

ANOKA COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY
BOARD AGENDA

FOR THE NOVEMBER 22, 2022 MEETING

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

County Board Room #705
Anoka County Government Center

1. Chair calls meeting to order.

2. Trustees: Matt Look
Julie Braastad
Robyn West
Mandy Meisner
Mike Gamache
Jeff Reinert
Scott Schulte

Others:

3. Chairs remarks.

*4. Consider approving the minutes from the ACHRA Board Meeting of October 25, 2022. **See attached** minutes.

5. **Public Hearing** – to obtain comments concerning the Program Year 2022 Action Plan changes. **See attached** worksheets and public hearing notice.

*A. Consider approving amending the Program Year 2022 Action plan changes to add the following:

1. Provide CDBG funds to Family Promise in the amount of \$620,000 to acquire a property with one building to use as a Day Center to serve families experiencing homelessness.
2. Provide CDBG funds to Family Promise in the amount of \$515,000 to acquire property with one single-family home for transitional housing of homeless families.
3. Provide CDBG funds to The Dwelling Place in the amount of \$324,695 for improvements at all five duplexes to provide safe transitional housing for families fleeing domestic abuse.

6. **Public Hearing** – to obtain comments concerning the Program Year 2019 Action Plan CDBG-CV (COVID) changes. **See attached** worksheets and public hearing notice.

*A. Consider approving amending the Program Year 2019 Action Plan CDBG-CV (COVID) changes to add the following:

1. Provide CDBG-CV funds to the Lee Carlson Center in the amount of \$29,500 to implement three programs to address COVID concerns.
 2. Provide CDBG-CV funds to Alexandra House in the amount of \$20,000. \$10,000 for hotel rooms for clients fleeing domestic abuse and/or who are homeless, and an additional \$10,000 to purchase food for their food shelf.
 3. Provide CDBG-CV funds to The Salvation Army in the amount of \$20,000 for rent assistance for those impacted by the Covid 19 pandemic.
- *7. The ACHRA Management Committee, at their November 8, 2022 meeting, approved recommending the ACHRA Board of Trustees participate in the 2023 Minnesota Housing Finance Agency (MHFA) Start Up Program for first time homebuyers. There is no cost to participate in this program. **See attached** worksheet and application.

*Requires ACHRA Board approval.

**ANOKA COUNTY HOUSING AND REDEVELOPMENT
AUTHORITY MEETING MINUTES**

Government Center
Board Room
Anoka, Minnesota

October 25, 2022

Trustees Present: Scott Schulte (Chair)
 Matt Look
 Julie Braastad
 Robyn West
 Mandy Meisner
 Mike Gamache
 Jeff Reinert

Others Present: Rhonda Sivarajah, County Administrator; Karen Skepper, ACHRA Executive Director; Cory Kampf, Chief Financial Officer; Andrew Jackola, Assistant County Attorney; Linda Hedstrom, Community Development Program Assistant; and Tina Pedersen, Administrative Assistant

Chair Schulte called the meeting to order at 10:25 a.m.

* * * * *

Trustee Look made motion approving the ACHRA minutes from the board meeting of September 27, 2022. Trustee Gamache seconded the motion. Motion carried.

* * * * *

Trustee Braastad made motion approving the following lease agreements and authorize the ACHRA Board chair and executive director to execute such lease agreements, subject to review by the county attorney as to form and legality. All businesses are located within the Anoka Law Center building and will continue to provide rent revenue. (Contracts are on file in the Finance and Central Services Office):

- A. Contract #C0009614 with Alexandra House, Inc.
- B. Contract #C0009615 with Central Minnesota Legal Services
- C. Contract #C0009630 with Hicken, Scott, Howard & Anderson, P.A.

Trustee West seconded the motion. Upon roll call vote, motion carried.

* * * * *

Trustee Meisner made motion authorizing the ACHRA Board chair and executive director to execute an "Acknowledgement of Receptivity of a Metropolitan Council LCA Funding Award to serve as a pass through

for Twin Cities Habitat for Humanity Local Housing Incentives Account (LHIA) funds. The local match would be previously awarded PY22 HOME funds that would be used for the rehabilitation of two houses in Anoka County. Trustee Look seconded the motion. Motion carried.

