The Dakota County CDA utilizes available federal, state, and local resources to serve the residents of Dakota County by working to upgrade and maintain the existing housing stock, encourage the construction of new housing affordable to low and moderate income households, promote economic development efforts and provide assistance to Dakota County communities through community development programs, and to provide low and moderate income family and senior households with decent, safe, and affordable rental housing opportunities.

**MISSION STATEMENT**

The Dakota County CDA's jurisdiction does not include South St. Paul. For information about the Section 8 Housing Choice Voucher Program in South St. Paul, call 651-451-1838.
# Table of Contents

- Introduction ................................................. .2
- General Program Information ......................... .3-6
- Security Deposits ........................................ ....6
- Steps to Assisted Housing ............................... .7
- Inspections ..................................................... .8-9
- Overview of Housing Quality Standards ............. .10
- Forms .............................................................. .11-13
- Procedures ....................................................... .14-15
- Ownership Changes ......................................... .16
- Other Programs ................................................. .17
- Other Resources ............................................... .18
- Directions to CDA Office. ......................... Inside back cover
INTRODUCTION

This Owner Handbook is designed to provide an introduction to the Section 8 Housing Choice Voucher program. The success of the program in Dakota County is due to the willingness and cooperation of more than 500 property owners and managers. Without this participation, the program would not exist. The Dakota County Community Development Agency (CDA) invites feedback from property owners that will help us continue to improve this handbook and our service.

The Section 8 Housing Choice Voucher program is a federal rental assistance program funded through the U.S. Department of Housing and Urban Development (HUD). For the program to be successful, a partnership must exist between HUD, the CDA, property owners and participants. Each month, over 2,200 individuals and families in Dakota County receive assistance with their rent payments through the program administered by the CDA.

---

**DAKOTA COUNTY CDA**
- Determines family's assistance level
- Issues Voucher to family
- Supplies family with Request for Tenancy Approval form (RTA)
- Approves rent and lease
- Performs Housing Quality Standards inspection
- Prepares Housing Assistance Payment (HAP) contract and sends to owner
- Issues housing assistance payment to owners
- Monitors ongoing family and unit eligibility

**HUD**
- Establishes program regulations
- Provides funding for rental assistance and administrative costs
- Monitors the CDA’s compliance with program regulations

**Owner**
- Shows available unit
- Screens prospective tenant
- Approves tenant
- Completes RTA form
- Provides proposed lease
- Signs and returns HAP contract and lease addendum
- Enforces terms of lease
- Notifies CDA of all changes to lease
- Complies with terms of HAP contract, lease, and lease addendum

**Participant**
- Contacts owner for unit
- Expresses interest in renting unit
- Completes RTA form with owner (Returns RTA and lease to Dakota County CDA by the 15th of the month before assistance is to begin)
- Abides by lease terms
- Complies with terms of voucher, lease, and lease addendum
**PROGRAM INFORMATION**

**Q. What is the Section 8 Housing Choice Voucher Program’s basic purpose?**

**A.** The basic purpose of the program is to offer expanded housing opportunities to low income individuals or families by subsidizing rents for units in the private market. It enables Section 8 participants to rent all housing types, throughout the County, and is designed to avoid a concentration of assisted housing.

**Q. What does the Program offer to owners?**

**A.** The CDA pays a portion of the rent each month. The program lessens the burden on the participant’s budget for housing costs, helping them to better afford their rental portion, resulting in more consistent, timely and full payments to owners. Additionally an annual inspection of the unit helps to alert owners of required and/or recommended repairs; ideally, timely maintenance will reduce costly investments. And, although screening is the owner’s responsibility, the CDA will provide a prospective owner with a participant’s current and previous owner/manager name, address, and phone number. Ideally, complete reference information will aid the owner in efficient and effective screening processes.

**Q. Who is eligible for the Program?**

**A.** A family or an individual is eligible if their gross annual income does not exceed the federal income guidelines. Since Section 8 is a “tenant-based” program, assistance originates with the eligible family or individual, not a housing unit. Section 8 funding is limited and not everyone who qualifies for assistance can obtain a voucher. Many families are on waiting lists until funds are available.

**Q. How does an owner get involved in the Program?**

**A.** An owner becomes involved in the program when contacted by a participant with a Section 8 housing voucher from a housing authority. The Section 8 participant looking for a rental unit will inform the owner that they have a voucher for rent assistance and will ask the owner if he/she is willing to participate in the program.

