City of Woodbury 2021 Annual Action Plan
as amended on October 27, 2021 and January 26, 2022

Executive Summary

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

1. Introduction

The City of Woodbury became a Community Development Block Grant (CDBG) entitlement jurisdiction and a HOME Investment Partnerships Program (HOME) participating jurisdiction via the Dakota County HOME Consortium in Federal Fiscal Year 2010. Woodbury’s first program year ran from July 1, 2010 to June 30, 2011. This Annual Action Plan (AAP) governs Woodbury’s use of CDBG and HOME during Program Year 2021 (PY21) which spans from July 1, 2021 to June 30, 2022.

CDBG funds are allocated to the City directly from the U.S. Department of Housing and Urban Development (HUD). The City will access HOME funds through its membership in the Dakota County HOME Consortium. The City of Woodbury is not a direct recipient of other HUD funds such as the Emergency Solutions Grant, Housing Opportunities for People with AIDS or the Neighborhood Stabilization Program. Additionally, the City of Woodbury does not administer any public housing programs.

To meet the timelines established by HUD for accessing the funds on July 1, 2021, this AAP must be approved not later than May 15, 2021 with a public hearing held on March 24, 2021, a subsequent 30-day comment period and a potential City Council approval of the AAP on May 12, 2021.

The amounts identified below constitute the potential sources of funds for the PY21 activities:

- $250,782 annual CDBG award;
- $72,439 in projected CDBG program income;
- $248,919 in estimated unexpended prior year CDBG funds;
- $83,251 annual HOME award less $12,488 CHDO setaside;
- $400,000 of prior year HOME funds that had previously been allocated to projects in Anoka County;
- $4,200 in projected HOME program income; and
- $89,280 in estimated unexpended prior year HOME funds.

Program income is projected based on the assumption that CDBG- and HOME-funded loans from past program years are repaid according to schedule.
The City does not anticipate the ability to use HOME funds on a project coordinated by a Community Housing Development Organization (CHDO) because there are no viable CHDOs currently active in Woodbury. As such, of the annual HOME award, only 85 percent will be able to be invested in HOME projects in Woodbury. However, other members of the Dakota County HOME Consortium may have projects eligible for the CHDO setaside ensuring that the funds will be invested in the region.

The City Council adopted a resolution at its January 27, 2021 meeting identifying parks and affordable housing as the two high priorities for use of CDBG and HOME funds. The map below shows the Census Tract Block Groups in which CDBG may be invested for park projects that are determined to benefit low- and moderate-income households on an area basis (LMA). A playground and hockey rink reconstruction project at Shawnee Park, as depicted in the map below, is within such a Census Tract Block Group and will be recipient of PY21 CDBG funds.
2. Summarize the objectives and outcomes identified in the Plan

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

The executive summary of the 2020-2024 Consolidated Plan discusses the housing needs assessment (NA-10), disproportionately greater needs (NA-15, NA-20, NA-25 and NA-30), public housing (NA-35), homeless needs (NA-40), non-homeless special needs (NA-45) and non-housing community development needs (NA-50).

This 2021 AAP proposes to invest $47,140 of CDBG for program administration including but not limited to oversight, program audit, training, affirmatively furthering fair housing, small area studies, affordable housing research, coordination and monitoring of the program and coordination and oversight of HOME expenditures. Not more than the sum of twenty percent of the annual CDBG grant and twenty percent of program income earned during the year may be spent on program administration.

This 2021 AAP also proposes to pay $2,081 of HOME to the Dakota County Community Development Agency (CDA) for program administration given that Woodbury accesses HOME as a member of the Dakota County HOME Consortium. Separate from this administrative fee, the City proposes to invest $5,000 of HOME administrative dollars to pay Affordable Housing Connections, Inc. to facilitate income- and related-monitoring activities at the HOME-funded projects at The Glen at Valley Creek as well as Cobble Hill per the terms of a previously approved five-year contract.

Separate from the use of CDBG and HOME administrative dollars referenced above, the City will invest $1,082,513.49 in projects funded by CDBG and HOME including:

- $525,000 of CDBG for a playground and hockey rink reconstruction project at Shawnee Park.
- $557,513.49 in HOME to finance Orville Commons, a 235-unit rental community serving households earning on average not more than 50% of AMI. The HOME funds will be secured by a mortgage and deferred note and four HOME-assisted units will be secured by a deed restriction on the property.
3. Evaluation of past performance

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

Each year, not later than September 30th, the City submits to HUD a Consolidated Annual Performance and Evaluation Report (CAPER) which captures progress toward meeting needs and achieving strategies established in a Consolidated Plan and the Annual Action Plans. Each of the CAPERs that Woodbury has submitted to HUD since 2010 has been accepted and approved by HUD. Woodbury’s most recent CAPER, covering the activities of PY19, was approved by HUD on November 13, 2020.