The Anoka County Housing and Redevelopment Authority meeting adjourned at 10:35 a.m.

ATTEST:

**ANOKA COUNTY HOUSING AND
REDEVELOPMENT AUTHORITY**

By: _____
Mike Gamache, its Secretary/Treasurer

By: _____
Scott Schulte, Chair

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



ANOKA COUNTY HRA ACTION ITEM

November 22, 2022

ACTION REQUESTED	<p>Request the ACHRA Board of Trustees approve amending the Program Year 2022 Action Plan upon completion of a 30-day public comment period to add 2 activities:</p> <ul style="list-style-type: none">• Family Promise to provide CDBG funds to acquire a property with one building to use as a Day Center for homeless families• Family Promise to provide CDBG funds to acquire a property with one single-family home for transitional housing of homeless families. <p>Request the ACHRA Board of Trustees approve <u>CDBG funds</u> from prior program years allocation of:</p> <ul style="list-style-type: none">• <u>\$620,000 Family Promise in Anoka County to acquire property with one building to use as a Day Center for homeless families (PY20 funds).</u>• <u>\$515,000 Family Promise in Anoka County to acquire property with one single-family home for transitional housing of homeless families (PY18/PY19/PY20 funds).</u> <p>Family Promise plans to build a second house on the property. A total of \$1,135,000 in unallocated CDBG funds requested for both projects. Funds will be used for acquisition of two contiguous properties in Coon Rapids. Both projects meet HUD's National Objective of serving low-to moderate-income households.</p> <p>In accordance with our Citizen Participation Plan, a 30-day public comment period will be held from October 21 – November 21, 2022. Public hearing will be held on November 22, 2022.</p>
BACKGROUND	<p>Family Promise in Anoka County provides temporary shelter, hospitality and case management services to assist families experiencing homelessness achieve housing independence.</p> <p>These two projects involve the acquisition of contiguous properties. The first property has a building that will be operated as a Day Center serving homeless families. The second property has a house to provide shelter to homeless families. The size of the lot / zoning would allow Family Promise to build a second house to shelter families experiencing homelessness.</p>
SUPPORTING DOCUMENTATION	<p>Application funding request is available for review in the Community Development department.</p>
FUNDING SOURCE	<p>100% CDBG funds provided through the US Department of Housing and Urban Development.</p>



ANOKA COUNTY HRA ACTION ITEM

November 22, 2022

ACTION REQUESTED	<p>Request the ACHRA Board of Trustees approve amending the Program Year 2022 Action Plan upon completion of a 30-day public comment period to add:</p> <ul style="list-style-type: none">• The Dwelling Place to fund security, safety, and accessibility improvements at their five duplexes. <p>Request the ACHRA Board of Trustees approve <u>PY20 CDBG funds</u> allocation of:</p> <ul style="list-style-type: none">• <u>\$324,695 The Dwelling Place for improvements at all five duplexes.</u> (\$314,695 The Dwelling Place + \$10,000 MKC Davis Bacon Consultant). Improvements include installation of security systems at all five duplexes and rehab work at three of the five duplexes. This project meets HUD's National Objective of serving low- to moderate-income households. <p>In accordance with our Citizen Participation Plan, a 30-day public comment period will be held from October 21 – November 21, 2022. Public hearing will be held on November 22, 2022.</p>
BACKGROUND	<p>The Dwelling Place provides housing and support services for women and their children fleeing domestic abuse. The Dwelling Place provides five duplex-style homes to be served by this funding request.</p>
SUPPORTING DOCUMENTATION	<p>Application funding request is available for review in the Community Development department.</p>
FUNDING SOURCE	<p>100% CDBG funds provided through the US Department of Housing and Urban Development.</p>

NOTICE OF PUBLIC COMMENT AND PUBLIC HEARING DATES

This notice is to announce that October 21, 2022, is the beginning of a thirty-day (30) public comment period regarding the Anoka County Housing and Redevelopment Authority's (ACHRA's) proposed Amendment to its PY22 Action Plan to include allocations of previously unallocated project funds from Anoka County's Community Development Block Grant (CDBG) Program Years (PY's) 2018, 2019 and 2020. The purpose of the public comment period is to receive comments from and to relay information to the public concerning the proposed use of unallocated funds from Anoka County's CDBG program.