**Q. Does the CDA screen individual’s or families for the owner?**

**A.** No. The CDA does not screen participants for rental/credit history. Screening and selection is the responsibility of the owner. The CDA recommends that the owner check references of all applicants (assisted and non-assisted) for past rental history. Information known to the CDA of the Section 8 participant’s current and previous landlord will be provided to a prospective landlord.
**Program Information**

**Q.** Can the Owner obtain additional information about the Section 8 participant from the CDA?

**A.** Yes, if the Section 8 participant provides the CDA with a signed release of information.

**Q.** Is an owner required to participate in the Section 8 Program?

**A.** An owner has the same right of tenant selection with regard to Section 8 participants as other applicants. State and Federal laws prohibit housing discrimination based on race, color, creed, religion, sex, national origin, reliance on public assistance, marital status, familial status or disability.

**Q.** What is the process if an owner has a rental unit he/she wishes to rent to a Section 8 Program participant?

**A.** Owners can contact the CDA to provide unit information. Program participants looking for housing will be informed of the vacancy. Owners can also include in their newspaper rental ad that they accept Section 8 and/or they can advertise for free through the HousingLink at 612-520-9223 or online at www.housinglink.org.

**Q.** What type of housing unit can be rented by the participant?

**A.** Apartments, single family homes, duplexes, townhomes, condominiums and mobile homes are all eligible housing types.

**Q.** How much rent can an owner charge for his/her unit?

**A.** The owner decides how much to charge for his/her unit. The CDA will review the rent to determine whether it can be approved for the Section 8 participant. The CDA will approve the rent if: 1) it is reasonable when compared the other units of similar size, location, and quality, 2) it does not exceed rents the owner is charging unassisted tenants for comparable units in the same complex, and 3) it is affordable for the family requesting to rent the unit. At initial leasing, participants are restricted to units with rents that fall within the family's range of affordability. The affordability range is calculated individually for each family based on their income. Therefore, even if the rent for a unit is reasonable in general, it may not work for families with lower incomes.

**Q.** How is the estimate for utilities paid by the participant determined?

**A.** The estimate for tenant paid utilities (excluding telephone and air conditioning) is calculated by the CDA using average consumption data by bedroom size, structure type, energy source, and current utility rate information. This data is updated annually.
**PROGRAM INFORMATION**

**Q. When can the rent amount be changed?**

**A.** The owner may adjust the rent according to the owner’s lease terms and with a 60-day written notice to the CDA.

**Q. How does the owner notify the CDA of a rent change?**

**A.** The owner may adjust the rent by providing the CDA with a 60-day written notice of the change sent attention to a CDA Housing Specialist.

**Q. How much of the rent does the Section 8 participant pay?**

**A.** The participant must pay the difference between the Section 8 assistance and the contract rent. Section 8 assistance is calculated using Payment Standards set by the CDA for each bedroom size. The Payment Standard reflects the average cost of rent plus an allowance for tenant-paid utilities (or gross rent). The maximum the CDA will pay is the applicable payment minus 30% of family income. If the family chooses a unit that rents for less than the Payment Standard they will pay 30% of their income toward housing. If they choose a unit that rents for more than the Payment Standard, they will pay more than 30% of their income toward the rent.

**Q. Will the CDA help a participant decide if they can afford the rent?**

**A.** Any time a participant first goes on the program or moves into a new unit, the CDA will inform them of the maximum rent the CDA will approve. The CDA cannot approve a rent amount that will cause the participant’s portion to be more than 40% of their adjusted income when they first lease up with Section 8 or when they move to a new unit.

This affordability test does not apply to current program participants that do not move, even if the owner increases the rent.

**Q. What will cause the participant’s or CDA’s rent portion to change?**

**A.** Rent portions may change at the family’s annual re-examination or mid-year due to a change in the payment standard, family’s income, expenses, or composition and/or a change in the contract rent. The owner and the family will be notified, in writing, of any change in rent portions.
PROGRAM INFORMATION

Q. What should an owner do if a participant seriously and/or repeatedly violates provisions of the lease?

A. The CDA recommends problems with assisted tenants be handled in the same manner as those with unassisted tenants, and in accordance with state law. The CDA is not a party to the lease and does not have the authority or responsibility to intervene in or resolve problems.