In the past, Woodbury has been successful in achieving affordable housing goals as well as public facility improvements using CDBG and HOME. The following projects have been funded since 2010 using these HUD funds:

- 2010-present: 46 First-time Homeownership and Foreclosure Purchase Program loans
- 2010-present: fair housing investments via the Fair Housing Implementation Council
- 2010: Expansion of Cree Park
- 2010: Rehab project at Garbe Well Site Park
- 2011: Development subsidy to Twin Cities Habitat for Humanity’s affordable homeownership units constructed in Garden Gate 2nd Addition
- 2016: Rehab project at Carver Lake Park
- 2017: Rehab project at Evergreen West Park
- 2017-2019: Development subsidy to the Washington County CDA’s Glen at Valley Creek redevelopment
- 2018: Rehab project at Windwood Passage Park
- 2019: Rehab project at Potawatomi Park
- 2020: Exterior repair project at Cobble Hill Apartments
- 2020: Rehab project at Ojibway Park
- 2021: Rehab project at Menomini Park (funded as part of 2020 AAP with construction anticipated to be completed in 2021)

Separate from the list above of “standard” CDBG and HOME investments, the federal CARES Act created supplemental CDBG dollars known as CDBG-CV. CDBG-CV dollars must be used to plan for, prepare for or prevent the spread of COVID-19. The City received an allocation of CDBG-CV dollars in an amount of $382,340 and allocated the funds as follows:
• $238,000 to the Washington County Community Development Agency to provide emergency housing assistance to income-qualified Woodbury homeowners;
• $39,000 for urgent public safety needs of the City of Woodbury that do not otherwise have a funding source;
• $31,000 to the Christian Cupboard Emergency Food Shelf;
• $26,000 to Community Action Partnership of Ramsey and Washington Counties to provide emergency housing assistance to income-qualified Woodbury residents;
• $19,000 to SoWashCo CARES to provide mental health assistance to ISD 833 families who live in Woodbury;
• $15,000 to the Woodbury YMCA to provide free child care to residents impacted by COVID-19; and
• $14,340 for program administration

This 2021 AAP notes that funds allocated to the Menomini Park project by the 2020 AAP will be expended during both PY20 and PY21 due to the seasonality of the construction season.

4. **Summary of Citizen Participation Process and consultation process**

In addition to conversations with key housing stakeholders such as the Washington County CDA and a variety of realtors, loan officers and housing developers, formal citizen participation process occurred on the following dates:

1. Public comment period regarding funding priorities for PY21 was open from December 28, 2020 to January 26, 2021;
2. January 27, 2021 Council meeting establishing parks and affordable housing as 2021 AAP high funding priorities;
3. March 24, 2021 public hearing on draft 2021 AAP;
4. Public comment period regarding draft 2021 AAP was open from March 25, 2021 to April 23, 2021;
5. May 12, 2021 adoption of 2021 AAP;
6. Public comment period regarding amendment to the 2021 AAP was open from September 24, 2021 to October 25, 2021;
7. October 27, 2021 adoption of amendment to 2021 AAP following a public hearing.
8. Public comment period regarding amendment to the 2021 AAP was open from December 27, 2021 to January 25, 2022; and
9. January 26, 2022 adoption of amendment to 2021 AAP following a public hearing.

Meetings 1, 3, 4, 6, 7, 8, and 9 were noticed within the *Saint Paul Pioneer Press* and meetings 2, 3, 5, 7, and 9 occurred during regularly scheduled City Council meetings.
5. **Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the 2015-2019 Consolidated Plan.

A resident attended the October 27, 2021 public hearing and asked how the HOME funds connected to the Orville Commons project would be repaid in the future and whether this would present a burden on the City’s general levy. Staff described the accounting mechanisms in place that govern HOME funds.

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

The only comment received was a reasonable question that was answered by staff at the October 27, 2021 public hearing.

7. **Summary**

All CDBG and HOME funds will be invested according to the terms of this AAP with the two core programmatic areas of investment being public facility and affordable housing investments.
PR-05 Lead and Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<table>
<thead>
<tr>
<th>Agency Role</th>
<th>Name</th>
<th>Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDBG Administrator</td>
<td>WOODBURY</td>
<td>Community Development Department</td>
</tr>
</tbody>
</table>

Table 1 – Responsible Agencies

Narrative

The City of Woodbury’s Community Development Department is responsible for managing the CDBG and HOME programs as they are applied in Woodbury. Specifically, Karl Batalden, the City’s Community Development Coordinator has served as the project manager overseeing the development of the 2020-2024 Consolidated Plan and this 2021 Annual Action Plan. The City takes a collaborative approach; however, and has consulted closely with other members of the Dakota County Consortium to ensure consistency in the planning process. The City’s Community Development Director, as designated by Resolution Number 20-12 of the City Council, serves as the Certifying Officer for environmental reviews and other related matters.