Proposed allocation #1: \$1,135,000 in unallocated CDBG funds to Family Promise in Anoka County for two projects. Funds will be used for acquisition of two properties: one building to use as a Day Center for homeless families (\$620,000 from PY 2020) and one single-family home for transitional housing of homeless families (\$515,000 from PY's 2018-19-20). The properties are contiguous. Both projects meet HUD's National Objective of serving low- to moderate-income households.

Proposed allocation #2: \$324,695 in unallocated CDBG funds to The Dwelling Place for installation of security systems at all five duplexes and rehab work at two of the five duplexes. The Dwelling Place provides transitional housing to households dealing with domestic abuse. This project meets HUD's National Objective of serving low- to moderate-income households.

Notice is hereby given that the Anoka County Housing and Redevelopment Authority (ACHRA) will meet on November 22, 2022, at 10:15 a.m. or immediately following the Anoka County Board meeting, whichever is later, for a regularly scheduled ACHRA Board Meeting which will include a public hearing at the Anoka County Government Center, 2100 3rd Avenue, Room 705, Anoka, MN.

Persons seeking additional information on the proposed allocations or who want to submit written comments or participate in the November 22, 2022, public hearing must contact Renee Sande at Anoka County, Community and Government Relations, 2100 3rd Avenue, Suite 700, Anoka, MN 55303. Telephone 763-324-4613; Fax: 763-324-5490, or email Renee.Sande@co.anoka.mn.us prior to 4:00 pm on November 21, 2022.

/s/ _____
Karen Skepper
ACHRA Executive Director

/s/ _____
Andrew Jackola
Assistant County Attorney



ANOKA COUNTY HRA ACTION ITEM

November 22, 2022

ACTION REQUESTED	<p>Request the ACHRA Board of Trustees approve amending the Program Year 2019 Action Plan to add: <u>Lee Carlson Center for Mental Health and Wellbeing Bridgeview Program</u> - to provide CDBG-CV funds to implement 3 programs to address COVID concerns: a therapeutic group for managing COVID symptoms, two Art Therapy Groups addressing COVID anxiety and isolation, and a skills group to teach digital literacy skills to help members access needed mental health services and wrap-around supports in the event of being homebound due to lockdowns or contracting COVID.</p> <p>Request the ACHRA Board of Trustees approve <u>CDBG-CV (COVID-19 funds)</u> allocation of:</p> <ul style="list-style-type: none">• <u>\$29,500 for the Lee Carlson Center for Mental Health and Wellbeing Bridgeview Program to implement the 3 programs to address COVID concerns listed above.</u> This public service activity will meet a national objective of low/mod clientele (LMC). <p>Since the request is for CDBG-CV funds (COVID-19 prevention, response, or recovery), a HUD special waiver allows a 5-day public comment period held from Nov. 14, 2022 – Nov. 18, 2022.</p> <p>The public hearing is scheduled for November 22, 2022.</p>
BACKGROUND	<p>The Lee Carlson Center operates a drop-in center for adults living with serious mental health conditions. CDBG-CV funds are requested to offer programs to address pandemic-induced anxiety brought on by COVID-19. Expenses funded are not covered by another funding source (local, state or federal).</p>
SUPPORTING DOCUMENTATION	<p>Application funding request is available for review in the Community Development department.</p>
FUNDING SOURCE	<p>100% CDBG-CV funds provided through the US Department of Housing and Urban Development.</p>