The CDA further recommends the owner notify the family, in writing, of the violations, request the necessary change(s), and state a deadline for the change(s). Please forward a copy of the correspondence to the CDA.

When the CDA receives a copy of the lease violation notice, the CDA will notify the tenant that they are aware of the violation and inform the tenant if they are evicted, their Section 8 benefits will be terminated. The CDA will encourage the tenant to remedy the situation.

After written correspondence, if the family does not correct the problem, the owner can consider issuing a vacate notice. If the family complies with a written vacate notice, the CDA considers this a mutual termination of the lease, not an eviction.

If the family does not correct the problem, the owner can initiate a legal court eviction by contacting the County Clerk of Court and file an Unlawful Detainer. If the court judgement is in the owner’s favor, the family may lose their Section 8.

The owner must notify the CDA, in writing, of the commencement of lease termination procedures. This can be done by furnishing the CDA with a copy of the tenant’s vacate notice and/or Unlawful Detainer.

SECURITY DEPOSITS

Q. How is the security deposit handled for Section 8 renters?

A. The owner may collect the same security deposit amount from a Section 8 participating tenant as is collected from an unassisted tenant. The owner collects a deposit amount not more than that of private market practice and abides by state laws. The owner deals directly with the tenant in the event of damages, unpaid rent or vacancy loss. This allows the owner to more uniformly deal with tenants whether assisted or not.
**Steps to Assisted Tenancy Through the Section 8 Program**

1. CDA issues a tenant a Housing Choice Voucher
2. Tenant contacts owner regarding available unit
3. Owner shows unit to tenant
4. Tenant completes owner application for unit
5. Owner screens tenant (credit, criminal and rental history)
6. Owner approves tenant
7. Tenant supplies owner with “Request for Tenancy Approval (RTA)” form for completion
8. Tenant returns completed RTA along with an unsigned copy of the lease to CDA by the 15th of the month
9. CDA evaluates proposed rent and lease terms. If acceptable, CDA approves rent and lease.
10. CDA schedules and performs Housing Quality Standard Inspection
11. CDA prepares contracts and mails to owner for signature.
12. Owner reviews documents, signs, and returns to CDA along with a signed (executed) copy of the lease
13. Upon return of contract, lease, and passed inspection, CDA issues rent assistance payment to Owner
INSPECTIONS

Q. Is the unit inspected by the CDA and what is the purpose of the inspection?

A. Yes, a unit must be inspected by the CDA to ensure the unit meets Federal Housing Quality Standards (HQS). The Housing Quality Standards were developed to ensure that housing assisted through the Program is “decent, safe and sanitary.” The unit is re-inspected annually.

Q. Are there different types of inspections?

A. Yes, all rental units must pass the Housing Quality Standards inspection before rental assistance can begin. Such inspections are called New/Move-in Inspections. The CDA also conducts an Annual Inspection. In response to complaints or concerns, the CDA might also conduct Special Inspections in addition to the Annual Inspections.

Q. What is the process for a New/Move-in Inspection?

A. The unit must pass inspection before rental assistance and payments can begin. All new/move-in inspections are scheduled to occur on the first of the month unless the Housing Inspector is able to conduct the inspection early. The unit can be inspected early if a) the Inspector has availability in his/her schedule and b) if the unit is vacant or c) if the assisted participant has already moved in. Owners should make sure they write on the RTA form when their unit will be available for inspection and to complete all repairs and turnover activity prior to the inspection.

Q. What is the process for an Annual Inspection?

A. The Housing Inspector will notify the Voucher participant by mail of the date and approximate timeframe (i.e. morning or afternoon) of the annual inspection. The participant is responsible for ensuring an adult (over 18) is available at the unit. An owner or manager can also let the Housing Inspector gain access to the unit, but the participant must provide written permission and make the arrangements.