Annual Action Plans are submitted to HUD through the online Integrated Disbursement and Information System (IDIS). Within IDIS, Annual Action Plans are broken into subsections that are specific to HUD’s various grant programs. Given that the City of Woodbury receives HOME as a sub-recipient member of the Dakota County HOME Consortium, information regarding HOME is gathered through Dakota County’s Annual Action Plan rather than Woodbury’s. As such, this City of Woodbury 2021 Annual Action Plan does not include Sections AP-60 or AP-65 regarding HOME.

Consolidated Plan Public Contact Information

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Housing and Economic Development Manager  
City of Woodbury  
8301 Valley Creek Road  
Woodbury, MN 55125  
karl.batalden@woodburymn.gov  
651-414-3438
AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

Introduction

As described below, Woodbury’s outreach and consultation strategies included efforts to work both public, private and non-profit resources available to the community.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Formal and informal relationships exist with both housing and service providers. Woodbury staff meets and consults regularly with housing and social service agencies, private industry, businesses, developers and other entities to enhance coordination and leverage both public and private entities. Examples of these partnerships and consultations include organizations including but not limited to:

- Christian Cupboard Emergency Food Shelf
- City of Woodbury Parks and Recreation Department staff
- CommonBond Communities
- Community Action Partnership of Ramsey and Washington Counties
- Dominium Inc.
- Duffy Development Corporation
- Fair Housing Implementation Council
- HousingLink
- Metropolitan Council
- Minnesota Housing Finance Agency
- SoWashCo CARES
- Twin Cities Habitat for Humanity
- Washington County CDA
- Woodbury Community Foundation

All of these partners have at some point played a specific role in the implementation of Consolidated Plan programs and activities. Many affordable housing development activities are carried out by not for profit agencies, developers, and the Washington County CDA. Along with developing and managing affordable housing, the Washington County CDA administers rental assistance programs, rental units, and housing counseling activities. This partnership and leveraging strategy has worked extremely well and has resulted in the provision of many housing and many non-housing improvements in Woodbury.

Specifically related to health services, publicly funded institutions and systems of care and corrections programs and institutions, the City of Woodbury partners with
Washington County who offers these services to Woodbury residents and stakeholders. Additionally, as part of the City of Woodbury’s Council Strategic Initiative 2017-02, the City partners with Woodbury Thrives, a local community initiative aimed at improving the health of residents in the broadest of ways: physical health, spiritual and emotional well-being and financial health. Woodbury does not expend CDBG or other federal funds toward these ends.

Please note with regard to fair housing services, the Twin Cities Fair Housing Implementation Council (FHIC) exists in the shape of a cooperative funding agreement among entitlement jurisdictions and is not technically an agency or organization. As such it is not included in the descriptions below. However, as referenced in Section AP-75, work with this group in fair housing is critical for compliance with federal requirements to affirmatively further fair housing.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Woodbury supports the Washington County CDA as the coordinator and part of the five metro county Continuum of Care (CoC). Suburban Metro Area Continuum of Care (SMAC) is comprised of Washington, Dakota, Anoka, Scott, and Carver counties. Three members of the local Washington County Housing Collaborative sit on the SMAC Board and provide the county specific input on local needs and priorities. The primary functions of SMAC are to provide a comprehensive response to homelessness, to evaluate and coordinate the homeless response system, evaluate program outcomes and to prepare and submit the HUD CoC collaborative funding application on a regional level.

The Washington County Heading Home Housing Collaborative was developed to address the needs of homeless and persons at risk of homelessness. The Collaborative is made up of local non-profit agencies, Washington County Community Services, Washington County CDA, faith community, state representatives, and interested community members. The Collaborative provides an avenue for providers to coordinate and learn of resources available in the community.

To address the needs of homeless persons and most efficiently utilize the resources available in the community, a Coordinated Access system has been developed. The Washington County system has been designed to meet the specific needs of the county with coordination with SMAC and state agencies to assure consistency across counties state wide. Washington County currently has two points of access for people experiencing homelessness; St. Andrew’s Community Resource Center for families, Washington County Community Services for singles which includes the Veterans Service Office and Housing Unit for veterans. Youth can contact either access point for services. An initial assessment is conducted to determine if the person or family can be...
diverted from homelessness with connections to resources. If they cannot be diverted, shelter options are determined. If it is determined housing is needed, a full assessment is conducted to determine the type of housing needed; rapid rehousing, transitional housing or permanent supportive housing. After the assessment is completed, the person or family is placed on a priority list until the appropriate housing option is available. Each county in the SMAC region has held their own priority list. In 2017, the SMAC region will be combining the priority list to one regional list. Assessment forms will be entered directly into the Homeless Management Information System (HMIS) and uploaded to the SMAC region priority list. Utilizing one priority list within the region will create efficiencies and provide clients greater access to housing options outside their county.

