

### LINKING YOUR IMPLEMENTATION PLAN TO YOUR COMMUNITY'S HOUSING NEEDS

In your housing element, you will identify your community's existing and projected housing needs. In your implementation plan you will describe the tools you will use to address those needs. The clearer the tools are linked to your needs, the more effective and transparent your comprehensive plan will be.

To support the outcome of a clear and transparent housing element, we recommend that you conclude your existing and projected housing need sections with a summary of your community's housing needs. The summary should provide the foundation upon which to develop your housing implementation program. Consider this example of the final paragraph of an existing housing needs section:

#### *Summary of Existing Housing Needs*

*Based on the data and analysis above, we have identified the following housing needs as priorities for our community through 2040. In the implementation section of this plan, you will find a discussion of the tools and strategies we will employ to address those needs.*

1. *Maintenance assistance for low-income homeowners at or below 60% AMI;*
2. *Rental units for large families at all affordability levels;*
3. *Senior housing affordable at 30–50% AMI;*
4. *Preservation of naturally-occurring affordable housing within all bands of affordability, especially near future transit station(s).*

All communities must address their forecasted growth and discuss how future residential land use guidance will accommodate that growth in their local comprehensive plans. For communities with an allocation of affordable housing need, we recommend you summarize your projected affordable housing needs by describing how you are guiding minimum densities that will support affordable housing development. This is also a good opportunity to connect to the map showing your future land uses within your plan. For example:

#### *Summary of Projected Housing Needs*

*To simplify our land use guidance and acknowledge the strong, diverse homeownership options that already exist in our community, we are focusing on guiding land that would support multi-family affordable housing. Therefore our future land use map (see page 38) reflects minimum densities of 8 units per acre sufficient to address our total allocation of affordable housing need of 1,020 units. Some parts of the city, specifically near downtown, are guided at higher density residential uses of 20 units an acre or above, with density bonuses available for the inclusion of affordable housing units.*

Now you are able to clearly link your stated needs to the [widely accepted tools](#) used to meet housing needs. An implementation program for the hypothetical community of Lake Valley Heights addressing the examples above might include a table such as the one below.

A few notes about this sample table:

1. You do not have to replicate this table's format, though you certainly may! There are many ways to clearly link stated needs and strategic use of tools.
2. If a particular tool is not applicable or appropriate for a particular need, it is not necessary to identify it in the table only to say it will not be used. However, if a tool could be used for a particular need, but likely would not be, the tool should be included in the table and identified as an unlikely source of meeting that particular need.
3. Some tools—such as adopting a Fair Housing Policy or participating in Housing organizations—can support your community's housing needs more broadly by expanding your community's overall housing strategy. Furthermore, the adoption of a Fair Housing Policy will ensure that your community will continue to be eligible to participate in the Livable Communities Act funding programs.
4. Please remember, the list of widely used tools is NOT exhaustive. We strongly encourage you to add any and every tool at your disposal to address your community's housing needs.