Q. Will any of the types of inspections affect my Housing Assistance Payment?

A. For New/Move-in Inspections, rent assistance cannot begin until the unit passes inspection. Housing Assistance Payments are not retroactive, so the unit must pass inspection on or before the first in order for the CDA to be able to pay the entire amount of assistance. For Annual or Special Inspections, the unit must pass inspection by a particular due date. Annual Inspections are scheduled to occur approximately 40 to 60 days in advance of the annual renewal date and all units must pass before this pre-set date. If the inspection fails or has not occurred by the due date, the Housing Assistance Payment is stopped and will not be retroactive. The CDA recommends owners mark their calendars in advance in order to complete all repairs prior to the Annual Inspection. If the unit fails for either an Annual or Special Inspection, a list of repairs will be provided in a letter to the owner. For both Annual and Special Inspections, an owner will be given 30 days or less to complete the repairs and pass inspection.
Q. **What if a unit “fails” the inspection?**

A. Under Federal regulations, a unit either “passes” or “fails”. Any item that does not meet the standards will cause the unit to fail. The owner will be notified, in writing, if the unit “fails”. The owner determines whether he/she is willing to make the repairs and informs the tenant and CDA of this decision.

If the owner elects not to make the repairs, the family must choose another unit to receive assistance.

Q. **What happens if the unit fails the inspection due to tenant-caused violations of the standards?**

A. The tenant is responsible for HQS violations caused by the following:
- Tenant failure to pay for tenant-supplied utilities;
- Tenant failure to provide and maintain tenant-supplied appliances;
- Damage caused by the tenant or tenant’s visitor to unit or premises.

The Dakota County CDA may terminate assistance to a tenant for tenant-caused HQS violations.

If a tenant fails to correct any tenant-caused deficiencies within a specified timeframe, the HAP contract must be terminated.
OVERVIEW OF HOUSING QUALITY STANDARDS

The federal regulations for the program stipulate that each unit shall meet basic “Performance Requirements” with respect to the following:

- Sanitary facilities
- Food preparation and storage space
- Space and security
- Thermal environment
- Illumination and electricity
- Structure and materials
- Interior air quality
- Water supply
- Lead-based paint
- Access
- Site and neighborhood
- Sanitary condition

SOME SPECIFICS

Each DWELLING UNIT must have a minimum of a living room, kitchen area, bathroom and one living/sleeping room for every two family members. The unit must also be free of insect or rodent infestation.

The BATHROOM must have a flush toilet, fixed basin and a tub or shower with hot and cold water, an operable window or fan vented to the outside, and a ceiling or wall type light fixture.

The KITCHEN must have a stove or range, a refrigerator, a sink with hot and cold water, space for storage, preparation, and serving of food, facilities for sanitary disposal of food wastes, a ceiling wall type light fixture and one outlet.

The LIVING/SLEEPING ROOM(S) must have two outlets or one light and one outlet and an operable window large enough to be used as an emergency exit.

CEILINGS, WALLS, FLOORS, WINDOWS must be in good condition. There can not be any large cracks or peeling and/or chipped paint or plaster. Windows must open and close, must have screens, cannot have cracked, broken or missing panes, and if accessible from the outside, must be lockable.

PORCHES, BALCONIES, DECKS which are more than 30 inches above ground must have a rail 36 inches high. All stairs (interior or exterior) with four or more steps must have a handrail.

SMOKE DETECTOR(S) must be present and functioning near each sleeping area and on each level of the dwelling unit regardless of whether there are bedrooms on the level.

The SITE AND NEIGHBORHOOD must be free from conditions which could endanger the health, life and/or safety of residents.

DETERIORATED PAINT - If the unit was built before 1978 and if the family has children under age six (6), then all interior and exterior surfaces must not have any deteriorated paint. If deteriorated paint is present, it must be fully repaired, repainted, and in some cases it must pass a lead dust clearance test. Owners also have the option to hire licensed and certified personnel to first test the unit and property for the presence of lead hazards.

<table>
<thead>
<tr>
<th>Most Common Fail Conditions</th>
</tr>
</thead>
</table>

Nonfunctioning smoke detectors  
Peeing and/or chipping exterior and interior paint  
Burners on kitchen stove/range not operating as designed  
Leaking faucets/plumbing  
Carpet and vinyl conditions - safety issues  
Missing or cracked electrical switch plate and outlet covers  
Cracked and/or broken window panes  
Inoperable bath fan  
Railings on four or more steps not present  
Torn or missing screens
In an effort to make this Handbook more readable, samples of some of the documents and forms used in the administration of the program have been reproduced in reduced size. If you would like to review the actual documents (contracts, tenancy addendum, etc.) please call the CDA and request an Owners Document Packet.