The five counties represented in the SMAC region have reorganized local committees to align with SMAC’s structure. The Collaborative will be comprised of three committees; Prevention and Outreach, Housing and Services, and Community Engagement and Education. Each committee will develop a work plan to guide the work.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate Emergency Solutions Grants (ESG) funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Woodbury is not a recipient of ESG funds.
2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

<table>
<thead>
<tr>
<th>Agency/Group/Organization</th>
<th>Washington County Community Development Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Housing&lt;br&gt;Public Housing Authority (PHA)&lt;br&gt;Services – Housing&lt;br&gt;Service – Fair Housing&lt;br&gt;Other government - County</td>
</tr>
<tr>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Housing Need Assessment&lt;br&gt;Public Housing Needs&lt;br&gt;Homeless Needs - Chronically homeless&lt;br&gt;Homeless Needs - Families with children&lt;br&gt;Homelessness Needs - Veterans&lt;br&gt;Homelessness Needs - Unaccompanied youth&lt;br&gt;Homelessness Strategy&lt;br&gt;Housing Opportunities for People with AIDS (HOPWA) Strategy&lt;br&gt;Market Analysis&lt;br&gt;Economic Development&lt;br&gt;Anti-poverty Strategy</td>
</tr>
<tr>
<td><strong>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</strong></td>
<td>Woodbury relies heavily on its partnership with Washington County and the Washington County CDA when it comes to the provision of social services. The County and the County CDA solicit feedback on a broad range of community development needs including but not limited to information pertaining to victims of domestic violence, HOPWA organizations and committees, transitional housing and chemical dependency agencies. The County CDA has a Resident Advisory Board for public housing residents that also provides input. The County CDA is also a key partner in local efforts connected to fair housing.</td>
</tr>
<tr>
<td>#</td>
<td>Agency/Group/Organization</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------</td>
</tr>
<tr>
<td>2</td>
<td>Christian Cupboard Emergency Food Shelf (CCEFS)</td>
</tr>
<tr>
<td>3</td>
<td>Habitat for Humanity Twin Cities</td>
</tr>
</tbody>
</table>

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

All agency types were consulted.
Other local/regional/state/federal planning efforts considered when preparing the Plan

<table>
<thead>
<tr>
<th>Name of Plan</th>
<th>Lead Organization</th>
<th>How do the goals of your Strategic Plan overlap with the goals of each plan?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuum of Care</td>
<td>Washington County CDA</td>
<td>Increase access</td>
</tr>
<tr>
<td>ThriveMSP 2040</td>
<td>Metropolitan Council</td>
<td>Increase supply/resilience of affordable housing as well as other required plan elements for the 2040 Comprehensive Plan process.</td>
</tr>
<tr>
<td>2040 Housing Policy Plan</td>
<td>Metropolitan Council</td>
<td>Increase supply/resilience of affordable housing.</td>
</tr>
<tr>
<td>2040 Comprehensive Plan</td>
<td>City of Woodbury</td>
<td>This is the principle planning document for the City of Woodbury and includes a number of housing policies and implementation steps.</td>
</tr>
</tbody>
</table>

Table 3 - Other local / regional / federal planning efforts

Narrative

As the administrator of the CDBG and HOME, Woodbury has informal and formal partnerships with the Washington County CDA, the Metropolitan Council, County government, local and regional non-profits, the Minnesota Housing Finance Agency and the Minnesota Department of Health to provide and maintain housing, services and economic development activities which formed this Consolidated Plan and will be integral in its implementation. Additionally, Woodbury’s Community Development Coordinator served on the Metropolitan Council’s Housing Policy Plan Working Group to help create a more efficient regional housing policy. It is important when it comes to fair housing to recognize that these are issues that cross municipal boundaries and effecting planning and communication with neighboring communities is a must.

Separate from this Annual Action Plan, attached to the 2020-2024 Consolidated Plan via Section AD-25, are both the regional Analysis of Impediments to Fair Housing and the Citizen Participation Plan of the Dakota County HOME Consortium. Note that at the time of the approval of this Plan, in accordance with Minnesota State Statutes 331A.04, the St. Paul Pioneer Press is designated as Woodbury’s newspaper of record for all legal publications including but not limited to ordinances, ordinance summaries, notices of hearings, certain resolutions, notices of elections and other matters the City Council may deem advisable and in the public interest to be published.
AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation.

Summarize citizen participation process and how it impacted goal-setting.

Much of the macro-level policies for this 2021 AAP were established previously as part of the 2020-2024 Consolidated Plan process. In addition to those processes, three key opportunities were provided for formal citizen engagement during the development of this 2021 AAP as identified below, with additional public hearings regarding the two substantial amendments to the 2021 AAP. Public hearings and comment periods are noticed in the Saint Paul Pioneer Press. Council meetings (including public hearings) are publicized by agendas being placed on the City’s website, e-mails being sent out in advance using the InTouch system and meetings being broadcasted via the South Washington County Telecommunications Commission’s public access channel/website.

