 8, 2020 that it would utilize the waivers to reduce the public comment period from 30 days to no less than five days for any substantial amendments to the FY 2020 Action Plan and FY 2019 Action Plan to use funds from these years for activities related to the COVID-19 pandemic. HUD also released memos on April 10, 2020 that provided waivers due to the COVID-19 pandemic for the HOME Program. The Dakota County HOME Consortium informed the Minneapolis Field Office on April 17, 2020 that Consortium members would utilize the waivers to reduce the 30-day comment period to not less than five days. This waiver is in effect for any necessary substantial amendments to FY 2020 and earlier Consolidated Plans or Action Plans.

9. Availability of the Citizen Participation Plan

Copies of the Citizen Participation Plan may be obtained by contacting the appropriate Consortium member. Upon request, Consortium members will make the plan available in an alternative format of anyone requested a special accommodation.

10. Contact and Resource Information

If a resident of:	Contact	Address & Phone Number	Web Site
Anoka County	Community Development Manager	Anoka County Courthouse 2100 Third Ave Suite W-250 Anoka, MN 55303 763-324-4613	www.co.anoka.mn.us
Dakota County	Community & Economic Development Representative	1228 Town Centre Drive, Eagan, MN 55123 651-675-4400	www.dakotacda.org
Ramsey County	Community & Economic Development Representative	250 Ramsey County Court House 15 W Kellogg Blvd St Paul, MN 55102 651-266-8000	www.co.ramsey.mn.us
Washington County	Housing & Redevelopment Representative	Washington County HRA 7645 Currell Boulevard Woodbury, MN 55125 651-458-0936	www.wchra.com
Coon Rapids	City Administrator	11155 Robinson Dr Coon Rapids, MN 55433 763-755-2880	www.ci.coon-rapids.mn.us
Woodbury	Community Development Coordinator	8301 Valley Creek Road Woodbury, MN 55125 651-414-3438	www.ci.woodbury.mn.us

The Dakota County Consortium Adopted a Citizen Participation Plan:
5/1998

Since then it has been revised:

5/2000	5/2015
6/2002	5/2016
11/2004	7/2017
5/2005	6/2018
8/2009	5/2019
6/2010	5/2020
7/2012	
5/2013	



ANOKA COUNTY HRA ACTION ITEM

April 28, 2020

ACTION REQUESTED	Consider approval of a Minimal Contact policy for the loan programs administered by the Community Development Department.
BACKGROUND	<p>COVID-19 has caused the Community Development Department to evaluate how best to serve the community while keeping staff and applicants safe.</p> <p>Currently the Community Development Department administers a CDBG single family homeowner deferred loan program, a MN Housing rehabilitation program, and the Department of Agriculture Best Management Practices Program that is used by Anoka County households needing repair of wells and septic systems.</p> <p>All programs require inspections and loan closing meetings. The updated policy will be used to keep staff and residents safe by not entering a home and conducting loan closings through the mail.</p>
FUNDING SOURCE	These programs are funded through CDBG, MN Housing and the Department of Agriculture. There are no County funds used.

Minimal Contact with Loan Programs (CDBG, MN Housing & AgBMP)

1. **Application Intake and Approval** – Nothing different other than contractor selection. Prioritize the following to the greatest extent possible:
 - a. Entirely outside projects (wells/septic, roofs, siding, windows, exterior doors).
 - b. Houses built in 1978 or more recently. Eliminates one or two face to face contact points (Risk Assessment and Clearance).
 - c. Confirm the selected applicant feels comfortable moving forward knowing some contract with contractors is unavoidable.

2. **Substitute a Phone Call In Lieu of the Initial Inspection/Meeting:**
 - a. Prepare for the phone call via email or a separate phone call:
 1. Send applicants advanced copies of the following:
 - a. Homeowner Information
 - b. If pre-1978: Lead Information, Renovate Right
 - c. Radon Information
 2. Ask applicants for advanced pictures of the areas requiring work so the Homeowner Rehabilitation Specialist (HRS) can review them before the phone call. The HRS will remind the borrower that we are prioritizing exterior projects that effect health and safety issues. Pictures are encouraged but not required.
 - b. Phone Call:
 1. The HRS will walk through the forms and ask applicants to sign and return them via email, county drop box, US mail or fax.
 2. Go over the project details and any concerns applicants have. Explain how we must prioritize health and safety exterior issues. Talk to applicants about the work needed and keep the expectations of the homeowner reasonable. The HRS will determine if the homeowner’s desired project needs to be amended by other issues that are perceived to be more important.
 3. Talk to applicants about their comfort level with having other people in their home. Go over the points of contact: Lead Risk Assessment and possible clearance (if applicable), radon abatement (if applicable), contractors bidding and contractors completing the actual work itself. Allow for delays as needed.
 - c. The HRS will visit the site alone, wearing protective gear such as a mask. The borrower will be encouraged to not interact with the HRS. The HRS will take pictures of the necessary exterior repairs and leave the site.

3. **Lead Risk Assessment** – The lead testing contractor can complete a risk assessment done in an hour. The contractor will wear gloves, a mask and will arrange for the house to be unoccupied during the clearance tests (approximately 30 minutes).
4. **Scope of Work write up** – This process will continue to be the same. The HRS must have approval of the scope, preferably in writing over email. If the borrower has no access to email, the HRS will take written notes that the borrower approves the Scope of work prior to mailing the complete bid packet. All bid packets will be mailed.
5. **Bidding the job** – It will be encouraged in our bid letters to have contractors bid the job based on pictures, and request bidding contractors to wear face masks if they must come to the borrower's property. In such cases, a change order is more likely.

If contractors must visit the site, the HRS would help the homeowner if necessary, by sending pictures to the potential contractor. This allows the bidding contractor to quickly look at the areas in question and then leave. Pictures do not need to be sent if the work is only exterior.

6. **Bid Review** – This process remains the same, except if the scope of work must be reduced to fit into the allotted amount. Scope reduction will be completed over the phone once the borrower has a copy of the lowest most reasonable bid.
7. **Loan Closing/Proceed to work** – Closings are temporarily held remotely via phone. The closing packet will be mailed to the borrower, and a separate packet for the contractor. The HRS will walk the borrower through each document over the telephone as they would in person.

Clear notes will be provided to indicate not to sign documents that need notarizing, until they are present in front of a notary. Information about finding a notary will be provided—most likely through the borrower's bank drive-thru. Borrowers will provide documents in a designated county drop box or mail the completed closing documents to office. Drop off is encouraged.

A separate call will be conducted with the contractor to ensure they have no questions.

8. **Inspections** – Temporarily suspend typical requirement that the HRS inspects the work on site and allow payment without permitting inspections.
 - a. Schedule in-person inspection on all exterior work. Ask all questions over the phone beforehand. The inspection itself should take place alone. Establish the comfort level of both parties for such an arrangement.
 - b. Interior work should be inspected using pictures or even video supplied by the contractor, or the owner. Owner is the preference; however, many Anoka County program borrower's likely do not have this capability.
 - c. When processing the check, request required documents including the invoice, relevant lien waivers, owner's approval (prefer comp cert, email approval will suffice), and permits.