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 2022 (PY22) which spans from July 1, 2022 to June 30, 2023.

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, 2022, this AAP must be approved not later than May 15, 2022 with a public hearing held on March 16, 2022, a subsequent 30-day comment period and a potential City Council approval of the AAP on May 11, 2022.

The amounts identified below constitute the potential sources of funds for the PY22 activities:

- $242,938 annual CDBG award;
- $36,368 in projected CDBG program income;
- $44,000 in estimated unexpended prior year CDBG funds; and
- $5,000 in projected HOME program income

Program income is available based on re-payments of previously issued loans which used either CDBG or HOME as a funding source.

The Dakota County HOME Consortium will not be allocating any PY22 HOME funds to Woodbury during PY22. This is consistent with the terms and conditions of the first amendment to the City of Woodbury’s 2021 Annual Action Plan.

The City Council adopted a resolution at its January 22, 2022 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). For PY22, a playground equipment replacement project will occur with three separate activities at the City’s Evergreen East, Pondview, and Westview Parks.
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 2022 AAP proposes to invest $38,000 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 2022 AAP also proposes to pay 2.5 percent of HOME program income earned 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 program income to pay Affordable Housing Connections, Inc. to facilitate income- and related-monitoring activities at the HOME-funded rental projects at 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 $285,306 in projects funded by CDBG including:

- $232,156 for playground equipment replacement activities at the City’s Evergreen East, Pondview, and Westview Parks.
- $53,150 to supplement the Woodbury Housing and Redevelopment Authority’s (HRA) levy as a funding source for the Woodbury First-Time Homeownership Program. Funding in this amount will likely fund two separate loans plus administrative costs directly connected to the loan issuances.

Additionally, with regard to the proposed PY22 Pondview Park, Westview Park, and Evergreen East Park project, the City acknowledges that the current inflationary environment makes it more difficult than in the past to project costs in advance of project procurement. As such, this project will take advantage of bulk pricing and will be procured as one single project with three separate activities. In the event that the proposed $232,156 of CDBG is not sufficient to pay the costs for all three activities, the City will prioritize improvements at Pondview Park and Westview Park. This
prioritization will be achieved by scaling back the scope of work at Evergreen East Park or, if needed, postponing the Evergreen East Park activity to a future program year.

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 PY20, was approved by HUD on October 19, 2021.

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
- 2021-2023: Development subsidy to Dominium’s Orville Commons project
- 2022: Rehab project at Shawnee Park*

*This 2022 AAP notes that funds allocated to the Shawnee Park project by the 2021 AAP will be expended during both PY21 and PY22 due to the seasonality of the construction season.

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

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. January 26, 2022 Council meeting establishing parks and affordable housing as 2022 AAP high funding priorities;
2. March 16, 2022 public hearing on draft 2022 AAP;
3. Public comment period regarding draft 2022 AAP was open from March 17, 2022 to April 15, 2022; and
4. May 25, 2022 adoption of 2022 AAP.

Items 2 and 3 were noticed within the *Saint Paul Pioneer Press* and items 1, 2, and 4 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.

No public comments have been received as of the date of the authorship of this 2022 AAP.
6. **Summary of comments or views not accepted and the reasons for not accepting them**

No public comments have been received as of the date of the authorship of this 2022 AAP.

7. **Summary**

All CDBG and HOME funds will be invested according to the terms of this 2022 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 Housing and Economic Development Manager has served as the project manager overseeing the development of the 2020-2024 Consolidated Plan and this 2022 Annual Action Plan. The City takes a collaborative approach; however, and has consulted closely with other members of the Dakota County HOME 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 2022 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 include efforts to engage with 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
- Washington County Community Services Department