Please note that HUD’s internet-based IDIS system that houses this Annual Action Plan only allows the outreach efforts listed below to describe one mode of outreach even though Woodbury often uses more than one mode of outreach for events and meetings.
## Citizen Participation Outreach

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Mode of Outreach</th>
<th>Target of Outreach</th>
<th>Summary of response/attendance</th>
<th>Summary of comments received</th>
<th>Summary of comments not accepted and reasons</th>
<th>URL (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Meeting</td>
<td>Non-targeted/broad community</td>
<td>The City Council adopted the funding priorities for the 2021 AAP at its regularly scheduled meeting on January 27, 2021 following a public comment period that lasted from December 28, 2020 to January 26, 2021.</td>
<td>No comments were received.</td>
<td>N/A.</td>
<td><a href="https://www.woodburymn.gov/government/agenda_and_minutes/virtual">https://www.woodburymn.gov/government/agenda_and_minutes/virtual</a> meeings.php</td>
</tr>
<tr>
<td>Sort Order</td>
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<td>Summary of response/attendance</td>
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</tr>
<tr>
<td>2</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>The City Council was presented with a draft 2021 AAP at a public hearing at its regularly scheduled meeting on March 24, 2021. Part of the public hearing was the opening of a public comment period that lasted from March 25, 2021 to April 23, 2021.</td>
<td>As of the drafting of this 2021 AAP no comments have been received.</td>
<td>N/A.</td>
<td><a href="https://www.woodburymn.gov/government/agenda_and_minutes/virtual_meetings.php">https://www.woodburymn.gov/government/agenda_and_minutes/virtual_meetings.php</a></td>
</tr>
<tr>
<td>3</td>
<td>Public Meeting</td>
<td>Non-targeted/broad community</td>
<td>The City Council will be asked to approve the 2021 AAP at its May 12, 2021 meeting.</td>
<td>As of the drafting of this 2021 AAP no comments have been received.</td>
<td>N/A</td>
<td><a href="https://www.woodburymn.gov/government/agenda_and_minutes/virtual_meetings.php">https://www.woodburymn.gov/government/agenda_and_minutes/virtual_meetings.php</a></td>
</tr>
<tr>
<td>Sort Order</td>
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<td>Summary of response/attendance</td>
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<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
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<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>Following a 30-day public comment period, the City Council reviewed the substantial amendment to the 2021 AAP and approved it at its October 27, 2021 City Council meeting.</td>
<td>A question was posed at the 10/27/21 public hearing regarding whether future repayment of HOME could negatively impact the City.</td>
<td>N/A.</td>
<td><a href="https://www.woodburymn.gov/government/agenda_and_minutes/virtual">https://www.woodburymn.gov/government/agenda_and_minutes/virtual</a> meeings.php</td>
</tr>
<tr>
<td>5</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>Following a 30-day public comment period, the City Council reviewed the substantial amendment to the 2021 AAP and approved it at its January 26, 2022 City Council meeting.</td>
<td>N/A.</td>
<td>N/A.</td>
<td><a href="https://www.woodburymn.gov/574/Mayor-and-City-Council">https://www.woodburymn.gov/574/Mayor-and-City-Council</a></td>
</tr>
</tbody>
</table>

Table 4 – Citizen Participation Outreach
Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

This 2021 AAP is the second program year of the five years governed by the 2020-2024 Consolidated Plan. IDIS limits Woodbury’s 2021 AAP to information pertinent to CDBG. As such, the table below reflecting expected resources only reflects anticipated CDBG resources because the City receives HOME dollars as a sub-recipient member of the Dakota County HOME Consortium. Other narrative parts of this 2021 AAP, especially Section AP-05 discuss the investment of HOME funds. As such, per the narrative above in Section AP-05, the City of Woodbury anticipates investing $165,406 of HOME during PY21, of which $2,115 will be paid to the Dakota County CDA for their administration of the Dakota County HOME Consortium, $5,000 will be paid to Affordable Housing Connections for monitoring of HOME-assisted rental projects in Woodbury and $557,513.49 will be invested in as part of the Orville Commons project which will result in 4 HOME-assisted rental units.

With regard to CDBG, $353,642 will be invested in Shawnee Park improvements and $47,140 in CDBG program administration.

In the event that the amount of available PY21 CDBG dollars increases, the Shawnee Park budget will increase on a pro rata basis. In the event that the amount of available PY21 CDBG dollars decreases, the amount of the Shawnee Park and CDBG program administration budgets will decrease on a pro rata basis.

The March 24, 2021 public hearing version of this Annual Action Plan included the following text highlighted in bold which is consistent with the language in the public hearing notice published in the March 14, 2021 version of the Saint Paul Pioneer Press.

In the event that the amount of available PY21 HOME dollars increases or decreases, the administrative fee to the Dakota County CDA shall be equivalent to 2.5 percent of the annual HOME funding award and the $5,000 monitoring costs shall remain the same. Correspondingly, the budget increase or decrease to the Woodbury HRA’s loan programs shall result in pro rata increase or decrease.