## EXISTING HOUSING NEEDS

Identified Need	Available Tools	Circumstances and Sequence of Use
Maintenance assistance for low-income homeowners at or below 60% AMI (identified on p. 25)	CDBG	Following HUD's schedule of annual CDBG allocations, we will reserve a portion (up to 50%) of our CDBG allocation each year to continue our home rehab program for low- and moderate-income homeowners.
	Referrals	We will review and update our reference procedures and training for applicable staff by 2021, including a plan to maintain our ability to refer our residents to any applicable housing programs outside the scope of our local services.
Rental units for large families at all affordability levels	Tax-Increment Financing	It is unlikely we would support the use of TIF for this use.
	Tax Abatement	We would consider tax abatement for large rental project proposals that are inside the Lake Valley Heights School District and supported by the Lake Valley Heights School Board.
	Community development Agency (CDA)	We will coordinate with the Valley Heights Community Development Agency that serves our city to best align their resources with this stated need. We will review our implementation plan on an annual basis, beginning in 2020, with the Valley Heights CDA to ensure we are utilizing their resources most effectively.
	Local Funding Resources: LCDA	We would strongly consider supporting/sponsoring an application to Livable Communities Account programs for multi-family rental proposals with units suitable for large families, and in areas guided for high density residential.
	Local Funding Resources: CDBG	We will explore the use of a portion (no more than 15% of our total allocation in any given year) of our CDBG funds to create a low-interest revolving loan fund for the rehabilitation of existing large-unit rental properties in exchange for a minimum period of income restricted affordability. This study will be documented and completed by 2026.
Rental units for large families at all affordability levels, continued.	Local Funding Resources: HOME	We will explore with Valley Heights County the application for HOME funds to provide rental assistance to low and moderate income households that are in existing rental units suitable for large families. We will document this exploration and its results by 2023.
	Super RFP	We would strongly consider supporting/sponsoring an application to Super RFP programs for large unit rental project proposals in areas guided for high density residential uses.
	Housing Bonds	We would consider issuing Housing Bonds to support a rental project with units suitable for large families in the Lake Valley Heights School District. However, there are competing priorities and limitations to city bonding authority.
	Preservation strategies: 4d	We will approach identified owners of existing large-unit rental properties to discuss the possibility of 4d program tax breaks by 2025.
	Preservation Strategies	We will explore the use of a portion (no more than 15% of our total allocation in any given year) of our CDBG funds to create a low-interest revolving loan fund for the rehabilitation of existing large-unit rental properties in exchange for a minimum period of income restricted affordability. This study will be documented and completed by 2026.
	Site Assembly	We would strongly consider supporting/sponsoring an environmental clean-up grant application for an affordable large-unit rental project within the Lake Valley Heights School District.

Identified Need	Available Tools	Circumstances and Sequence of Use
Rental units for large families at all affordability levels, continued	Referrals	We will review and update our reference procedures and training for applicable staff by 2021, including a plan to maintain our ability to refer our residents to any applicable housing programs outside the scope of our local services.
Senior housing affordable at 30-51% AMI	TIF	It is unlikely we would support the use of TIF for this use.
	Tax Abatement	We would consider tax abatement for a senior housing project affordable at 30-50% AMI.
	CDA	We will coordinate with the Valley Heights Community Development Agency to best align their resources with this stated need. We will review our implementation plan on an annual basis, beginning in 2020, with the Valley Heights CDA to ensure we are utilizing their resources most effectively.
	Local Funding Resources: LCDA	We would strongly consider supporting/sponsoring an application to Livable Communities Account programs for senior housing proposals affordable at 30-50% AMI.
	Local Funding Resources: CDBG	We do not plan on using any allocated CDBG funds for senior housing.
	Super RFP	We would strongly consider supporting/sponsoring an application to Super RFP programs for senior housing affordable at 30-50% AMI.
	Housing Bonds	We do not plan on issuing Housing Bonds to support senior housing development.
	Preservation Strategies: 4d	We would consider implementing the 4d tax program for senior housing developments affordable at 31-50% AMI.
	Site Assembly	We would strongly consider supporting/sponsoring an environmental clean-up grant application for senior housing affordable at 30-50% AMI.
	Expedited Pre-application Process	We will create a pre-application process to identify ways to minimize unnecessary delay for projects prior to formal application process. We will document and initiate this new process by 2020.
Referrals	We will review and update our reference procedures and training for applicable staff by 2021, including a plan to maintain our ability to refer our residents to any applicable housing programs outside the scope of our local services.	
Preservation of naturally-occurring affordable housing within all levels of affordability, especially near future transit station(s)	Local Funding Resources: CDBG	We will explore the use of a portion (no more than 15% of our total allocation in any given year) of our CDBG funds to create a low-interest revolving loan fund for the rehabilitation of existing residential properties near future transit stations in exchange for a minimum period of income restricted affordability. This study will be documented and completed by 2026.
	Preservation Strategies: 4d	We will approach identified owners of existing naturally occurring affordable residential properties near the planned Lake Valley Transit Station to discuss the possibility of 4d program tax breaks by 2025.
	Referrals	We will review and update our reference procedures and training for applicable staff by 2021, including a plan to maintain our ability to refer our residents to any applicable housing programs outside the scope of our local services.

