

DAKOTA COUNTY ANNUAL ACTION PLAN Program Year 2018

Community Development Block Grant (CDBG)
HOME Investment Partnerships Program (HOME)
Emergency Solutions Grant (ESG)



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Executive Summary

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

1. Introduction

In order to receive federal funding from the U.S. Department of Housing and Urban Development (HUD), Dakota County is required to prepare a Consolidated Plan, as well as subsequent Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPERs), for the following entitlement programs: Community Development Block Grant (CDBG); HOME Investment Partnerships Program (HOME); Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG). Currently, Dakota County does not receive any HOPWA funds.

The Fiscal Year (FY) 2018 Annual Action Plan (Action Plan) is the fourth year of Dakota County's Consolidated Plan for Fiscal Years 2015-2019 (Con Plan) as ratified by the Dakota County Board of Commissioners and approved by HUD.

The Con Plan lays out the objectives, priority goals and outcomes Dakota County has established to provide decent affordable housing, suitable living environments, and expand economic opportunities principally for low-and moderate-income households over the next five-year period. In the Action Plan, Dakota County identifies the proposed programs and projects to be undertaken during the 2018 program year to achieve the objectives and outcomes established in the Con Plan.

The CDA has administered the federal funds on behalf of Dakota County since the County became an entitlement jurisdiction in 1984. Each of the three entitlement programs has eligible activities in which the funds can be utilized. The CDA is charged with ensuring the requirements are met and will continue to provide the administrative guardianship of all three programs through its agreement with the County.

Dakota County is designated as the lead agency for the Dakota County HOME Consortium and assumes the role of monitoring and oversight of the HOME funds for the Consortium, which includes the counties of Anoka, Dakota, Ramsey, and Washington, and the cities of Woodbury and Coon Rapids. As the grantee of CDBG funds, Dakota County directly works with the various municipalities (municipal sub-recipients) within the County to provide access to this funding stream. The CDA provides the managerial oversight of the numerous activities implemented with HOME, CDBG, and ESG resources.

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.

With the outcomes established by Congress in mind and guided by the mission statements of Dakota County and Dakota County CDA, the following objectives were identified to achieve the housing and community development needs of Dakota County communities and its residents.

1. Increase the affordable housing choices for low-and moderate-income households.
2. Preserve and improve existing housing to maintain affordability.
3. Increase access and quality of living by providing public services and supporting public facilities.
4. Support community development that revitalizes neighborhoods and removes safety and blight hazards.
5. Support economic development that enhances the workforce and businesses.
6. Support planning efforts that address the housing, community and economic development needs of Dakota County and continue to foster partnerships with community stakeholders.

The priority goals and the strategies to achieve the desired outcomes of decent housing, suitable living environments and economic opportunity were then formulated to serve the broad range of households, and to provide benefit to as many persons possible given the parameters of the funding programs.



The following chart details the strategies from the 2015-2019 Consolidated Plan.

2015-2019 Consolidated Plan - Dakota County						
Objective			Priority	Strategy		Outcome
6	Support planning efforts that address the housing, community and economic development needs of Dakota County and continue to foster partnerships with community stakeholders.	1	Increase the affordable housing choices for low-and moderate-income households.	Homelessness	a. Support the implementation and operation of coordinated access entry sites for families, youth and singles b. Support housing stabilization initiatives for homeless populations c. Support the operation of emergency shelter facilities d. Create additional permanent supportive housing units e. Support creation or renovation of shelter facilities for homeless	• 100 Households provided Rapid Rehousing Assistance • 50 Homeless Prevention
				Affordable Rental Housing	a. Assist households to secure housing through new construction b. Improve energy efficiency of rental units c. Rehabilitate and preserve affordability in multifamily units d. Provide rental assistance to families and singles e. Support fair housing activities	• 350 Rental Units constructed • 100 Rental Units rehabilitated • 60 Households Assisted with rental assistance
		2	Preserve and improve existing housing to maintain affordability.	Affordable Homeowner Housing	a. Assist households to become homeowners b. Increase supply of affordable homeowner housing c. Improve energy efficiency of owner occupied housing units d. Rehabilitate and preserve affordability in single family units e. Provide homeowner counseling and short-term assistance f. Support fair housing activities	• 600 Homeowner Units rehabilitated • 500 Direct Financial Assistance to Homebuyers • 15 Homeowner Units (re)constructed
				Community Development	a. Assist in the development of centers and recreational parks b. Assist LMI homeowners with street assessments c. Assist LMI homeowners with water/sewer improvements d. Improve sidewalk accessibility and safety e. Beautification	• 1,500 Persons benefited from public facility or infrastructure improvement
		3	Increase access and quality of living by providing public services and supporting public facilities.	Public Services	a. Support programs that fulfill basic needs (food and shelter) for people who are low-income and/or homeless b. Support programs for youth c. Support programs for seniors d. Support transportation services	• 17,000 Persons benefited from public services
				Neighborhood Revitalization	a. Address vacant or substandard properties that may or may not be suitable for rehab b. Address water and sanitation hazards c. Address contamination clean up issues d. Historic Rehabilitation	• 150 Households assisted • 5 Buildings demolished • 1 Historic Property Rehabilitation
				Economic Development	a. Support work initiatives that assist residents to access living wage jobs b. Support initiatives that help low-income people gain work skills, jobs and employment history c. Support businesses to start up or expand d. Provide financial assistance to businesses	• 5 Direct Financial Assistance to Businesses • 5 Façade treatment/business building rehabilitation
		4	Support community development that revitalizes neighborhoods and removes safety and blight hazards.			
		5	Support economic development that enhances the workforce and businesses.			

Planning and Administration
a. Support all of the goals and strategies with planning and administration

3. Evaluation of past performance

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

Dakota County and the Dakota County HOME Consortium consistently perform well in the administration of the three grant programs discussed in this plan. In the CDBG program, one regulatory measure used by HUD to evaluate performance is the timeliness ratio test. This formula measures the amount of an entitlement community's unexpended funds 60 days prior to the start of the its next program year in relation to the amount of funding it receives; the ratio cannot exceed 1.5. Dakota County's timeliness ratio is measured on May 2nd each year. On May 2nd, 2018, the Dakota County ratio was 1.48.

The HOME program uses commitment and expenditure deadlines to measure performance. Dakota County has met all deadlines.

The ESG program uses drawdown requirements to measure performance. Dakota County has made consistent drawdowns of ESG funds.

While these financial tests are required and are measurements of performance, it is also important that projects and programs carried out with these funds meet outcome expectations and benefit eligible persons. Reporting on outcomes and beneficiaries is made available each year in the Consolidated Annual Performance and Evaluation Report (CAPER). Dakota County and the CDA recognize that the evaluation of past performance is critical to ensuring the County and its subrecipients are implementing activities effectively and that those activities align with the overall strategies and goals listed in the Con Plan. The performance of programs and systems are evaluated on a regular basis.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Community partners consultation

The development timeline and process of the Action Plan was discussed at the annual CDBG workshops held on November 16, 2017. Each municipality is required to formally apply for CDBG funding and request funding for activities that would best serve their community needs. Applications were provided to city and township staff on November 21, 2017 and were due back to the CDA by January 19, 2018.

CDA staff regularly attend the monthly meetings held by the Affordable Housing Coalition and consulted the members of the coalition regarding the Annual Action Plan. This discussion and feedback was helpful to determine the actions needed to meet the

goals of the Con Plan. Members of the Affordable Housing Coalition also reviewed and made comments on the ESG Written Standards. These comments were incorporated into the Standards prior to the Action Plan public hearing on April 24, 2018.

CDA staff consulted with following Dakota County departments and divisions: Community Services, Physical Development, Workforce Development, Environmental Resources, and the Office of Planning specific to the activities that could be potentially funded with CDBG funds. An internal e-mail was sent to various County Departments to apply for 2018 funding with the same application deadline as the municipalities. The Physical Development Committee of the Whole reviewed the staff-recommended 2018 Countywide activities on the regular agenda, which included discussion from County Commissioners, on February 13, 2018.

To continue the community engagement process once the proposed objectives and outcomes had been identified, CDA staff presented the plan to the community and its stakeholders in the following manner:

1. Presentations (February 2018-May 2018) – Dakota County CDA presented a draft of the priorities and goals established to the following:
 - Economic Development Management Group – comprised of the municipal community & economic development directors for Dakota County municipalities (March 15);
 - Affordable Housing Coalition meeting (February 22).
 - The Physical Development Committee of the Whole (March 20) reviewed the material at a regularly scheduled meeting though no presentation was made.
2. Public Hearing and Comment Period (March 2018 – April 2018) – A 40-day public comment period was opened beginning March 11, 2018 running through April 15, 2018. Public notices were published in the *Dakota County Tribune*, *South-West Review*, the *Northfield News*, the *Hastings Star Gazette*, as well as on the websites of Dakota County, the Dakota County CDA, and the cities in Dakota County. A public hearing was held on April 24, 2018 at the Dakota County Board of Commissioners meeting. The Dakota County Consortium members each held their own public hearings.