HUD updated the Consortia percentages which resulted in a minor decrease to Woodbury’s HOME award. As such, the 2.5 percent fee due to Dakota County CDA will be decreased from $2,115 to $2,081 and the amount of funds available for the HRA loan programs shall be decreased from $158,291 to $157,692. The October 27, 2021 substantial amendment to the 2021 AAP removed the HOME funding for HRA loan programs in favor of HOME funding for rental units at Orville Commons.
Anticipated Resources

<table>
<thead>
<tr>
<th>Program</th>
<th>Source of Funds</th>
<th>Uses of Funds</th>
<th>Expected Amount Available Year 1</th>
<th>Expected Amount Available Remainder of ConPlan $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Annual Allocation: $</td>
<td>Program Income: $</td>
</tr>
<tr>
<td>CDBG</td>
<td>public - federal</td>
<td>Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services</td>
<td>250,782</td>
<td>72,439</td>
</tr>
</tbody>
</table>

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

While these federal funds are limited in their amount, they do help to leverage local HRA funds as well as future project-based federal low income housing tax credit, Metropolitan Council Livable Communities grants, and Minnesota Housing funds. These funds also help leverage future projects that help meet the required 25% match for HOME funds.

Additionally, program income is estimated from past years given amount of outstanding loans issued. Prior year resources is an estimate for reprogrammed funds and is subject to flux.
If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Neither the City nor its municipal HRA or Economic Development Authority currently owns land that can be used to address the needs identified in this plan other than the parkland that is home to public facilities that would benefit from the CDBG investments referenced in this plan.

Discussion

The City of Woodbury continues its commitment to using federal funds in a cost-effective and streamlined manner. One example of this commitment is the practice of issuing low-interest loans that both assist households in need and provide future program income thereby growing the pool of resources available to meet community needs.
## Annual Goals and Objectives

**AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)**

### Goals Summary Information

<table>
<thead>
<tr>
<th>Goal Name</th>
<th>Start Year</th>
<th>End Year</th>
<th>Category</th>
<th>Geographic Area</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Goal Outcome Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park and Public Facility Improvements</td>
<td>2020</td>
<td>2024</td>
<td>Non-Housing Community Development</td>
<td>City of Woodbury—Shawnee Park</td>
<td>Park and Public Facility Improvements</td>
<td>CDBG: $525,000</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,395 Persons Assisted</td>
</tr>
<tr>
<td>City of Woodbury CDBG Program Administration</td>
<td>2020</td>
<td>2024</td>
<td>Affordable Housing, Non-Housing Community Development, and Other</td>
<td>City of Woodbury</td>
<td>Low-income small-related rental and ownership Moderate-income small-related rental and ownership Moderate-income large-related rental and ownership Moderate-income large-related rental and ownership Park and Public Facility Improvements CDBG Program Administration Combatting and Preventing COVID-19</td>
<td>CDBG: $47,140</td>
<td>Other: 76,593</td>
</tr>
</tbody>
</table>

*Other sections of this 2021 AAP note that the City will be investing HOME funds to create 4 HOME-Assisted units within the larger 235-unit Orville Commons project. These funds are HOME funds rather than CDBG and so they are accounted for as part of the Dakota County’s AAP and CAPER.*

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City of Woodbury 2021 Annual Action Plan
Approved by City Council Resolution 22-28 on January 26, 2022
### Goal Descriptions

<table>
<thead>
<tr>
<th></th>
<th>Goal Name</th>
<th>Goal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parks and Public Facility Improvements</td>
<td>HUD identifies certain Census Tract Block Groups in which CDBG may be invested for park and public facility improvements that are determined to benefit low- and moderate-income households on an area basis (LMA). A reconstruction project at Shawnee Park, as depicted in the map in Section AP-05, is within such a Census Tract Block Group and will be recipient of PY21 CDBG funds. The Shawnee Park project will demolish existing aging play equipment and hockey rink facilities that directly serve the neighborhood immediately adjacent to the park and install new equipment. Additional repair to support surfaces, tar and concrete as well as stormwater amenities may be required.</td>
</tr>
<tr>
<td>2</td>
<td>City of Woodbury CDBG Program Administration</td>
<td>It is necessary to invest CDBG funds in the programmatic organization of the CDBG program within the City of Woodbury. As such, for every AAP cycle, administrative funds will be used in a wide variety of manners to ensure that the City is both complying with CDBG regulations and performing at a strong level.</td>
</tr>
</tbody>
</table>

*Table 6b - Goal Descriptions*
AP-35 Projects - 91.420, 91.220(d)

Introduction

Woodbury proposes to invest CDBG funds via the 2021 AAP in 1) reconstruction activities in Shawnee Park and 2) administration of CDBG and HOME. (Woodbury uses CDBG funds to administer its allocation of HOME. However, all HOME-specific reporting and work within IDIS will be performed at the Dakota County level.)