All of these partners have at some point played a specific role in the implementation of Consolidated Plan and subsequent Annual Action Plan programs and activities. Many affordable housing development activities are carried out by not-for-profit agencies, developers, and/or 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 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>
</table>
| Agency/Group/Organization Type | Housing  
Public Housing Authority (PHA)  
Services – Housing  
Service – Fair Housing  
Other government - County |
| What section of the Plan was addressed by Consultation? | Housing Need Assessment  
Public Housing Needs  
Homeless Needs - Chronically homeless  
Homeless Needs - Families with children  
Homelessness Needs - Veterans  
Homelessness Needs - Unaccompanied youth  
Homelessness Strategy  
Housing Opportunities for People with AIDS (HOPWA) Strategy  
Market Analysis  
Economic Development  
Anti-poverty Strategy |
<p>| Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | 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. |</p>
<table>
<thead>
<tr>
<th>2</th>
<th><strong>Agency/Group/Organization</strong></th>
<th>Christian Cupboard Emergency Food Shelf (CCEFS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Other: Services-Food Shelf</td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Non-Homeless Special Needs Anti-poverty Strategy</td>
</tr>
<tr>
<td></td>
<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>CCEFS is the food shelf that serves Woodbury and the surrounding community. They provide a critical service for those residents looking to stabilize their household turbulence.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Agency/Group/Organization</strong></td>
<td>Twin Cities Habitat for Humanity</td>
</tr>
<tr>
<td></td>
<td><strong>Agency/Group/Organization Type</strong></td>
<td>Housing Services - Housing Civic Leaders Community Development Financial Institution Private Sector Banking/Financing</td>
</tr>
<tr>
<td></td>
<td><strong>What section of the Plan was addressed by Consultation?</strong></td>
<td>Housing Need Assessment Anti-poverty Strategy Lead-based Paint Strategy</td>
</tr>
<tr>
<td></td>
<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>Twin Cities Habitat is a long-time partner of the City who provides not only for-sale affordable homeownership opportunities but also emergency repair through their A Brush With Kindness (ABWK) operations.</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>
<tr>
<td>2021 Housing Action Plan</td>
<td>City of Woodbury</td>
<td>This is the principle housing planning document for the City of Woodbury and offers a variety of strategic and tactical housing implementation steps.</td>
</tr>
</tbody>
</table>

Table 3 - Other local / regional / federal planning efforts

Narrative

As an administrator of CDBG and HOME, Woodbury has informal and formal partnerships with Washington County and its CDA, the Metropolitan Council, local and regional non-profits, the Minnesota Housing Finance Agency and the Minnesota Department of Health. These partnerships are critical to providing and maintaining housing, services and economic development activities and are an integral component of the implementation of this 2022 AAP. Additionally, Woodbury’s Housing and Economic Development Manager 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 effective planning and communication with neighboring communities is a must.

Separate from this 2022 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 public hearings, certain resolutions, notices of elections and other matters the City Council may deem advisable and in the public interest to be published.
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 2022 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 2022 AAP as identified below. 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 2022 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.
<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 2022 AAP at its regularly scheduled meeting on January 26, 2022.</td>
<td>No comments were received.</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>
<tr>
<td>2</td>
<td>Public Hearing</td>
<td>Non-targeted/broad community</td>
<td>The City Council was presented with a draft 2022 AAP at a public hearing at its regularly scheduled meeting on March 16, 2022. Part of the public hearing was the opening of a public comment period that lasted from March 17, 2022 to April 15, 2022.</td>
<td>As of the drafting of this 2022 AAP no comments have been received.</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>
<tr>
<td>Sort Order</td>
<td>Mode of Outreach</td>
<td>Target of Outreach</td>
<td>Summary of response/attendance</td>
<td>Summary of comments received</td>
<td>Summary of comments not accepted and reasons</td>
<td>URL (If applicable)</td>
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</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 2022 AAP at its May 25, 2022 meeting.</td>
<td>As of the drafting of this 2022 AAP no comments have been received.</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 2022 AAP is the third program year of the five years governed by the 2020-2024 Consolidated Plan. IDIS limits Woodbury’s 2022 AAP to information pertinent to CDBG. As such, the table below reflecting expected resources only reflects anticipated CDBG resources because the City accesses 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 noted above in Section AP-05, the City of Woodbury anticipates investing $5,000 of HOME during PY22, which will be used to pay Affordable Housing Connections for monitoring of HOME-assisted rental projects in Woodbury.

Also as referenced above in Section AP-05, with regard to CDBG, the City will invest $285,306 in projects separate from program administration activities including:

- $232,156 for playground equipment replacement activities at the City’s Evergreen East, Pondview, and Westview Parks.
- $53,150 to supplement the Woodbury Housing and Redevelopment Authority’s (HRA) levy as a funding source for the Woodbury First-Time Homeownership Program. Funding in this amount will likely fund two separate loans plus administrative costs directly connected to the loan issuances.

The City of Woodbury held a public hearing to discuss the draft PY22 AAP on March 16, 2022. At that point in time, the PY22 CDBG grant award had not yet been published by the US Government. As such, the paragraph below in bold text was included identifying how an increase or decrease to the grant award would be handled from a budgetary lens. The US Government published the City of Woodbury’s PY22 CDBG grant award on May 13, 2022. The final amount is $242,938, a $7,844 reduction from the amount considered at the March 16, 2022 public hearing. As such, consistent with the discussion at the March 16, 2022 public hearing and consistent with the notice of public hearing published on March 6, 2022, the amount of the PY22 parks project has been reduced from $240,000 to $232,156.