**Q. Whose lease document is used?**

**A.** Owners use their own lease and the HUD required tenancy addendum.

If you do not have a model lease, the CDA encourages you to use the Minnesota Multi-Housing Association (MHA) Model lease. The CDA requires an initial lease term of 12 months. The owner may terminate tenancy per the lease terms without cause at the end of the initial lease term or at the end of a successive renewal term.

The lease is a legal document between the owner and tenant. The CDA is not a party to the lease.

**Q. What is the HUD required tenancy addendum?**

**A.** The tenancy addendum ensures that the owner lease does not conflict with Section 8 program regulations. The addendum adds information regarding the assisted tenancy and generally explains how the program interfaces with the existing lease.
Q. **What is a Request for Tenancy Approval?**

A. The Request for Tenancy Approval (RTA) is a form that the family initially provides to the owner. The owner completes it with information about the unit regarding size, rent, availability, address, and utility responsibilities. The family returns it to the CDA. The form provides the CDA with information necessary for scheduling of the inspection and the preparation of lease addendum and contract documents.

The RTA is not legally binding, however, we ask that owners not complete the RTA until they have screened the applicant and plan to enter into a lease with the family.

Q. **What happens after the Request for Tenancy Approval is returned to the CDA?**

A. The Housing Specialist will review the form and request an inspection. The owner and tenant will be notified if there are questions or problems with the proposed leasing arrangements, the inspection, or the proposed rent amount.

When the CDA has all the necessary information, the tenancy addendum and contract documents will be prepared and mailed to the owner. It is the owner’s responsibility to ensure the documents are signed and returned promptly, along with a copy of the executed lease, to enable the CDA to make a timely payment to the owner.
Q. **What is the Housing Assistance Payment Contract?**

A. This is the contract between the Owner and the CDA. It guarantees that the CDA will pay its portion of the rent provided the owner performs his/her responsibilities under the lease and contract.

The CDA strongly recommends that the owner read the contract in its entirety, and be familiar with all provisions of the contract.
Q. **When does the CDA mail rent payments?**

A. The CDA mails rent payments on the first working day of the month. The owner may receive payment late the first month of assisted occupancy due to delayed processing affected by the completion of the inspection and return of leasing documents.

Q. **What should an owner do if he/she has a question about the amount of or receipt of a payment?**

A. Contact the CDA staff person assigned to the family. His or her name will appear on the paperwork received from the CDA. The position title is Housing or Program Specialist.

Q. **How often does the CDA meet with program participants to review their situations and redetermine their rent responsibilities?**

A. At least once annually the CDA re-certifies participant’s income and redetermines rent. This process is called the annual re-examination. The CDA begins the process approximately 90 to 120 days prior to the annual renewal date.

Q. **What is the process if a participant wants to move to another unit within the same building/complex or another building/complex?**

A. The tenant is required to give the CDA at least a proper 60 day notice of its intention to move. The CDA must re-calculate rent portions, execute new documents, and inspect the new unit. The CDA’s contract with the owner is unit-specific and may not be transferred to a different unit. If the CDA is not notified of a unit transfer in advance, assistance payments may have to be recaptured if issued under an old contract to an old unit.
Q. **How does the CDA handle issues related to outstanding claims against a participant at lease termination?**

A. The amount of security deposits are not regulated by program rules. Contracts between the CDA and landlords do not include provisions for damage and/or vacancy loss claims. Landlords may collect security deposits from Section 8 participants that are up to, but not greater than, the amount they would collect from a private market, unassisted tenant.

This is intended to have the following benefits:

- eliminates one distinction between Section 8 tenants and private market tenants thereby encouraging broader participation by owners,
- provides the owners with a stronger motivation to screen Section 8 applicants the same as private market applicants and to check for damages to the unit prior and during the tenancy,
- reinforce the incentive for a family to take care of the unit before and during the assisted tenancy.

Q. **What happens if a participant “skips” or vacates a unit in violation of their notice requirements?**

A. Assistance for participants who leave their unit in violation of their lease term will be terminated from the Section 8 Program. Please notify the family’s Housing Specialist of this event. The full housing assistance payment may be retained by the owner for the month in which the family moves, however, the Housing Assistance Payment contract then automatically terminates.