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Shawnee Park</td>
</tr>
<tr>
<td>2</td>
<td>CDBG Administration</td>
</tr>
</tbody>
</table>

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Woodbury’s City Council has identified parks/public facilities and affordable housing as its high needs for CDBG funding priorities. Other non-CDBG resources including HOME and local Woodbury HRA dollars will provide the revenue for affordable housing activities during PY21 that are not specifically addressed in the 2021 AAP.

As such, this 2021 AAP will focus on parks/public facilities. Staff from multiple departments within the City of Woodbury have identified that Shawnee Park will receive an investment of CDBG funds during PY21 based on consideration of locations of potential projects, demographics of those areas, and conditions of equipment and facilities within these neighborhood parks.
# AP-38 Project Summary

## Project Summary Information

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Shawnee Park</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td>City of Woodbury—Shawnee Park</td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>Park and Public Facility Improvements</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>Park and Public Facility Improvements</td>
</tr>
<tr>
<td></td>
<td>Funding</td>
<td>CDBG: $525,000</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>CDBG funds will be used for a reconstruction LMA activity in Shawnee Park regarding the removal and replacement of aging play equipment, hockey rink facilities, and related ancillary work.</td>
</tr>
<tr>
<td></td>
<td>Target Date Completion</td>
<td>11/30/2022</td>
</tr>
<tr>
<td></td>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>According to Census data provided by HUD, 1,395 out of a total 2,310 individuals in the Census Tract Block Group are estimated to be low-mod residents. While this is an LMA activity, it is difficult to determine of the 1,395 low-mod individuals how many families that represents.</td>
</tr>
<tr>
<td></td>
<td>Location Description</td>
<td>The street address of Shawnee Park is 6515 Scheel Drive; Woodbury, MN 55125. The activity in question will focus on the play equipment, shelter, and hockey rink areas generally located to the southeast of the baseball field.</td>
</tr>
<tr>
<td></td>
<td>Planned Activities</td>
<td>Aging play equipment and hockey rink facilities will be replaced and damage that occurs during construction will be repaired. The precise scope of work will be determined following further stakeholder outreach in the second half of calendar year 2021.</td>
</tr>
<tr>
<td>2</td>
<td>Project Name</td>
<td>CDBG Admin</td>
</tr>
<tr>
<td>---</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>Target Area</td>
<td>City of Woodbury</td>
<td></td>
</tr>
<tr>
<td>Goals Supported</td>
<td>City of Woodbury CDBG Program Administration</td>
<td></td>
</tr>
</tbody>
</table>
| Needs Addressed | CDBG Program Administration  
Low-income large-related rental and ownership  
Low-income small-related rental and ownership  
Moderate-income large-related rental and ownership  
Moderate-income small-related rental and ownership  
Park and Public Facility Improvements  
Combatting and Preventing COVID-19 |
| Funding | CDBG: $47,140 |
| Description | This 2021 AAP proposes to invest $47,140 of CDBG for program administration including but not limited to oversight, program audit, training, affirmatively furthering fair housing, small area studies, affordable housing research, NEPA environmental reviews, coordination and monitoring of the program and coordination and oversight of HOME expenditures. Not more than the sum of twenty percent of the annual CDBG grant and twenty percent of program income earned during the year may be spent on program administration. |
| Target Date Completion | 6/30/2022 |
| Estimate the number and type of families that will benefit from the proposed activities | The City estimates that there is a population of 76,593 in Woodbury. All residents benefit from CDBG in one shape or another. |
| Location Description | N/A |
| Planned Activities | This 2021 AAP proposes to invest $47,140 of CDBG for program administration including but not limited to oversight, program audit, training, affirmatively furthering fair housing, small area studies, affordable housing research, NEPA environmental reviews, coordination and monitoring of the program and coordination and oversight of HOME expenditures. Not more than the sum of twenty percent of the annual CDBG grant and twenty percent of program income earned during the year may be spent on program administration. |
AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The LMA project in Shawnee Park is located within Census Tract Block Group 071001-1 and HUD's most recent guidance and direction regarding Census data suggests that 64.43 percent of the residents in this area are part of income-qualified households using the LMA approach to determining CDBG national objectives.

CDBG program administration dollars will benefit the entire City of Woodbury as opposed to one neighborhood over another.

Geographic Distribution

<table>
<thead>
<tr>
<th>Target Area</th>
<th>Percentage of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Woodbury</td>
<td>100</td>
</tr>
</tbody>
</table>

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Shawnee Park project is located in an LMA-eligible Census Tract Block Group.

Discussion

See above.
AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The primary barrier to affordable housing in Woodbury is resources. Consistent with trends throughout the rest of Minnesota and the United States, there are more affordable housing projects than there are dollars available to build them.