The specific amount of the annual CDBG grant award for PY22 has not yet been finalized by the US Government. As such, the City has drafted this PY22 AAP from a budget perspective assuming a zero percent change to the PY21 CDBG annual grant award amount. In the
event that the amount of the PY22 CDBG annual grant award increases from the above-referenced $250,782 amount, the budget for the Pondview Park, Westview Park, and Evergreen East Park project will increase on a pro rata basis. In the event that the PY22 CDBG annual grant award decreases from the above-referenced $250,782 amount, the budget for the Pondview Park, Westview Park, and Evergreen East Park project will decrease on a pro rata basis. Under no circumstances will the City invest more than twenty percent of the sum of the annual CDBG grant award and CDBG program income receipted during the program year on program administrative expenses during PY22.

**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>242,938</td>
<td>36,368</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 the 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>Affordable Homeownership</td>
<td>2020</td>
<td>2024</td>
<td>Affordable Housing</td>
<td>City of Woodbury</td>
<td>Low-income small and large-related rental and ownership; Moderate-income small and large-related rental and ownership</td>
<td>CDBG: $53,150</td>
<td>Direct Financial Assistance to Homebuyers: 2 Households Assisted</td>
</tr>
<tr>
<td>Park and Public Facility Improvements</td>
<td>2020</td>
<td>2024</td>
<td>Non-Housing Community Development</td>
<td>City of Woodbury—Evergreen East, Pondview and Westview Parks</td>
<td>Park and Public Facility Improvements</td>
<td>CDBG: $232,156</td>
<td>Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,730 Persons Assisted</td>
</tr>
<tr>
<td>Goal Name</td>
<td>Start Year</td>
<td>End Year</td>
<td>Category</td>
<td>Geographic Area</td>
<td>Needs Addressed</td>
<td>Funding</td>
<td>Goal Outcome Indicator</td>
</tr>
<tr>
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</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 Low-income large-related rental and ownership Moderate-income small-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: $38,000 Other: 78,920</td>
<td>Table 6 – Goals Summary</td>
</tr>
</tbody>
</table>
Goal Descriptions

<table>
<thead>
<tr>
<th></th>
<th>Goal Name</th>
<th>Goal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Affordable Homeownership</td>
<td>Woodbury expects to fund two loans using CDBG via the Woodbury First-Time Homeownership Program. Additional loans will be funded by local resources. Dollar amounts are based on $25,000 loans with a 6.3 percent administrative fee. Actual dollar amounts of the loans may fluctuate and the administrative fee is subject to future contract negotiations with the Loan Administrator. Specific to this 2022 Annual Action Plan, there is $53,150 of CDBG identified for this project with additional resources in the shape of HOME and local dollars.</td>
</tr>
<tr>
<td>2</td>
<td>Parks and Public Facility Improvements</td>
<td>This 2022 AAP invests $232,156 in a playground equipment replacement project at three separate LMA-eligible city parks. Pondview and Evergreen East Park are both in Block Group 1 – Census Tract 710.06 with 730 low-mod residents according to HUD’s LMISD data. Westview Park is in Block Group 2 – Census Tract 710.12 with 1,000 low-mod residents according to HUD’s LMISD data. In addition to the replacement of the aging play equipment, there will be additional ADA improvements and drain tile/stormwater management improvements as determined in the future by the project engineer.</td>
</tr>
<tr>
<td>3</td>
<td>City of Woodbury CDBG Program Administration</td>
<td>Woodbury will use CDBG program administrative funds for uses such as 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.</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 2022 AAP in 1) two loans and related activity delivery costs via the Woodbury First-Time Homeownership Program; 2) a playground equipment replacement project in three separate LMA-eligible areas; and 3) 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>PY22 HRA Loans--CDBG</td>
</tr>
<tr>
<td>2</td>
<td>PY22 Playground Equipment Replacement</td>
</tr>
<tr>
<td>3</td>
<td>PY22 CDBG Program 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 the local Woodbury HRA will invest in affordable housing activities during PY22 that are not specifically addressed in the 2022 AAP.

There are a broad range of needs that are eligible for CDBG funding. To be an effective and efficient investor of federal funds, this 2022 AAP recognizes that Washington County is an effective administrator of public services programs. As such, this 2022 AAP does not invest in public services programs but rather funds activities that either directly assist an income-qualified homebuyer or directly improve the quality of life of a low- or moderate-income household by making real improvements to their neighborhood park.
### AP-38 Project Summary