Q. **What should an Owner do if he/she suspects a fraudulent situation regarding the income or household composition of a participant?**

A. Contact a Housing Specialist at the CDA. The information will be referred to an investigator. The CDA is serious about preventing any fraud or abuse in the program. We ask for owners’ and managers’ help.
Ownership Changes

To ensure continuing and timely payments, owners must notify the CDA when the ownership of properties participating in the Section 8 Program changes. The owner must sign a Contract Amendment which transfers the rights and obligations of the Contract to the new owner and the new owner must sign the form agreeing to comply with the terms and conditions of the Contract.

Additionally, owners should notify the CDA of an owner’s change of mailing address and/or a change in management company.
**OTHER PROGRAMS**

As Dakota County has grown, so has its need for affordable housing options. In addition to the Section 8 Housing Choice Voucher Program, the CDA administers and offers several other rent subsidy programs.

**BRIDGES**

Bridges is a state (MHFA) funded program designed to provide rental subsidies to households where at least one adult member is mentally ill. The program is a partnership of housing subsidy and supportive service to foster integration into the community. The assistance is provided while the person is waiting for permanent federal housing assistance. The monthly rent assistance is the difference between the monthly rent and 30% of the families gross monthly income.

**SENIOR SHORT TERM RENTAL ASSISTANCE PROGRAM (MAX 200)**

This locally designed rent assistance program is for senior citizens age 55 years and older who do not have sufficient income to pay for market rental housing without seriously limiting their ability to pay for other essentials. The monthly rent assistance payment equals the difference between the rent and 30% of the family gross monthly income not to exceed a maximum of $200/month.

**SHELTER PLUS CARE**

Shelter Plus Care is a HUD program designed to provide rental assistance, in connection with supportive services, to homeless persons with disabilities. The program is a collaborative effort with the Dakota County Community Services Department which coordinates an array of community-based services to meet each participant's individual needs. Housing assistance payments for this program are equal to the gross rent minus 30% of the participants adjusted income.

**PROJECT-BASED SECTION 8**

The CDA has a 75 unit allocation for Project-Based Section 8 Assistance (PBA). Owners who participate with a PBA program commit a specified number of rental units for a specified amount of time. Interested parties should contact the Assistant Director of Housing Assistance for more information about any current requests for proposals and the application process.

**OTHER**

Additionally, Dakota County Social Services, the Community Action Program (CAP) Agency, and Mental Health Resources, Inc. also provide rental subsidies to families and individuals in Dakota County. Please contact these agencies directly if issues arise involving families assisted by these agencies.
**OTHER RESOURCES**

**Owner/Tenant Conflict Resolution**

Dispute Resolution Center  
974 7th Street West  
St. Paul MN  55102  
(651) 292-7791

**Landlord/Tenant Rights Information**

Minnesota Attorney General’s Office  
1400 NCL Tower  
445 Minnesota Street  
St. Paul MN  55101  
(651) 296-3353  
1-800-657-3787  
TTY (651) 297-7206

Office of Fair Housing and Equal Opportunity  
Department of Housing and Urban Development  
451 7th Street SW  
Washington DC  20410  
1-800-669-9777

**Property Management Information and Assistance**

Minnesota Multi-Housing Association  
8030 Old Cedar Avenue, Suite 202  
Bloomington MN  55425  
(952) 854-8500  
Landlord/Tenant Information Hotline  
(952) 858-8222
DIRECTIONS TO CDA’S OFFICE

Building Address:

1228 Town Centre Drive
Eagan, MN 55123

From the north
I-35E traveling South
Take CR-28/Yankee Doodle Road exit
Turn left onto Yankee Doodle Road
Turn right onto Yankee Place
Yankee Place becomes Town Centre Drive
The CDA building will be on the right

From the south
I-35E traveling North
Take CR-31/Pilot Knob exit
Turn left onto Pilot Knob Road
Turn right onto Yankee Doodle Road
Turn right onto Yankee Place
Yankee Place becomes Town Centre Drive
The CDA building will be on the right

From the west
From Interstate 494 traveling East
Take 35E South into Eagan
Take the CR-28/Yankee Doodle Road exit
Turn left onto Yankee Doodle Road
Turn right onto Yankee Place
Yankee Place becomes Town Centre Drive
The CDA building will be on the right

From the east
From Interstate 494 traveling West
Take 35E South into Eagan
Take the CR-28/Yankee Doodle Road exit
Turn left onto Yankee Doodle Road
Turn right onto Yankee Place
Yankee Place becomes Town Centre Drive
The CDA building will be on the right