5. Summary of public comments

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

The public comment period was open for a period of approximately 40 days and the Public Hearing was held on April 24th, 2018. No comments were received during the public comment period and no comments were received during the Public Hearing.

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

No public comments were received.

7. Summary

Dakota County and the HOME Consortium members will be allocated approximately \$4.6 million between the three programs for FY 2018. Dakota County will receive approximately \$3.0 million in grant allocations, with the largest being CDBG. For the 2018 program year, Dakota County has set funding for 46 activities to take place either within a specified city or on a Countywide basis. The breakout is 41 activities are funded with CDBG, four activities are funded with ESG, and one activity is funded with HOME. The total for the HOME-funded activities does not include the grant administration activity. The other members of the Dakota County HOME Consortium have preliminarily designated approximately \$1,041,000 of the FY 2018 Entitlement allocation and \$240,000 of FY 2018 Program Income towards seven activities, excluding the administration activity. Remaining Consortium HOME funds are unallocated at this time.

At the time of the 2018 Action Plan was drafted, HUD had not released the funding allocations. Because the grant amounts were unknown, and in accordance with CPD Notice 18-01, Dakota County used the program budgets from Program Year 2017 for planning purposes and has drafted a contingency plan. The contingency plan for the three programs is as follows:

- CDBG – For the CDBG program, the funding will be allocated proportionally for most subrecipients depending on any increase or decrease in program funding. However, the cities of Apple Valley and Eagan will keep their funding of the public service activities steady and adjust the amounts dedicated of the Home Improvement Loan activities by the amount needed to meet the final funding allocation. The city of Farmington will increase the amount of the Commercial Rehab activity if there is an increase and decrease the Home Improvement Loan activity if there is a decrease.
- HOME - Funding amounts for proposed River Heights Supportive Housing (Dakota County) and Down Payment Assistance (City of Woodbury) will be adjusted along with any increase or decrease in 2018 allocation. CHDO funds will be adjusted to remain at the required 15 percent of the overall grant amount. Any undesignated funds will be adjusted as they are allocated to specific projects.
- ESG – Any change in the ESG allocation will be applied to the Rapid Re-housing component.

Funding amounts for the Dakota County CDBG, HOME and ESG programs were received on May 1st, 2018. The above Contingency Plan was applied with the following allocations; CDBG - \$1,941,521, HOME - \$2,512,927, and ESG - \$160,273.

The following activity statement and graphs detail the intended uses (activities) of CDBG, HOME and ESG funds for Program Year 2018.

2018 Dakota County CDBG Activity Statement

Small Cities and Townships:

City/Township	Project	2018 Budget
City of Randolph	Public Facilities Stormwater Pond Improvements	\$ 27,321
	Total	\$ 27,321

Large Cities:

City	Project	2018 Budget
Apple Valley	Home Improvement Loan	\$ 154,361
	Public Service - DARTS Senior Chore Service	\$ 18,000
	Total	\$ 172,361

City	Project	2018 Budget
Burnsville	Home Improvement Loan	\$ 108,617
	Remodel Grant	\$ 21,810
	Public Service - 360 Communities	\$ 6,544
	Public Service - Burnsville Youth Collaborative	\$ 54,526
	Public Service - EMS Grants	\$ 8,725
	Public Service - Senior Services	\$ 54,526
	City General Grant Administration	\$ 11,996
	Total	\$ 266,744

City	Project	2018 Budget
Eagan	Home Improvement Loan	\$ 183,592
	Public Service - Pre-School Program	\$ 2,500
	Public Service - Dakota Hills Middle School Youth	\$ 18,000
	Public Service - Dakota Woodland Youth	\$ 4,000
	Public Service - Senior Services	\$ 10,500
	Total	\$ 218,592

**2018 Dakota County CDBG Activity
Statement Cont'd.**

City	Project	2018 Budget
Farmington	Home Improvement Loan	\$ 5,140
	Public Service - Senior Services	\$ 5,000
	Commercial Rehab	\$ 13,180
	Economic Development Plan	\$ 15,000
	Total	\$ 38,320

City	Project	2018 Budget
Hastings	Home Improvement Loan	\$ 77,380
	Total	\$ 77,380

City	Project	2018 Budget
Inver Grove Heights	Home Improvement Loan	\$ 98,145
	Comprehensive Plan Update	\$ 26,463
	Public Facilities - ADA Compliance Improvements	\$ 26,463
	Total	\$ 151,071

City	Project	2018 Budget
Lakeville	Home Improvement Loan	\$ 72,096
	Spot Acquisition & Clearance	\$ 33,928
	Senior Transportation	\$ 21,810
	Senior Services	\$ 16,358
	Total	\$ 144,192

City	Project	2018 Budget
Mendota Heights	Home Improvement Loan	\$ 21,844
	Total	\$ 21,844

City	Project	2018 Budget
Northfield	NF Home Matters Residential Rehab	\$ 5,453
	Public Service - Youth Homelessness Program	\$ 9,815
	Rental Rehab - Northern Oaks	\$ 48,037
	Total	\$ 63,305

City	Project	2018 Budget
Rosemount	Home Improvement Loan	\$ 49,770
	Total	\$ 49,770

**2018 Dakota County CDBG Activity
Statement Cont'd.**

City	Project	2018 Budget
South St. Paul	Home Improvement Loan	\$ 98,059
	Total	\$ 98,059

City	Project	2018 Budget
West St. Paul	Home Improvement Loan	\$ 108,718
	Total	\$ 108,718

Countywide	Project	2018 Budget
Dakota County	Home Improvement Loan Estimated Revolving Loan	\$ 400,000
	CDA General Grant Administration	\$ 194,481
	Countywide Home Improvement Loan	\$ 209,298
	Fair Housing	\$ 5,180
	Septic System Repair/Replacement	\$ 10,000
	Well Sealing	\$ 35,256
	Public Service - Youth Employment Program	\$ 27,263
	Public Service - Youth Library Internship	\$ 22,366
	FY2018 CDBG Total Final Budget	\$ 1,941,521
	FY2018 CDBG Small Cities/Townships	\$ 27,321
	FY2018 CDBG Countywide	\$ 503,844

2018 Dakota County HOME Consortium Activity Statement

Participating Jurisdiction	Project	Budget
Anoka County <i>25.4% Share</i>	Common Bond Rainbow Plaza	\$ 300,000.00
	Uncommitted Funds	\$ 178,712.59
	Community Housing Development Organization	\$ 95,742.52
	Uncommitted Program Income	\$ 90,794.47
	General Administration	\$ 47,871.26
	Total	\$ 713,120.84

Participating Jurisdiction	Project	Budget
Dakota County <i>35.6% Share</i>	Center City - Inver Grove Heights	\$ 670,951.51
	Center City - Inver Grove Heights - Program Inc.	\$ 47,463.31
	Community Housing Development Organization	\$ 134,190.30
	General Administration	\$ 129,918.33
	Total	\$ 982,523.45

Participating Jurisdiction	Project	Budget
Ramsey County <i>22.3% Share</i>	MWF Boulevard	\$ 275,000.00
	Emma's Place Rehabilitation	\$ 145,287.04
	Emma's Place Rehabilitation - Program Income	\$ 54,712.96
	The Triton - Program Income	\$ 50,000.00
	FirstHOME DPA - Program Income	\$ 120,000.00
	Community Housing Development Organization	\$ 84,057.41
	Uncommitted Program Income	\$ 64,467.15
	General Administration	\$ 42,028.70
	Total	\$ 835,553.26

Participating Jurisdiction	Project	Budget
Washington County <i>13.3% Share</i>	Habitat for Humanity Scattered Site	\$ 250,664.47
	Habitat for Humanity Scattered Site - Program Inc.	\$ 15,300.00
	Community Housing Development Organization	\$ 50,132.89
	General Administration	\$ 25,066.45
	Total	\$ 341,163.82

Participating Jurisdiction	Project	Budget
City of Woodbury <i>3.4% Share</i>	Down Payment Assistance	\$ 70,487.60
	Community Housing Development Organization	\$ 12,815.93
	Total	\$ 83,303.53

**2018 Dakota County HOME Consortium
Activity Statement, Cont'd.**

Consortium Totals	Project	Budget
	General Administration - 9.75%	\$ 244,884.74
	Community Housing Development Org. - 15%	\$ 376,939.05
	Prior Year Program Income	\$ 442,737.89
	Total Grant	\$ 2,512,927.00
	Total Grant and Program Income	\$ 2,955,664.89

2018 Dakota County ESG Activity Statement

Dakota County	Activity	2018 Budget
	Rapid Re-Housing	\$ 113,742
	Shelter	\$ 26,000
	Data Collection (HMIS)	\$ 8,511
	Administration	\$ 12,020
	2018 Emergency Solutions Grant Total	\$ 160,273

PR-05 Lead & 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.