ANOKA COUNTY HRA ACTION ITEM

November 22, 2022

ACTION REQUESTED	<p>Request the ACHRA Board of Trustees approve amending the Program Year 2019 Action Plan to add 2 activities:</p> <ul style="list-style-type: none">• Alexandra House - to provide CDBG-CV funds to pay for food to replenish their food shelf due surging demand brought on by the COVID-19 pandemic.• Alexandra House - to provide CDBG-CV funds to pay for hotel rooms to socially distance clients due surging demand brought on by the COVID-19 pandemic. <p>Request the ACHRA Board of Trustees approve <u>CDBG-CV (COVID-19 funds)</u> allocation of:</p> <ul style="list-style-type: none">• <u>\$10,000 for Alexandra House - hotel rooms for clients who are fleeing domestic abuse and/or who are homeless.</u>• <u>\$10,000 for Alexandra House purchase food for their food shelf.</u> Both activities are needed due to surging demand brought on by the COVID-19 pandemic and are not covered by another funding source (local, state, or federal). These public service activities will meet a national objective of low/mod clientele (LMC). <p>Since the request is for CDBG-CV funds (COVID-19 prevention, response, or recovery), a HUD special waiver allows a 5-day public comment period held from Nov. 14, 2022 – Nov. 18, 2022.</p> <p>The public hearing will be held on November 22, 2022.</p>
BACKGROUND	<p>Alexandra House Inc operates a domestic abuse shelter. CDBG-CV funds are requested to cover increased expenses due to a surge in demand for services brought on by the COVID-19 pandemic. Expenses funded are not covered by another funding source (local, state or federal).</p>
SUPPORTING DOCUMENTATION	<p>Application funding request is available for review in the Community Development department.</p>
FUNDING SOURCE	<p>100% CDBG-CV funds provided through the US Department of Housing and Urban Development.</p>



ANOKA COUNTY HRA ACTION ITEM

November 22, 2022

ACTION REQUESTED	<p>Request the ACHRA Board of Trustees approve amending the Program Year 2019 Action Plan to add:</p> <ul style="list-style-type: none">• <u>The Salvation Army</u> - to provide CDBG-CV funds to provide housing assistance to single adults & families impacted by Covid 19 pandemic. \$20,000 will be for direct assistance to clients. Funds will help with rent / utilities - averaging \$2,000/household. <p>Request the ACHRA Board of Trustees approve <u>CDBG-CV (COVID-19 funds)</u> allocation of:</p> <ul style="list-style-type: none">• <u>\$20,000 for The Salvation Army for Rent Assistance</u> to provide housing assistance to single adults & families impacted by Covid 19 pandemic. Funds will help with rent / utilities - averaging \$2,000/household. This public service activity will meet a national objective of low/mod clientele (LMC). <p>Since the request is for CDBG-CV funds (COVID-19 prevention, response, or recovery), a HUD special waiver allows a 5-day public comment period held from Nov. 14, 2022 – Nov. 18, 2022.</p> <p>The public hearing is scheduled for November 22, 2022.</p>
BACKGROUND	<p>The Salvation Army operates emergency assistance programs at the Blaine Human Service Center. Expenses funded are not covered by another funding source (local, state or federal). Clients are screened to ensure there is not a duplication of benefits and the assistance provided is a direct result of the Covid 19 pandemic. Payments are made directly to landlords and utility providers.</p>
SUPPORTING DOCUMENTATION	<p>Application funding request is available for review in the Community Development department.</p>
FUNDING SOURCE	<p>100% CDBG-CV funds provided through the US Department of Housing and Urban Development.</p>

ANOKA COUNTY HRA COMBINED NOTICE OF PUBLIC HEARING AND COMMENT

Notice is hereby given that the Anoka County Housing and Redevelopment Authority (ACHRA) will meet on November 22, 2022, at 10:15 a.m. or immediately following the Anoka County Board meeting, whichever is later, for a regularly scheduled ACHRA Board Meeting which includes a public hearing at the Anoka County Government Center, 2100 Third Avenue, Room 705, Anoka, MN. The purpose of this public hearing is to offer the public an opportunity to comment on proposed substantial amendments to the Anoka County portion of the Dakota County Consortium 2019 Program Year (PY) Action Plan as detailed below.

In accordance with the Citizen Participation Plan, for the CDBG-CV funds a special waiver was granted for 5-day public comment period for the proposed substantial amendments PY19 Action Plan. Notice is hereby given that November 14, 2022, represents the beginning of a 5-day public comment period during which citizens may make comments on the proposed substantial amendment to the Anoka County portion of the Dakota County Consortium 2019 Program Year (PY19) Action Plan. Under the Coronavirus Aid, Relief and Economic Impact Act (CARES Act) Anoka County was granted a HUD waiver to use CDBG funds for COVID-19 prevention, response, and recovery.

The ACHRA proposes allocating PY 2019 CDBG-CV Entitlement Funds in the amount of \$10,000 to Alexandra House, Inc. to pay hotel costs for clientele when the emergency shelter is at capacity and social distancing is needed for safety. This project will meet a national objective of serving low/mod clientele (LMC).