## PROJECTED HOUSING NEEDS

Identified Need	Available Tools	Circumstances and Sequence of Use
Allocation of Affordable Housing Need below 30% AMI: 239 units	Guiding land at densities that support affordable housing	See our future land use plan and projected housing needs section of the housing chapter of this comprehensive plan.
	TIF	We would consider TIF for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on our future land use map.
	Tax Abatement	We would consider tax abatement for proposals of this housing type in the locations guided at the appropriate densities and land use categories as shown on our future land use map.
	CDA	We will coordinate with the Valley Heights Community Development Agency to best align their resources with this stated need. We will review our implementation plan on an annual basis, beginning in 2020, with the Valley Heights CDA to ensure we are utilizing their resources most effectively.
	Local Funding Resources: LCDA	We would strongly consider supporting/sponsoring an application to Livable Communities Account programs for new housing affordable at less than 30% AMI in the highest density locations of our future land use map.
	Local Funding Resources: CDBG	We do not plan on using any allocated CDBG funds for this housing type specifically, but competing projects seeking CDBG funding would be prioritized if they also met this need and are in the highest density locations of our future land use map.
	Local Funding Resources: HOME	We will explore with Valley Heights County the application for HOME funds to address this housing type. We will document this exploration and its results by 2023.
	Super RFP	We would strongly consider supporting/sponsoring an application to Super RFP programs for housing affordable at less than 30% AMI in the highest density locations of our future land use map.
	Housing Bonds	We would consider issuing Housing Bonds to support this housing type in our highest density locations of our future land use map.
	Site Assembly	We would strongly consider supporting/sponsoring an environmental clean-up grant application for housing affordable below 30% AMI.
	Site Assembly	We would strongly consider using any awarded funds, including but not limited to the programs described above, to assemble a site in the locations identified in our future land use map for this housing type. This could include acquiring and holding land, as well as sub-allocating such monies to a qualified developer approved by our City Council.
Site Assembly	We will continue to actively participate in the Twin Cities Land Bank's 'First Look' program and attempt to strategically acquire any foreclosed properties that are guided for high densities and represent a reasonable location to expect housing of this type to be developed by 2030.	

Identified Need	Available Tools	Circumstances and Sequence of Use
Allocation of Affordable Housing Need between 31% and 50% AMI: 467 units	Guiding land at densities that support affordable housing	See our future land use plan and projected housing needs section of the housing chapter of this comprehensive plan.
	TIF	We would consider TIF for proposals of this housing type in locations guided at the appropriate densities and land use categories as shown on our future land use map.
	Tax Abatement	We would consider tax abatement for proposals of this housing type in locations guided at the appropriate densities and land use categories as shown on our future land use map.
	CDA	We will coordinate with the Valley Heights Community Development Agency to best align their resources with this stated need. We will review our implementation plan on an annual basis, beginning in 2020, with the Valley Heights CDA to ensure we are utilizing their resources most effectively.
	Local Funding Resources: LCDA	We would strongly consider supporting/sponsoring an application to Livable Communities Account programs for new housing affordable between 31 and 50% AMI in locations guided at the appropriate densities and land use categories as shown on our future land use map.
	Local Funding Resources: CDBG	We do not plan on using any allocated CDBG funds for this housing type specifically.
	Local Funding Resources: HOME	We will explore with Valley Heights County the application for HOME funds to address this housing type. We will document this exploration and its results by 2023.
	Super RFP	We would strongly consider supporting/sponsoring an application to Super RFP programs for housing affordable at 31-50% AMI in the locations guided at the appropriate densities and land use categories as shown on our future land use map.
	Housing Bonds	We would consider issuing Housing Bonds to support this housing type in locations guided at the appropriate densities and land use categories as shown on our future land use map.
	Site Assembly	We would strongly consider supporting/sponsoring an environmental clean-up grant application for housing affordable at 31-50% AMI.
Site Assembly	We would strongly consider using any awarded funds, including but not limited to the programs described above, to assemble a site in the locations guided at the appropriate densities and land uses as shown in our future land use map, for this housing type. This could include acquiring and holding land, as well as sub-allocating such monies to a qualified developer approved by our City Council.	
Site Assembly	We will actively participate in the Twin Cities Land Bank 'First Look' program and attempt to strategically acquire any foreclosed properties that are guided at the two highest density land uses and represent a reasonable location to expect housing of this type to be developed by 2030.	