#### Project Summary Information

<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>Target Area</th>
<th>Goals Supported</th>
<th>Needs Addressed</th>
<th>Funding</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PY22 HRA Loans--CDBG</td>
<td>City of Woodbury</td>
<td>Affordable Homeownership</td>
<td>Low-income small-related rental and ownership</td>
<td>CDBG: $53,150</td>
<td>Woodbury expects to finance two deferred loans using CDBG via the Woodbury First-Time Homeownership Program. Dollar amounts are based on $25,000 loans with a 6.3 percent administrative fee. Actual dollar amounts of the loans may fluctuate and the administrative fee is subject to future contract negotiations with the Loan Administrator.</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Low-income large-related rental and ownership</td>
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<td></td>
<td></td>
<td></td>
<td>Moderate-income small-related rental and ownership</td>
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<td></td>
<td></td>
<td>Moderate-income large-related rental and ownership</td>
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<td>Target Date Completion: 6/30/2023</td>
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<td></td>
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<td></td>
<td>Estimate the number and type of families that will benefit from the proposed activities: 2</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Location Description: N/A.</td>
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<tr>
<td></td>
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<td></td>
<td>Planned Activities: Deferred financing via the Woodbury First-Time Homeownership Program will assist two income-qualified households with the purchase of their first home.</td>
<td></td>
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</tr>
<tr>
<td><strong>Project Name</strong></td>
<td>PY22 Playground Equipment Replacement</td>
<td></td>
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</tr>
<tr>
<td><strong>Target Area</strong></td>
<td>City of Woodbury</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Goals Supported</strong></td>
<td>Park and Public Facility Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Needs Addressed</strong></td>
<td>Park and Public Facility Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td>CDBG: $232,156</td>
<td></td>
<td></td>
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</tbody>
</table>

**Description**
This 2022 AAP invests $232,156 in a playground equipment replacement project at three separate LMA-eligible city parks: Pondview, Evergreen East and Westview Parks. In addition to the replacement of the aging play equipment, there will be additional ADA improvements and drain tile/stormwater management improvements as determined in the future by the project engineer.

| **Target Date Completion** | 11/30/2023 |

**Estimate the number and type of families that will benefit from the proposed activities**
1,730

| **Location Description** | Three activities will take place within the play equipment areas of Pondview, Evergreen East and Westview Parks in the City of Woodbury. |

<p>| <strong>Planned Activities</strong> | Aging and dilapidated play equipment will be replaced. Additional scope of work will include ADA and stormwater upgrades as determined by the project engineer. Additionally, with regard to the proposed PY22 Pondview Park, Westview Park, and Evergreen East Park project, the City acknowledges that the current inflationary environment makes it more difficult than in the past to project costs in advance of project procurement. As such, this project will take advantage of bulk pricing and will be procured as one single project with three separate activities. In the event that the proposed $232,156 of CDBG is not sufficient to pay the costs for all three activities, the City will prioritize improvements at Pondview Park and Westview Park. This prioritization will be achieved by scaling back the scope of work at Evergreen East Park or, if needed, postponing the Evergreen East Park activity to a future program year. |</p>
<table>
<thead>
<tr>
<th></th>
<th>Project Name</th>
<th>PY22 CDBG Program Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Target Area</td>
<td>City of Woodbury</td>
</tr>
<tr>
<td></td>
<td>Goals Supported</td>
<td>City of Woodbury CDBG Program Administration</td>
</tr>
<tr>
<td></td>
<td>Needs Addressed</td>
<td>CDBG Program Administration</td>
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<tr>
<td></td>
<td>Funding</td>
<td>CDBG: $38,000</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Woodbury will use CDBG program administrative funds for uses such as 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.</td>
</tr>
<tr>
<td></td>
<td>Target Date Completion</td>
<td>6/30/2023</td>
</tr>
<tr>
<td></td>
<td>Estimate the number and type of families that will benefit from the proposed activities</td>
<td>The City estimates that 78,920 residents live in Woodbury in 2022. All residents benefit from CDBG in a range of ways.</td>
</tr>
<tr>
<td></td>
<td>Location Description</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Planned Activities</td>
<td>See above.</td>
</tr>
</tbody>
</table>
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 PY22 Playground Equipment Replacement project will include LMA activities that are in Census Tract Block Groups that benefit low- and moderate-income residents on an area basis.

The PY22 HRA Loans—CDBG project will include loan activities that serve income-qualified households and are not restricted to one particular neighborhood or area within the City.

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

See above.

Discussion

Woodbury invests its funds in all neighborhoods of the City and does not restrict its operations on a geographic basis. Specific to this 2022 AAP, the PY22 Playground Equipment Replacement project will host activities in LMA-eligible areas. Separately, the PY22 HRA Loans—CDBG project does not have a geographic limitation.
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 PY22, the City of Woodbury will work with its FHIC partners to implement the regional AI. This exercise will likely 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.
AP-85 Other Actions - 91.420, 91.220(k)

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 funds, the municipal HRA continues to invest its levy in 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 2022, 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 lanning 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 Housing and Economic Development Manager participates in several HUD webinars, trainings and in-person HUD events throughout the course of the year to ensure 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
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.
3. The amount of surplus funds from urban renewal settlements
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
5. The amount of income from float-funded activities

Total Program Income: 0

Other CDBG Requirements

1. The amount of urgent need activities
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. This Annual Action Plan is specific to PY22.