Agency Role	Name	Department/Agency
Lead Agency	Dakota County	
CDBG Administrator	Dakota County	Community and Economic Development
HOME Administrator	Dakota County	Community and Economic Development
ESG Administrator	Dakota County	Community and Economic Development
HOPWA Administrator	N/A	
HOPWA-C Administrator	N/A	

PR 05 Table 1 – Responsible Agencies

Narrative

Dakota County receives CDBG and ESG funds as an entitlement jurisdiction and receives HOME funds as a part of a consortium of counties that includes Anoka, Ramsey and Washington as well as the cities of Coon Rapids and Woodbury. Dakota County first became eligible to receive a direct allocation of CDBG funding in 1984. The Dakota County HOME Consortium was formed in 1994, and in 2013 Dakota County began to receive an allocation of ESG funding.

Dakota County is designated as the lead agency for the Dakota County HOME Consortium and assumes the role of monitoring and oversight of the HOME funds for the Consortium. As the grantee of CDBG funds, Dakota County directly works with all cities and townships within the County to provide access to this funding stream (municipal subrecipients), and also provides the managerial oversight of the numerous activities implemented with CDBG resources.

The Dakota County Community Development Agency (CDA) has administered these federal funds on behalf of Dakota County since Dakota County became an entitlement jurisdiction. Dakota County and the CDA enter into a subrecipient agreement annually to carry out the County's obligations and responsibilities of all three entitlement programs. Each program has specific regulatory requirements and eligible activities for which the funds may be utilized. The CDA is charged with ensuring these requirements are met and will continue to provide the administrative guardianship of all three programs through its agreement with the County.

In addition to administering each grant program, Dakota County CDA is responsible for preparing the Consolidated Plan and Annual Action Plans.

Consolidated Plan Public Contact Information

The contact for the Action Plan is:

Maggie Dykes
Dakota County Community Development Agency (CDA)
Community and Economic Development Department
1228 Town Centre Drive, Eagan, MN 55123;
mdykes@dakotacda.state.mn.us; 651-675-4464

Additionally, as the lead agency for the Dakota County HOME Consortium, portions of the plan include responses as addressed by the respective consortium member. Their contact information is listed below.

Anoka County – Karen Skepper; 763-323-5709 or karen.skepper@co.anoka.mn.us
Ramsey County – Mary Lou Egan; 651-266-8039 or MaryLou.Egan@CO.RAMSEY.MN.US
Washington County - Angela Shuppert; 651-379-9551 or
angies@washingtoncountycda.org
City of Woodbury - Karl Batalden; 651-414-3438 or kbatalden@ci.woodbury.mn.us

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Dakota County used several methods to engage citizens in the development of the Action Plan as well as consulted a variety of community stakeholders within the last year. The County and the CDA continued partnerships with housing and service providers; workforce developers; elected officials; community planners; and public entities including regional governments, municipalities and townships.

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)).

To improve the coordination between the various community stakeholders that are connected with Dakota County residents in multifaceted ways, the Dakota County CDA attends and/or hosts meetings with these stakeholders to engage with them on a regular basis. The intent is to learn about the programs and supports being offered in the community, as well as where there is a lack of programming. When there is a partnership that can be formed or support that can be offered, the CDA examines the potential role it could play to move the conversation from dialogue to action. The CDA aims to fully understand the issues driven by Dakota County residents, particularly related to housing and community development.

The development of the 2018 Action Plan involves a close partnership between the following entities:

- Dakota County departments:
 - Physical Development Division
 - Community Services
 - Environmental Resources
 - Office of Planning
- Dakota County Community Development Agency (CDA)
- Dakota Affordable Housing Coalition (AHC) – A public/private collaboration that facilitates Countywide planning of homeless services and resources. Regular participants include:
 - 360 Communities
 - Twin Cities Habitat for Humanity
 - Guild Incorporated
 - People, Inc.
 - The Link (homeless youth program)
 - Dakota-Carver-Scott CAP Agency
 - Neighbors, Inc. (a non-profit, social-service agency providing emergency assistance and supportive assistance programs to low-income community members in the northern Dakota County communities)

- MICAH (a coalition of religious groups working to end homelessness and expand affordable housing in the Twin Cities region)
- MESH (Metro-Wide Engagement on Shelter and Housing)
- SMRLS (Southern Minnesota Regional Legal Services)
- Fair Housing Implementation Council
- Dakota County HOME Consortium members – Dakota County/CDA, Anoka County, Ramsey County, Washington County and City of Woodbury
- Minnesota National Association of Housing and Redevelopment Officials (NAHRO)
- Twin Cities Local Initiatives Support Corporation (LISC)
- Dakota-Scott Workforce Investment Board (Business Services Committee)
- City of Apple Valley
- City of Burnsville
- City of Eagan
- City of Farmington
- City of Hastings
- City of Inver Grove Heights
- City of Mendota Heights
- City of Northfield
- City of Rosemount
- City of South St. Paul
- City of West St. Paul
- The townships of Castle Rock, Douglas, Empire, Greenvale, Hampton, Marshan, Nininger, Randolph, Ravenna, Vermillion, and Waterford
- The smaller cities of Hampton, Mendota, Miesville, Randolph, and Vermillion.

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.

Dakota County is part of the regional Continuum of Care (CoC), Suburban Metro Area CoC, more commonly referred to as SMAC. It is composed of the five counties that surround the Minneapolis/St. Paul area: Anoka, Dakota, Scott, Carver and Washington Counties. Each has a local homeless planning committee, but the Affordable Housing Coalition (AHC) acts as the governing body and represents Dakota County in its response to homelessness. The CDA has been an active member in AHC and solicited the feedback of the group on matters related to the Annual Action Plan, specifically on housing and homelessness. The AHC oversees the funding decisions for other resources to specifically address homelessness among individuals, families and unaccompanied youth.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate 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

The allocations of ESG funds were reviewed by the Dakota Affordable Housing Coalition (AHC), which voted on the amounts distributed to various activities in February 2018. The AHC determined the following distribution:

Component	2018-2019	Percent
Emergency Shelter Recommended for Funding		
Shelter Operations Costs of rent, security, insurance, utilities, food, and supplies necessary for the operation of the emergency shelter	\$26,000	16.2%
TOTAL EMERGENCY SHELTER*	\$26,000	
Rapid Re-Housing Recommended for Funding		
Rental Assistance Medium-term (3-24 months) of rental assistance payments based on 30% of the household income	\$93,742	71.0%
Housing Relocation and Stabilization Services Financial assistance to pay housing owners, utility companies, and other third parties for rental application fees, security deposits and last month’s rent	\$20,000	
TOTAL RAPID RE-HOUSING	\$113,742	
HMIS Expenses Recommended for Funding		
HMIS System Administration costs	\$3,011	5.3%
Dakota County and CDA HMIS costs (license costs)	\$5,500	
TOTAL HMIS*	\$8,511	
Administrative Expenses Recommended for Funding		
Administrative Costs – Costs to administer ESG program for Dakota County and CDA	\$12,020	7.5%
TOTAL ADMINISTRATIVE	\$12,020	
TOTAL ESG FUNDING	\$160,273	100%

AP-10 Table 1 – Recommended ESG Allocations

The Written Standards for ESG are replications of the SMAC adopted standards to further align with the CoC and all the other resources being used to combat homelessness. These Written Standards are updated on an on-going basis to ensure continued high performance when serving the homeless population.

The SMAC has decided to operate within a statewide Homeless Management Information System (HMIS) and, along with the other CoC regions in the state, has designated the Institute for Community Alliances as the lead agency of that system. The policies for HMIS are addressed within the SMAC bylaws. The Written Standards

address the expenditure and administration of funds for HMIS. ESG funds have been allocated to pay for HMIS costs.