Identified Need	Available Tools	Circumstances and Sequence of Use
Allocation of Affordable Housing Need between 51% and 80% AMI: 314 units	Guiding land at densities that support affordable housing	See our future land use plan and projected housing needs section of the housing element.
	TIF	We will consider TIF for housing proposals of this type if they are part of a mixed income development with at least 20% of new units being affordable at 60% AMI.
	Tax Abatement	We will consider Tax Abatement for housing proposals of this type if part of a mixed income development with at least 20% of new units being affordable at 60% AMI.
	CDA	We will coordinate with the Valley Heights Community Development Agency to best align their resources with this stated need. We will review our implementation plan on an annual basis, beginning in 2020, with the Valley Heights CDA to ensure we are utilizing their resources most effectively.
	Local Funding Resources: LCDA	We would strongly consider supporting/sponsoring an application to Livable Communities Account programs for new housing affordable between 51 and 80% AMI in any residential locations of our future land use map.
	Local Funding Resources: CDBG	We do not plan on using any allocated CDBG funds for this housing type specifically.
	Super RFP	We would strongly consider supporting/sponsoring an application to Super RFP programs for housing affordable at 51-80% AMI in any residential locations of our future land use map in a mixed-income proposal with at least 20% affordable at 60% AMI.
	Housing Bonds	We do not plan on issuing Housing Bonds to support this type of housing development.
	Site Assembly	We would strongly consider supporting/sponsoring an environmental clean-up grant application for housing affordable at 51-80% AMI.
	Site Assembly	We would strongly consider using any awarded funds, including but not limited to the programs described above, to assemble a site in any residential locations of our future land use map for a mixed-income proposal with at least 20% affordable at 60% AMI. This could include acquiring and holding land, as well as sub-allocating such monies to a qualified developer approved by our City Council.
Site Assembly	We will actively participate in the Twin Cities Land Bank's 'First Look' program and attempt to strategically acquire any foreclosed properties that are guided at the two highest density land uses and represent a reasonable location to expect housing of this type to be developed by 2030.	

## GENERAL HOUSING NEEDS

Identified Need	Available Tools	Circumstances and Sequence of Use
Tools to address multiple housing needs and improve our housing strategy capacity in general	Participation in Housing Related Organizations: Regional Council of Mayors	The Honorable Mayor of Lake Valley Heights will participate or designate an appropriate representative to actively engage in the Urban Land Institute Minnesota’s Regional Council of Mayors group.
	Participation in Housing Related Organizations: Housing Collaborative Institute	Staff from Lake Valley Heights City will continue to be an active member of the Housing Collaborative Institute.
	Fair Housing Policy	
	Zoning and Subdivision ordinances	We will be reviewing our zoning and subdivision ordinances to identify any regulations that inhibit the housing priorities in this document. This effort is slated for completion by 2020.
	Expedited Pre-application Process	We will create a pre-application process to identify ways to minimize unnecessary delay for projects that address our stated housing needs, prior to a formal application submittal. We will document and roll out this new process by 2020.
	Inclusionary Housing Policy	

This type of table provides a clear indication of what tools your community is willing to employ to address particular housing needs. In this example, only a brief description of whether or not a tool would be used is provided – the reason for that decision is not clear. To meet the minimum requirements of the housing implementation program a deeper discussion of why tools are allocated differently among the stated needs is also necessary. This can occur in a similar table with more detailed information in a column titled “Circumstances and sequence of use”, or with a separate narrative that addresses overarching policies in the use of specific tools such as TIF or CDBG.

Again, there are many ways to accomplish this outcome – the table above is only one example to illustrate a potential way to meet the minimum requirements of the housing implementation program of your comprehensive plan.