While topics connected to fair housing are important to the City of Woodbury, the main barrier, as mentioned above, is financial in nature. Woodbury complies with the Fair Housing Act and other civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. To promote compliance with these fair housing related acts and laws the City participates in the Fair Housing Implementation Council (FHIC). The FHIC is a collaborative group representing the Twin Cities metropolitan area entitlement jurisdictions and other governmental agencies. The purpose of the FHIC is to facilitate and initiate implementation of affirmative activities having metro-wide significance identified in regional analyses of impediments to fair housing choice (“AI”).

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

During PY21, the City of Woodbury will work with its FHIC partners to implement the recently completed regional AI. This exercise will require the use of CDBG Program Administration funds.

Additionally, while land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment may serve as barriers to affordable housing, the recent regional AI as well as the addendum to it examines these barriers and provides recommendations. Given that the City of Woodbury has not ever denied an application to construct affordable housing and given that the City uses local funds in addition to federal dollars to promote and help finance affordable housing, the City believes that the main barriers to affordable housing are financial in nature rather than regulatory.

Discussion

See above.
Introduction

Actions planned to address obstacles to meeting underserved needs

Within the purview of this Plan, the greatest need in Woodbury is the creation of affordable housing. While Woodbury has a good rapport with a wide variety and number of affordable housing developers, there is a lack of developers qualified as Community Housing Development Organizations (CHDO). A lack of CHDO developers may ultimately lead to a reduction in the amount of available HOME funds that could be used to address high priority needs. Specifically related to the HOME setaside issue all members of the Dakota County HOME Consortium are assuming a 15 percent reduction in their HOME grant award given the inability to finance a project with a CHDO development partner.

Actions planned to foster and maintain affordable housing

In addition to the planned use of CDBG and HOME funds, the municipal HRA continues to invest its levy in four municipal loan programs offering both homebuyer as well as home improvement options to low- and moderate-income households. Information specific to these loan programs is available via www.woodburyloans.com.

Actions planned to reduce lead-based paint hazards

Woodbury does not currently have a specific plan to combat lead-based paint hazards given the relatively small number of homes that may contain lead-based paint hazards. (Less than ten percent of the community’s housing stock was constructed prior to 1978.) However, remediation of these hazards is an eligible expense of the locally funded Neighborhood Reinvestment Fund.

Actions planned to reduce the number of poverty-level families

Typically, much of the efforts in Woodbury that target the reduction or elimination of poverty are initiatives of the County or the State. However, within program year 2021, CDBG-CV and CDBG-CV-3 funds that were allocated via the 2019 Annual Action Plan will be invested in local non-profits as well as the Washington County Community Development Agency to assist income-qualified households with public services connected to the challenges caused by the COVID-19 pandemic. This funding source from the federal CARES Act may have a positive result of assisting families in avoiding poverty.

With regard to the City’s support for county initiatives, below, please see some of the
County anti-poverty programs that benefit Woodbury.

The Washington County CDA administers the Housing Choice Voucher Family Self Sufficiency Program (FSS). FSS enables families assisted through the Housing Choice Voucher (HCV) program and Public Housing (PH) residents to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency.

Washington County will work closely with the Minnesota Department of Human Services in State planning and intervention related to reducing family poverty. One is an anti-racism initiative that is intended to promote diversity in operations and to improve cultural competency in service delivery. Another is a disparity in outcomes initiative which specifically relates to improving success in helping poor families from racial and ethnic minorities to achieve self-sufficiency. Finally, an integrated services project within the Workforce Center seeks to improve services and outcomes by improving communications and strengthening collaboration within Washington County and the larger service community.

**Actions planned to develop institutional structure**

Between the combined efforts of the City, Washington County and its CDA, the institutional delivery system functions effectively given the leverage and partnerships with local non-profit and faith-based communities.

There exists a gap in qualified Community Housing Development Organizations in Woodbury. While Twin Cities Habitat for Humanity also no longer qualifies as a CHDO, Community Action Partnership of Ramsey and Washington Counties is pursuing this opportunity.

Additionally, Woodbury’s Community Development Coordinator participates in several HUD webinars, trainings and in-person HUD events throughout the course of the year to determine that the City remains a technically proficient user of HUD funds.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The agencies which comprise the Housing Collaborative and SMAC work very closely with each other, fostering coordination of efforts and services. SMAC has developed a coordinated access program for persons to access their homeless prevention, supportive
services and transitional housing through three access points.

**Discussion**

See above.
Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed 0
2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. 0
3. The amount of surplus funds from urban renewal settlements 0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan 0
5. The amount of income from float-funded activities 0

Total Program Income: 0

Other CDBG Requirements

1. The amount of urgent need activities 0

2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70 percent of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 100 percent

Discussion

With regard to program income and question 1 above, the City of Woodbury typically receives program income in small increments that are repurposed almost instantly in the next drawdown of funds. Per HUD requirements, the City of Woodbury always draws on available program income prior to requesting a reimbursement of grant funds via the Department of Treasury line of credit.