2. Agencies, groups, organizations and others who participated in the process and consultations

AP-10 - Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Scott Carver Dakota CAP Agency, Inc.
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition and the Housing and Services committee meetings. Assisted with development of the ESG Written Standards.
2	Agency/Group/Organization	The Link
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition and the Housing and Services committee meetings. The anticipated outcomes are continued operation of a youth drop in center at a local church.
3	Agency/Group/Organization	Dakota County Supportive Housing Unit
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meeting and Housing and Services committee. Staff assisted in providing information related to CoC and drafting responses for the Consolidated Plan and the Action Plan.
4	Agency/Group/Organization	Southern MN Regional Legal Services
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on fair housing testing and assistance with strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
5	Agency/Group/Organization	Mental Health Resources
	Agency/Group/Organization Type	Housing Services - Housing Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition and the Housing and Services committee meetings. Assisted with development of the ESG Written Standards. Anticipated outcomes are continued work on coordinated entry.
6	Agency/Group/Organization	Veterans Administration
	Agency/Group/Organization Type	Housing Other government - Federal
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are to continue partnership with the VASH program and hope to improve coordination to identify if other housing gaps exist for Veterans.
7	Agency/Group/Organization	MN Assistance Council for Veterans
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Areas for improved coordination are to identify if other housing gaps exist for Veterans.
8	Agency/Group/Organization	Neighbors, Inc.
	Agency/Group/Organization Type	Services-homeless Food Bank

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
9	Agency/Group/Organization	People, Inc.
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
10	Agency/Group/Organization	Guild, Inc.
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
11	Agency/Group/Organization	Dakota County Environmental Services
	Agency/Group/Organization Type	Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted on the needs of water and sanitary hazards for the drinking supply. Anticipated outcome is to continue to include the well sealing program and the septic system repair program as eligible activities to fund with CDBG.

12	Agency/Group/Organization	360 Communities
	Agency/Group/Organization Type	Services - Housing Services-homeless Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing. 360 Communities has been a partner in implementing public services funded with CDBG.
13	Agency/Group/Organization	Dakota County Workforce Development
	Agency/Group/Organization Type	Other government - County Grantee Department Services-Employment
	What section of the Plan was addressed by Consultation?	Economic Development Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted on the need for employment services. Anticipated outcomes include workforce development through job training, internships and support services.

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

Major Employers, private sector banking/financing, and Community Development Financial Institutions were not consulted directly. This is an area for improved coordination for economic development opportunities.

Publicly funded institutions such as healthcare, mental health facilities, foster care and corrections programs were not directly consulted for the purposes of the Action Plan. These facilities have previously been engaged by CoC members to coordinate the discharge planning and policies. The CoC has actively engaged representatives from local hospitals and health care providers to plan services and referral processes. The CoC has a network of collaborating agencies that ensures persons who are discharged from a mental health facility are not discharged to homelessness. Partners include County mental health case managers and social workers, and nonprofits that specialize in serving clients with mental health needs like Guild Incorporated. The CoC engages foster care workers in planning efforts to ensure they are aware of programming available for permanent housing upon discharge.

Consulted for the consolidated plan were the members and staff which implement CoC funding and are directly involved in providing the case management as identified in those policies. The intent was to connect with the providers at the client level to gain the insight and barriers they see in implementing federal funding.

Previously, Dakota County and CDA staff had met with correctional probation officers to discuss the housing options for households exiting correctional programs. The Department of Corrections (DOC) is primarily responsible for preventing offenders from being released from State facilities into homelessness. The DOC provides a case manager to assist offenders with identifying housing resources.

The adjacent governmental entities that make up the HOME consortium were consulted specific to the priorities they felt were present in their communities and where HOME funding would potentially be spent. These units of government are consulted regularly for the overall implementation of the HOME program.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	SMAC	Homelessness and Affordable Housing
Heading Home Dakota	Dakota County Community Services	Homelessness and Affordable Housing
5-year PHA Plan for Dakota County	Dakota County CDA	Affordable Housing
Thrive MSP 2040	Metropolitan Council	Increase supply of affordable housing
Housing Policy Plan	Metropolitan Council	Increase supply of affordable housing

AP-10 Table 3 – Other local / regional / federal planning efforts**Narrative**

As the administrator of the CDBG, HOME and ESG programs, the Dakota County CDA has informal and formal partnerships with local city governments, the Metropolitan Council (the metropolitan area regional planning agency), County government, local and regional non-profits, state housing finance agency and the Department of Health. These entities informed this Annual Action Plan and will be integral in its implementation.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

For the Action Plan, Dakota County CDA sought to engage citizens and include their viewpoints on the needs within the various communities and the ways CDBG, HOME and ESG funds are utilized. As detailed in the Citizen Participation Plan, Dakota County, as a recipient of these federal funds, must provide for and encourage public participation to develop the plan. The minimum requirements are that a public hearing is held and 30-day comment period is open to obtain citizen's views. The public comment period was kept open for over 40 days to ensure adequate time was given for citizens to comment on the Action Plan.

Citizen Participation dates:

- Dakota County Physical Development Committee (PDC) – February 13, 2018 (to review Countywide CDBG activities)
- Public Comment period:
 - Dakota Tribune – March 8, 2018 – April 20, 2018
 - South-West Review – March 4, 2018 – April 20, 2018
 - Hastings Star Gazette – March 8, 2018 – April 20, 2018
 - Northfield News – March 14, 2018 – April 20, 2018
- PDC – March 20, 2018 (to review the Action Plan; set public hearing)
- Public Hearing – April 24, 2018 at the Dakota County Board of Commissioners; Action Plan to be updated with comments after Public Hearing
- Approval of Action Plan – June 5, 2018 at the County Board of Commissioners meeting

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ads (Dakota Tribune, Hastings Star Gazette, South-West Review, and the Northfield News)	Non-targeted/ broad community	N/A	None Received	None Received	http://sunthisweek.com/dakota-county-tribune/ http://www.hastingsstargazette.com/ http://www.bulletin-news.com/south-west-review http://www.southernminn.com/northfield_news/
2	Internet Outreach	Non-targeted/ broad community	N/A	None Received	None Received	www.co.dakota.mn.us www.dakotacda.org The notice was also included on the websites of the 12 large cities in Dakota County: Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Northfield, Rosemount, South St. Paul and West St. Paul.
3	Public Hearing	Non-targeted/ broad community	No citizens attended the public hearing	None received	None received	
4	Affordable Housing Coalition	Homeless Service Providers	30 People	Comments incorporated into the ESG Written Standards	None Received	

AP-12 - Table 1 – Citizen Participation Outreach

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

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,941,521	400,000	0	2,341,521	2,341,521	The expected amount available for the remainder of consolidated plan assumes steady funding for the remaining year. The amount of program income (including revolving loan funds) is anticipated to be \$400,000 per year.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	2,512,927	442,737	0	2,955,664	2,812,927	The expected amount available for the remainder of consolidated plan reflects steady funding for the remaining year. The amount of program income is anticipated to be \$300,000 per year for the remaining year as well.

ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	160,273	0	0	160,273	160,273	The expected amount available for the remainder of consolidated plan assumes steady funding for the remaining year. No program income is anticipated.
Continuum of Care	public - federal	Overnight shelter Services Transitional housing	3,929,541	0	0	3,929,541	3,929,541	The expected amount available for the remainder of consolidated plan assumes flat, steady funding for the remaining year. No program income is anticipated.
LIHTC	public - federal	Acquisition Multifamily rental new construction	890,312	0	0	890,312	888,000	The CDA is authorized to allocate low-income housing tax credits to qualified projects in Dakota County. 2018 tax credits were awarded to Prestwick Place Townhomes, a 40-unit affordable housing development in the City of Rosemount.

Public Housing Capital Fund	public - federal	Rental Assistance	511,850	0	0	511,850	511,850	The expected amount available for the remainder of consolidated plan assumes flat steady funding for the remaining year.
Section 8	public - federal	Rental Assistance	18,218,676	0	0	18,218,676	17,307,742	The expected amount available for the remainder of the consolidated plan assumes a 5% decrease in funding for the remaining year. The annual allocation also includes funding for 25 VASH Vouchers administered by the CDA.
Tax Increment Financing	public - local	Economic Development Housing Multifamily rental new construction New construction for ownership Public Improvements	0	0	0	0	0	The CDA has previously used TIF to support affordable housing development. Currently, there are 13 CDA TIF districts that are monitored. Increment is used for to support eligible costs per Minnesota statutes. There is no excess increment that can be annually allocated towards projects.

Other	private	Acquisition Economic Development Public Improvements	1,000,000	0	0	1,000,000	0	General fund from Dakota County CDA for the Redevelopment Incentive Grant program.
Other	public - state	Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab Rental Assistance TBRA Transitional housing	0	0	0	0	0	Dakota County and Dakota County CDA apply for grant awards on a regular basis for affordable housing development and down payment assistance program funding.
Other	public - local	Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	1,000,000	0	0	1,000,000	0	The HOPE Program provides gap financing for the acquisition, new construction, and preservation of affordable housing- both rental and ownership- within Dakota County. The program is funded through a portion of the CDA's special benefit tax levy and a request is made to the County Board each year for this levy revenue.