The ACHRA proposes allocating PY 2019 CDBG-CV Entitlement Funds in the amount of \$10,000 to Alexandra House, Inc. to replenish the shelter's food shelf with food, and household/personal care items as higher costs and restricted income due to Covid continues to affect these domestic abuse clients. This project will meet a national objective of serving low/mod clientele (LMC).

The ACHRA proposes allocating PY 2019 CDBG-CV Entitlement Funds in the amount of \$29,500 to Lee Carlson Center for Mental Health and Well Being to implement three therapy programs to help clients with mental health issues deal with Covid-induced anxiety. This project will meet a national objective of serving low/mod clientele (LMC).

The ACHRA proposes allocating PY 2019 CDBG-CV Entitlement Funds in the amount of \$20,000 to The Salvation Army to provide rent assistance to low-income families who continue to struggle with paying for affordable housing due to Covid. This project will meet a national objective of serving low/mod clientele (LMC).

Persons seeking additional information on this proposed substantial amendment, persons submitting written comments, or persons wanting to participate in the Public Hearing must contact Renee Sande at Community and Government Relations, Anoka County, 2100 Third Avenue, Suite 700, Anoka, MN. Telephone 763-324-4613; Fax: 763-324-5490, or email Renee.Sande@co.anoka.mn.us prior to 4:00 pm on November 21, 2022.

/s/ _____
Karen Skepper
ACHRA Executive Director

/s/ _____
Assistant County Attorney



ANOKA COUNTY HRA ACTION ITEM

November 22, 2022

HRA

ACTION REQUESTED	Consider continued participation in Minnesota Housing's (MN Housing) Start Up Program for first time homebuyers.
BACKGROUND	Anoka County HRA has participated in the Start Up program (First Time Homebuyer Program) for many years. This program works with local municipalities to provide first time homebuyers low-interest, fixed-rate mortgages and additional down payment/closing cost assistance to qualified buyers.
SUPPORTING DOCUMENTATION	MN Housing 2023 MN City Participation Program Application
FUNDING SOURCE	There is no cost to participate in this program.
RECOMMENDATIONS	Consider approving participation and authorizing staff to submit an application in January 2023.

Minnesota Housing 2023 Minnesota City Participation Program (MCP) Application

Minnesota Housing must receive your application by email between January 3-13, 2023 at 5:00

Please provide all the information below.

Agency Contact Information

Agency Name: Anoka County Housing and Redevelopment Authority (ACHRA)

Contact Person: Linda Hedstrom

Mailing Address: 2100 3rd Avenue, Suite 700 Physical Address: Same as Mailing Address

City: Anoka State: MN Zip: 55303 Website: www.anokacounty.us/cd

Phone #: 763-324-4601 E-Mail: linda.hedstrom@co.anoka.mn.us

Administrative Information

- Check agency type: City City HRA/CDA/EDA County HRA/ Port Authority
 Multi-County HRA: Receive single allocation for all counties within your jurisdiction
 Consortium of local government units applying jointly by agreement (please submit evidence of agreement with this application, even if you provided one in previous years).
- List the legal name(s) of all cities and counties where the funds will be utilized. For county and multicounty applications, only list the counties.
Anoka County (including 21 municipalities)
- Check the box below to confirm this statement:
 MCP helps the community meet an identified housing need and the program is economically viable.
- Does your City (or County) offer a down payment program or other homeownership assistance?
 Yes No
If yes, list program names (For informational purposes only; does not impact your application status):

Signature

Provide authorized signature(s) from the organization submitting this application, including printed or typewritten name, title and phone number. Scan original and email application to mn.housing@state.mn.us (Original not needed).

Signature

Karen Skepper

Executive Director, ACHRA

Name (Print)

763-324-4603

Title

karen.skepper@co.anoka.mn.us

Phone number or check here if same as above.

E-mail or check here if same as above.

Program and Contact Information

Minnesota Statute sets Borrower Income Limits and House Purchase Price Limits. Minnesota Housing makes final determinations of the total amount of program funds available and individual allotments (in compliance with a per capita distribution method specified in statute).

Questions about MCP or this application? Contact Greg Krenz at (651)297-3623 or greg.krenz@state.mn.us