AP 15 - Table 1 - 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

For CDBG, the Home Improvement Loan Program, also called the homeowner rehab program, leverages state funding to provide additional loan resources to homeowners to complete rehab projects on their home, primarily mobile homes. Additionally, there are other strategies that leverage private homeowner contributions such as the well sealing program and the abatement of street assessments. CDBG-funded business loan activities require owner investment as well.

The First Time Homebuyer Program leverages private investment with state and federal dollars to provide down payment assistance in addition to the homebuyers' \$1,000 contribution required at closing. Private investment and equity is the major funding source when LIHTC are used to construct new rental housing.

Other ways funds are leveraged are in the form of a match. The locally funded Housing Opportunities Enhancement (HOPE) Program requires a 2:1 match of funds committed to a project whereas the ESG program requires a 1:1 match. ESG utilizes CoC funds to meet the match requirement while the HOME Program's 25 percent match on funds drawn is met by the various funding streams that may be combined in a rental development project or by donated time and money when working with Habitat for Humanity. Created in 2001, the HOPE program can provide deferred loans of up to \$750,000 for gap financing for the new construction, substantial rehabilitation, and/or preservation of affordable housing in Dakota County.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Using the Neighborhood Stabilization Program (NSP) funds, Dakota County CDA acquired 31 foreclosed properties during the economic downturn. Twenty-two (22) of the existing homes were in unfavorable conditions and were demolished to remove the safety and blight hazards they posed. A handful of these land bank lots have been sold to Community Housing Development Organizations (CHDOs) and non-CHDOs to develop affordable housing options for low income homeowners. It is likely this type of partnership will continue with some of the remaining lots.

Other parcels of land that had been acquired by the CDA had been through tax-forfeiture. The CDA in one case has rehabilitated the property and sold the single-family home to an income-eligible household. The other parcel is zoned for multifamily and commercial development. The CDA is continuing to explore the best options for the parcel.

Discussion

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Rental Housing	2015	2019	Affordable Housing Homeless Non-Homeless Special Needs		Affordable Rental Housing Planning and Administration	HOME: \$1,495,951 CDBG: \$48,037	Rental Units Added: 40 Rental Housing Units Rehabilitated: 8
2	Affordable Home Owner Housing	2015	2019	Affordable Housing		Affordable Homeowner Housing Planning and Administration	CDBG: \$1,214,283 HOME: \$441,152	Homeowner Housing Added: 6 Household Housing Unit Homeowner Housing Rehabilitated: 75 Household Housing Unit
3	Homelessness and Prevention	2015	2019	Homeless		Affordable Rental Housing Homelessness Public Service Community Development Planning and Administration	ESG: \$160,273	Tenant-based rental assistance / Rapid Rehousing: 20 Households Assisted
4	Community Development	2015	2019	Non-Housing Community Development		Community Development	CDBG: \$53,784	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2 Public Facilities

5	Public Service	2015	2019	Non-Housing Community Development		Public Service	CDBG: \$279,933	Public service activities other than Low/Moderate Income Housing Benefit: 3070 Persons Assisted
6	Economic Development	2015	2019	Non-Housing Community Development		Economic Development	CDBG: \$13,180	1 Business Assisted
7	Neighborhood Revitalization	2015	2019	Non-Housing Community Development		Community Development	CDBG: \$79,184	Homeowner Housing Rehabilitated: 31 Buildings Demolished: 1
8	Planning and Administration	2015	2019	Affordable Housing Public Housing Homeless Non- Homeless Special Needs Non-Housing Community Development		Affordable Rental Housing Affordable Homeowner Housing Homelessness Public Service Community Development Economic Development Planning and Administration	CDBG: \$253,120 HOME: \$244,884	Other: 2 Plans

AP 20 - Table 1 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Rental Housing
	Goal Description	<p>The following strategies will be used to provide increased choice and improve existing housing specifically for renter-occupied units.</p> <ol style="list-style-type: none"> 1. Assist household to secure housing through new construction 2. Improve energy efficiency of rental units 3. Rehabilitate and preserve affordability in multifamily units 4. Provide rental assistance to families and singles 5. Support fair housing activities
2	Goal Name	Affordable Home Owner Housing
	Goal Description	<p>The following strategies will be used to provide increased choice and improve existing housing specifically for owner -occupied units.</p> <ol style="list-style-type: none"> 1. Assist households to become homeowners 2. Increase supply of affordable homeowner housing 3. Improve energy efficiency of owner occupied housing units 4. Rehabilitate and preserve affordability in single family units 5. Provide homeowner counseling and short-term assistance 6. Support fair housing activities
3	Goal Name	Homelessness and Prevention
	Goal Description	<p>The following strategies will be used to provide increased choice and improve existing housing specifically for households experiencing homelessness or are at-risk of homelessness.</p> <ol style="list-style-type: none"> 1. Support the implementation and operation of coordinated access entry sites for families, youth and single 2. Support housing stabilization initiatives for homeless populations 3. Support the operation of emergency shelter facilities 4. Provide shelter and stabilization services 5. Create additional permanent supportive housing units 6. Support creation or renovation of shelter facilities for homeless
4	Goal Name	Community Development
	Goal Description	<p>The following strategies will be used to increase access and the quality of living specific to public infrastructure and facilities.</p> <ol style="list-style-type: none"> 1. Assist LMI homeowners with street assessment 2. Assist LMI homeowners with water/sewer, storm water and solid waste improvements 3. Assist with the development of centers and recreational park improvements 4. Improve sidewalk accessibility and safety 5. Permanently seal abandoned municipal and residential wells
5	Goal Name	Public Service
	Goal Description	<p>The following strategies will be used to increase access and the quality of living specific to providing public services.</p> <ol style="list-style-type: none"> 1. Support programs that fulfill basic needs (food and shelter) for people who are low-income and or homeless 2. Support programs that help abused and neglected youth 3. Support programs for seniors 4. Support transportation services 5. Support emergency services

6	Goal Name	Economic Development
	Goal Description	<p>The following strategies will be used to enhance the workforce and businesses.</p> <ol style="list-style-type: none"> 1. Support work initiatives that assist participants to access living wage jobs 2. Support initiative that help low-income people gain work skills, jobs and employment history 3. Assist businesses to start up or expand 4. Provide training and technical assistance to businesses to increase assets and create jobs
7	Goal Name	Neighborhood Revitalization
	Goal Description	<p>The following strategies will be used to revitalize neighborhoods and remove safety and blight hazards.</p> <ol style="list-style-type: none"> 1. Address vacant or substandard properties that may or may not be suitable for rehab 2. Address water and sanitation hazards 3. Address contamination clean up issues 4. Historic Rehabilitation
8	Goal Name	Planning and Administration
	Goal Description	Support all of the goals and strategies with funding for planning and effective administration. Support 2040 Comprehensive Plan documents.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

It is estimated that Dakota County will provide affordable housing to 124 extremely low-income, low-income, and moderate-income families. This will be done through the creation of 40 rental units, rehabilitation of eight rental units, and rehabilitation of 76 owner-occupied units.

AP-35 Projects - 91.420, 91.220(d)

Introduction

For the 2018 program year, Dakota County has set funding for 46 activities to take place either within a specified city or at a Countywide basis. The breakout is 41 activities are CDBG funded, four activities are ESG funded, and one activity is HOME funded. The other members of the Dakota County HOME Consortium have budgeted \$661,000 (including Program Income) towards four activities, excluding the administration activity. Remaining Consortium HOME funds are unallocated at this time. The following activity statement and graphs detail the intended uses (activities) of CDBG, HOME and ESG funds for Program Year 2018.

Dakota County identifies Economic Development as a priority goal in the 2015 – 2019 Consolidated Plan. For Program Year 2018 there will be no Economic Development activities implemented and therefore this Project will be excluded from the 2018 Annual Action Plan.

#	Project Name
1	Administration and Planning
2	New Affordable Housing
3	Housing Rehabilitation
4	Public Service/Public Facility
5	Neighborhood Revitalization
6	HOME Consortium Projects
7	Economic Development
8	ESG17 Dakota County

AP-35 Table 1 – Project Information

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

Dakota County allows each municipality to determine where to best direct the CDBG funding they have been allocated based upon strategies that have been adopted. Program regulation also dictates the percentage of CDBG funding that be utilized for public service and planning activities.

At least 15 percent of HOME funding must be provided to a Community Housing Development Organization (CHDO) and the maximum percentage available for HOME administrative expenditures is 10 percent. The Dakota County Consortium has not identified a CHDO for the 2018 Program Year funds.

The Affordable Housing Coalition determined the most effective use for 2018 ESG funding was providing Rapid-Rehousing rental assistance and housing relocation/stabilization subsidies, Emergency Shelter Operations, Homeless Management Information System costs, and administration. This aligns with the

direction the Dakota County Supportive Housing Unit (SHU) has taken with the CoC funding they administer. A maximum of 7.5 percent can be used for administration.

AP-38 Project Summary

Project Summary Information

Project 1	Project Name	Administration and Planning
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$253,120 HOME: \$129,918.33 – Dakota County HOME: \$114,966.41 – Anoka, Ramsey and Washington Counties
	Description	This project will be for the administration and planning activities that will occur in the 2018 program year for CDBG and HOME. ESG administration will be a part of the ESG project. 13.04% of CDBG funding will be for admin and planning activities. 9.75% for HOME administration.
	Location Description	Dakota Countywide
	Planned Activities	<p><u>2040 Comprehensive Plan (Inver Grove Heights)</u> – Every municipality and township in the Metropolitan Area is required by Minnesota statute to update its Comprehensive Plan. Farmington and Inver Grove Heights have allocated CDBG funds to update their City’s respective comprehensive plans. Lakeville has allocated funds to update its Downtown Development Guide, which will be incorporated into the 2040 Comprehensive Guide Plan.</p> <p><u>Economic Development Plan (Farmington)</u> – the City will utilize CDBG funds to create an economic development plan.</p> <p><u>Fair Housing (Countywide)</u> – This activity has been dedicated to continue to further fair housing efforts in Dakota County through the participation in the Fair Housing Implementation Council.</p> <p><u>General Administration of the CDBG program (Countywide)</u> - General program administration and oversight of the Dakota County CDBG Program including environmental reviews, marketing, program management, compliance monitoring.</p> <p><u>General Administration of the HOME program (Dakota Countywide)</u> – General program administration of the Dakota County HOME program, as well as oversight and technical supervision of Dakota County Consortium. Each Consortium member receives administrative funds proportional to its contributions, less an administrative fee payable to Dakota County.</p> <p><u>General Administration of the HOME program (Counties of Anoka, Ramsey and Washington)</u> – General program administration of the HOME program.</p>
Project 2	Project Name	New Affordable Housing
	Goals Supported	Affordable Rental Housing
	Needs Addressed	Affordable Rental Housing
	Funding	HOME: \$670,951.51 HOME Program Income: \$47,463.31 LIHTC: \$890,318

	Description	The activities that will occur under this project will be to address affordable housing specifically in Dakota County.
	Location Description	Dakota Countywide
	Planned Activities	<u>Center City Project (Inver Grove Heights)</u> – HOME funds will go to the new construction of a supportive housing development.
Project 3	Project Name	Housing Rehabilitation
	Goals Supported	Affordable Homeowner Housing Affordable Rental Housing Neighborhood Revitalization
	Needs Addressed	Affordable Homeowner Housing Affordable Rental Housing Community Development
	Funding	CDBG: \$1,262,320 HOPE: \$400,000
	Description	This project covers the activities that will be pursued to rehabilitate the housing stock in Dakota County.
	Location Description	Dakota Countywide and the City of Northfield
	Planned Activities	<u>Home Matters Residential Rehab (Northfield)</u> – CDBG funds will be used to assist low- and moderate-income residents to improve and maintain their homes to a decent, safe and sanitary condition. The program offers 0% deferred interest loans that are forgivable after a period of time. <u>Northern Oaks Rental Rehab (Northfield)</u> – CDBG funds will be used for the rehabilitation of a six-unit townhome complex as well as a two-unit complex. <u>Homeowner Rehabilitation (Countywide, and some Cities)</u> - The Home Improvement Loan Program is available to assist low- and moderate-income homeowners in improving and maintaining their homes into a decent, safe and sanitary condition. The program offers 0% deferred loans to homeowners at 80% of median income.
Project 4	Project Name	Public Service/Public Facility
	Goals Supported	Community Development Public Service
	Needs Addressed	Community Development Public Service
	Funding	CDBG: \$333,717
	Description	This project is for the public service and public facility activities that will be conducted in 2018.
	Location Description	Dakota Countywide
	Planned Activities	<u>Stormwater Pond Improvements (Randolph)</u> – This activity will ameliorate the safety hazards of a stormwater holding pond in the city. <u>DARTS Senior Chore Service (Apple Valley)</u> – Provides project funding for a Homemaking Service and Outdoor Chore Service for senior citizens.

		<p><u>360 Communities (Burnsville)</u> – Funding for staffing to provide support and referrals to low- and moderate-income Burnsville residents. Resources include food support and emergency financial assistance.</p> <p><u>Burnsville Youth Collaborative (Burnsville)</u> – Provides staffing and support services to youth ages 12-16 after school and on weekends.</p> <p><u>EMS Grants (Burnsville)</u> – Assistance for low- and moderate-income residents who are unable to pay for ambulance bills.</p> <p><u>Senior Services (Burnsville)</u> – Staffing to coordinate a Senior Volunteer program, wellness program, and educational program. Funds are also provided for DARTS Senior Services.</p> <p><u>Pre-School Program (Eagan)</u> – This activity is intended to defray the costs of underserved families with 2-5 year olds in need of childcare.</p> <p><u>Dakota Hills Middle School Youth (Eagan)</u> – Funding will be provided to support an after-school program. Participants will include at least 70% youth who qualify for the free/reduced lunch program.</p> <p><u>Dakota Woodland Youth (Eagan)</u> – Recreation program for low- and moderate-income youth residing at Dakota Woodlands. The recreational opportunities focus on development of physical and social skills in a safe environment.</p> <p><u>Senior Services (Eagan)</u> – This activity is to provide Senior Citizens with recreation opportunities focused on health and wellness.</p> <p><u>Senior Services (Farmington)</u> – This activity is a financial support program to assist low- and moderate-income persons with the ability to access program and services at the Rambling River Center.</p> <p><u>ADA Compliance Improvements – Sidewalks (Inver Grove Heights)</u> – Improvements that will include ADA compliant sidewalk ramps, pedestrian crossings, and the removal of architectural barriers to accessibility.</p> <p><u>Homeless Youth Services (Northfield)</u> – The City will provide CDBG funds to the Northfield Union of Youth to provide services to at-risk youth.</p> <p><u>Dakota County Youth Employment Program (Countywide)</u> – The County will utilize CDBG to provide services to low-income and at-risk youth around workplace readiness, job training and internships.</p> <p><u>Dakota County Youth Library Internship (Countywide)</u> – The County will utilize CDBG funds to provide employment/workforce training and paid internships to low-income youth at Dakota County Libraries.</p>
Project 5	Project Name	Neighborhood Revitalization
	Goals Supported	Neighborhood Revitalization
	Needs Addressed	Economic Development
	Funding	CDBG: \$79,184
	Description	The project will be for the activities that will address slum and blight throughout the county.
	Location Description	Dakota Countywide
	Planned Activities	<u>Spot Acquisition and Clearance (City of Lakeville)</u> – This activity will be for the acquisition and clearance of blighted property, which has yet to be determined, in the City of Lakeville.

		<p><u>Septic System Repair Program</u> – This activity is for a cost-share with County residents/business to replace failing septic systems. Average cost is \$10,000.</p> <p><u>Well Sealing</u> – This activity is to assist property owners to seal old wells that meet a minimum scoring requirement based on the potential threat to the public water supply.</p>
Project 6	Project Name	Home Consortium Projects
	Goals Supported	Affordable Rental Housing Affordable Homeowner Housing
	Needs Addressed	Affordable Rental Housing Affordable Homeowner Housing
	Funding	HOME: \$1,992,365
	Description	This project is for all of the other Consortium members' HOME activities. Funding has been set aside for CHDO projects, some yet to be identified, Homebuyer, New Construction and Acquisition/Rehab.
	Location Description	The Counties of Anoka, Ramsey, Washington and the City of Woodbury. Excludes the City of St. Paul in Ramsey County.
	Planned Activities	<p><u>Anoka County</u></p> <ul style="list-style-type: none"> • Common Bond Rainbow Plaza (\$300,000) • Affordable Housing Development – Undesignated (\$178,712.59) • Affordable Housing Development – Program Income – Undesignated (\$90,794.47) <p><u>Ramsey County</u></p> <ul style="list-style-type: none"> • MWF Boulevard Multi-family (\$275,000) • Emma's Place Rehabilitation (\$145,287.04 and \$54,712.96 Program Income) • The Triton (\$50,000 Program Income) • FirstHOME Down Payment Assistance (\$120,000 Program Income) • Affordable Housing Development – Program Income - Undesignated (\$64,467.15) <p><u>Washington County</u></p> <ul style="list-style-type: none"> • Habitat for Humanity Scattered Site (\$250,664.47 and \$15,300 Program Income) <p><u>City of Woodbury</u></p> <ul style="list-style-type: none"> • Down Payment Assistance (\$70,487.60) <p><u>Community Housing Development Organization (CHDO)</u> – A CHDO has not yet been identified for the 2018 funds (\$376,939.05)</p>
Project 7	Project Name	Economic Development
	Goals Supported	Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$13,180
	Description	This project is for activities related to Economic Development in Dakota County.
	Location Description	Dakota Countywide

	Planned Activities	Commercial Rehabilitation (City of Farmington) – The City of Farmington will provide a grant for Commercial Rehabilitation. The City requires a 1:1 match by the property owner.
Project 8	Project Name	ESG17 Dakota County
	Goals Supported	Homelessness and Prevention Public Service Planning and Administration
	Needs Addressed	Homelessness Public Service Planning and Administration
	Funding	ESG: \$160,273
	Description	The 2018 Federal Fiscal Year allocation of ESG funds for Dakota County are planned to provide rapid re-housing, emergency shelter operations, HMIS administration, and program administration.
	Location Description	Dakota Countywide
	Planned Activities	Emergency Shelter Operations – (\$26,000) Rapid Re-housing – (\$93,742) Services Assistance – (\$20,000) Data Collection (HMIS) – (\$8,511) ESG General Administration – (\$12,020)

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

Dakota County and its participating municipal subrecipients do not target the use of the federal funds to any one specific area within the County. Generally, funds are used to support programs that provide a benefit to all eligible residents countywide rather than to areas of concentration. The municipal subrecipients may further refine the area to within city-limit boundaries for projects utilizing CDBG funding awards.

Distribution Area	Percentage of Funds	Program Funding
Apple Valley	8.88%	CDBG
Burnsville	13.74%	
Eagan	11.26%	
Farmington	1.97%	
Hastings	3.98%	
Inver Grove Heights	7.78%	
Lakeville	7.43%	
Mendota Heights	1.13%	
Northfield	3.26%	
Rosemount	2.57%	
South St. Paul	5.05%	
West St. Paul	5.60%	
Smaller Cities and Townships	2.35%	
Countywide	25%	
Dakota County	35.6%	HOME
Anoka County (includes Coon Rapids)	25.4%	
Ramsey County	22.3%	
Washington County	13.3%	
City of Woodbury	3.4%	
Countywide	100%	ESG

Geographic Distribution

Target Area	Percentage of Funds

Table 2 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Dakota County's status as an "Urban County" is supported by the municipalities and townships of the County, particularly those communities that could qualify as entitlement jurisdictions individually. By remaining a collective whole, it enables the County to receive more funding, reduces the administrative burden, and allows for program

efficiencies. As a result, the municipalities are partners in implementing the CDBG program directly within their communities and approximately 75 percent of the funds are set-aside for the municipalities.

Specific to HOME, each member of the Consortium is awarded a percentage of the overall allocation based upon the share percentage determination HUD provides. Dakota County has not chosen to disperse HOME funding to specific geographies and has chosen to wait to identify a HOME eligible project. The location of the project will be considered, but other factors such as site control, project financing and feasibility, and project readiness will heavily dictate where the funds are utilized.

ESG funds will be used for tenant based rapid rehousing assistance, shelter operations, HMIS costs, and general grant administration. It is up to the discretion of the tenant to locate housing in a community in which they prefer to live. Therefore, ESG is not directed to any one community; however, in most cases, it should be utilized within Dakota County.

Discussion

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	127
Special-Needs	0
Total	147

AP 55 - Table 1 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	20
The Production of New Units	43
Rehab of Existing Units	84
Acquisition of Existing Units	0
Total	147

AP 55 - Table 2 - One Year Goals for Affordable Housing by Support Type

Discussion

Dakota County CDA and the municipal subrecipients will focus approximately \$1.2 million of CDBG entitlement funding towards homeowner rehabilitation. Another estimated \$400,000 in program income will be used for the home improvement loan program. The remaining entitlement funding will be spread out to remove safety/blight hazards and revitalize the community; improve public facilities; implement public service programs for youth and seniors; provide financing for homeownership; and to complete plans and administer the CDBG program overall.

Dakota County HOME funds have been allocated for the new construction of River Heights Supportive Housing in Inver Grove Heights. The property will be managed by the Center City Housing.

ESG funding for 2018 has been budgeted to assist with emergency shelter operations; provide rapid re-housing, which entails providing recipients' rental payment assistance and security deposit assistance; provide financial assistance for housing relocation and stabilization services; and costs associated with the maintenance of the Homeless Management Information System (HMIS).

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

The Dakota County CDA is responsible for administering the majority of the public housing inventory and Housing Choice Voucher programs in Dakota County. The scattered site public housing includes 243 single family homes, duplexes, four-plexes and townhomes located throughout the County and an 80-unit apartment building, Colleen Loney Manor, located in West St. Paul. In addition to the CDA, South St. Paul operates 298 units of public housing in two apartment buildings, Nan McKay and John Carroll building.

The Housing Choice Voucher Program is also administered by the CDA and is a federal program for all jurisdictions in Dakota County. The CDA assists over 2,600 households through this program. The CDA also administers project-based assistance for units in Hidden Ponds (Apple Valley) and Cedar Villas (Eagan), a total of 31 units among the two, all two- and three-bedroom units.

The Housing Choice Voucher program assist households with income levels below 50 percent of area median income and Public Housing serves households below 80 percent of area median income.

Actions planned during the next year to address the needs to public housing

The Dakota County CDA will continue to invest operating and capital funds to the modernization of the housing units it owns and maintains. The CDA gathers resident and staff input when determining the scope of work needed to address maintenance needs, and extends invitations annually to all public housing residents to attend meetings where staff are on hand to listen to and record concerns and requests of the residents. For those unable to attend these sessions, staff provides them with contact information in order for them to share their thoughts in writing via emails or letters or by leaving voicemails for staff. CDA staff also solicits comments from local municipalities regarding needs or comments on CDA units contained within their jurisdictions. Staff receives comments from city administrators, city zoning staff, city code enforcement staff, local police departments, and other relevant entities.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Dakota County CDA employs a Homeownership Specialist and a First Time Homebuyer Specialist who provide housing counseling for households interested in homeownership. During a typical pre-purchase counseling session, staff will discuss with a client the importance of credit, credit repair, financial management, etc. This service has been marketed in the past to the public housing residents and residents in other CDA-owned affordable housing. During the next year, the CDA will continue to

send information promoting the pre-purchase counseling program to public housing residents twice via mail.

The Dakota County CDA encourages residents living in CDA-owned or managed units to become more involved through resident meetings and informational brochures. Residents receive information from CDA staff on how and where they can view the PHA plan and post comments to the plan on the CDA website. In addition, CDA staff are also diligent in sending out information to residents regarding the following areas that will assist them in self-sufficiency:

- Financial Empowerment classes
- Budgeting resource classes
- First Time Homebuyer information/classes
- Job Resource Fairs

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The CDA is not designated as “troubled”. HOME Consortium members Anoka County, Ramsey County, Washington County and the City of Woodbury are not designated as “troubled”.

Discussion

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

Dakota County continues to work with the Affordable Housing Coalition, as well as other entitlement grantees receiving ESG funding throughout the Twin Cities region, to align priorities and funding across the continuum for programs addressing the needs of Dakota County residents experiencing or at risk of homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Dakota County will continue to use local funding to reach out to homeless persons, sheltered or unsheltered to connect the household to resources to address their individual needs. The goal to produce additional housing options, provide TBRA programs (rapid rehousing), provide public services and support economic development initiatives will all contribute to the efforts CoC funding and other local resources are providing to homeless households.

ESG funding is used for emergency shelter operations, rental subsidy, and financial stabilization services like security deposits and first month's rent.

Addressing the emergency shelter and transitional housing needs of homeless persons

Addressing emergency shelter needs is done primarily with ESG funds. ESG funding has been used in recent years to provide on-going rental subsidy; however, in the last year, temporary emergency shelters have been set up in participating area churches from November through March. The emergency shelter rotates among the churches. This is recognized as an inefficient way to provide emergency shelter to homeless individuals and families, and Dakota County continues to explore solutions for emergency shelter.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were

recently homeless from becoming homeless again

Dakota County has implemented initiatives to transition households experiencing homelessness into housing. Private funding was secured to implement the Housing Access Resource Team, including a Housing Partnership Manager (HPM) and Tenant Navigator (TN). The HPM develops relationships with landlords to provide choices for persons with barriers to housing. The TN works with clients on the Coordinated Entry Housing Wait List to prepare them for housing opportunities when available. Dakota County increased housing search and stability services and continued to receive state and foundation support for prevention resources.

Dakota County's protocols for the discharge of persons from publicly funded institutions and other systems of care are designed to prevent immediate homelessness. Below is a summary of the policies, procedures and proposed changes from SMAC's CoC application.

Health Care: Releasing medically fragile, homeless people is a growing problem. Medical respite beds are available in the metro area and the CoC is collaborating with metro providers to establish a program that houses homeless persons being released from hospitals. Healthcare for the Homeless monitors and provides medical services in shelters. The American Red Cross provides emergency social services during non-business hours to accommodate discharge. Hospital social workers make referrals to Social Services, then individuals are offered adult protection services. If eligible, clients are offered direct assistance in obtaining housing. If not eligible for Social Services or case coordination through Public Health Nursing, they are referred to Economic Assistance to determine eligibility for financial aid. If there is a safety concern, the county may place non-disabled adults in a motel in lieu of shelter for up to three days.

Foster Care: Protocol is in place so no one is discharged from foster care without stable housing. Minnesota legislation directs counties to develop discharge plans with all foster care youth at age 16. All youth receive a notice regarding their rights. Foster care youth may stay in foster care until age 21 or choose to live independently and work with their case manager to identify and secure permanent housing, including accessing resources for a damage deposit and rental assistance. All youth transitioning from foster care develop a discharge plan with their county case manager; the plan includes needs, goals, resources and a support system. The CoC reviews the foster care discharge policy with county staff annually. Child protection staff responsible for discharge and case management participate in monthly CoC meetings.

Mental Health: Protocol is in place so no one is discharged from a mental health facility without stable housing. The state mandates all persons committed to any of the state's regional treatment facilities are assigned a mental health case manager through the county in which they live or last claimed residency. Discharge planning begins while the individual is committed and housing remains a part of the treatment plan after discharge to ensure housing is maintained. Persons leaving mental health facilities are typically discharged to adult foster care or other state resources to assist with housing stability.

Corrections: The State of Minnesota Department of Corrections (DOC) staff complete an intake assessment when an inmate enters a facility and determines eligibility for county services and income support. If an inmate is homeless upon entering, their correctional officer coordinates with county personnel for housing search. State Prisons conduct training classes for inmates leaving the facility that deal with issues that inmates encounter upon release, including housing. DOC has worked with members of the SMAC to eliminate significant barriers to rehousing ex-offenders.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Dakota County established a crisis line as a centralized access point for households that are experiencing a housing crisis and are homeless or at risk of homelessness. This line centralizes the calls for all populations experiencing a housing crisis. Three providers in Dakota County are the initial contact points depending on household composition. For singles and families, it is Dakota County Intake; for youth it is The Link; and for domestic violence or sexual assault victims it is 360 Communities' Lewis House.

A centralized housing wait list is maintained for persons who are homeless. The wait list is designed to match households to the best ongoing resource to meet their housing and service needs. The waiting list relies on completion of a standardized assessment for placement on this list. When a household contacts the crisis line the following steps occur.

Step 1: Resolve the crisis

Intake staff will work with the client to best resolve the housing crisis.

- Prevent an eviction
- Access emergency shelter
- Explore alternative resources

Step 2: Complete an assessment

If the client(s) are placed in an emergency shelter or are placed on a shelter waiting list, an assessment will be completed to determine their ongoing needs.

Step 3: Connect to a housing opportunity

Once assessed, their name will be placed on a central Housing Waitlist and will be matched to a housing resource that best meets their needs when one becomes available. Providers have a weekly meeting to discuss placement of households on the

waiting list and to report opening for available resources.

Discussion

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

Introduction

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

Dakota County does not establish Countywide policies for land use and development. When the CDA has plans for a new development, CDA staff work with city staff in order to meet the zoning and land use requirements of that city. Dakota County CDA maintains its relationship and works closely with all units of government throughout the county to support all affordable housing. This includes support of new rental construction, tenant-based rent assistance, new owner construction (e.g. Habitat homes), special needs housing, and housing rehabilitation. Housing advocacy groups and the CDA will continue to work together to further affordable housing opportunities within all communities.

To address potential barriers in individual cities, the CDA has created an incentive program for cities to support affordable housing and redevelopment efforts. In 2006, the CDA created the Redevelopment Incentive Grant (RIG) Program. The RIG Program provides competitive grants of up to \$250,000 to Dakota County cities to assist with redevelopment planning and implementation efforts. To be eligible for funding, cities are required to demonstrate support for affordable housing efforts, and additional points are awarded to cities that include affordable housing in their redevelopment plans. The CDA has provided over \$11 million in grants since the program's inception.

Discussion

The CDA works closely with private developers to address barriers posed by limited access to private financing. The CDA can assist by providing gap financing and working with cities and private developers to provide development support. In 2001, the CDA and Dakota County created the Housing Opportunities Enhancement (HOPE) Program. The HOPE program can provide deferred loans of up to \$750,000 for gap financing for the new construction, substantial rehabilitation, and/or preservation of affordable housing in the County.

To help address concerns about affordable housing, the CDA educates residents about its affordable housing program and works with housing advocacy groups to further affordable housing opportunities within all communities. The CDA holds an open house event at all CDA-developed properties for citizens to tour the development and has staff available to answer questions about management and operations upon project completion. The CDA also has an annual open house to showcase a few of the different CDA senior developments in the county. Every attempt is made to address concerns of residents.

In the current economic climate, addressing underserved housing needs has become increasingly more difficult. To make housing affordable to very low-income households, deep subsidies are needed. Appropriations for housing programs have seen reductions or remain flat and are not at levels to solely support affordability gaps. The CDA will continue to wisely invest its federal funds in viable projects and combine federal sources with other resources so that it can continue to provide Dakota County residents with affordable housing options.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

The CDA will continue to identify and partner with other organizations to address the needs of those most underserved. The creation of affordable rental housing has been the method used most by the CDA to provide options for seniors and working families. For homeowners, the CDA assists underserved households when looking to purchase a home by providing credit counseling and first-time homebuyer education. Additionally, down payment assistance is available. The Home Improvement Loan program assists low- and moderate-income households with maintenance and upkeep of their homes with a zero percent deferred loan.

Actions planned to foster and maintain affordable housing

Program Year 2018 funds will be used to provide home improvement loans and rehabilitate rental properties. The CDA will work to preserve the affordability of units in Low Income Housing Tax Credit properties at the end of their affordability restrictions and project-based assisted units. Please see “AP-55 - Affordable Housing” for discussion on the County’s Affordable Housing strategy and goals.

Actions planned to reduce lead-based paint hazards

The CDA will continue to assess homes built prior to 1979 through the Homeowner Improvement Loan program and address any hazards as part of the program if lead-based paint has been identified in connection to the work to be performed.

All residents of properties managed by the CDA (public housing) and Housing Choice Voucher clients will be notified and provided with the pamphlet “How to protect yourself from Lead”.

Actions planned to reduce the number of poverty-level families

Dakota County Community Services division is the main provider of services that address the needs of those in poverty. In partnership with the County, the CDA will refer all those needing additional services beyond the housing assistance and affordable housing opportunities the CDA is able to offer to help those in poverty.

Actions planned to develop institutional structure

Dakota County designated the Dakota County Community Development Agency (CDA) to administer the CDBG, HOME and ESG programs. The CDA maintains a strong relationship with County departments, cities, and other agencies (private and non-profit) throughout County.

The CDA was established in 1971 pursuant to special Minnesota legislation to serve the cities and residents of Dakota County. The CDA operates under a nine-member Board of Commissioners appointed by the Dakota County Board, each representing a separate district with one at-large member. The CDA is a separate agency from Dakota County, and as such, is able to work with cities and other partners in a manner distinct from Dakota County. This coordinated delivery system works extremely well as an efficient and effective way to centralize housing services for Dakota County.

As the administrator of the CDBG program for the County and the participating cities, the CDA meets individually with each CDBG municipal subrecipient to discuss the activities, timeliness requirements, and regulations. To help cities understand the CDBG program better, the CDA developed a CDBG manual that details program requirements and the process for allocating and awarding funds. CDA staff also offer an annual CDBG workshop to review the latest funding application and provide information on one or two HUD regulations (i.e. Davis Bacon, procurement, timeliness, environmental reviews, etc.).

In addition to the relationships within the County, Dakota County CDA is the lead administrator for the Dakota County Consortium and works with staff from Anoka, Ramsey and Washington counties and the City of Woodbury to implement the activities funded with HOME dollars. The Consortium has monthly conference calls and quarterly in person meetings to discuss any changes in program regulations, monitoring, and the activities being put into operation.

ESG is administered by the CDA but implemented by the Dakota County Community Services division. Both the CDA and Community Services use the approved HMIS. The CDA will review the files for compliance and draw down all funds on a reimbursement basis.

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

CDA and County staff regularly attend the Affordable Housing Coalition (AHC) meetings, which is the governing board of the Suburban Metro Area Continuum of Care (SMAC). In addition to continuing to participate in the AHC meetings, Dakota County and the CDA will attend meetings with other public and private housing agencies, and social service agencies as these meetings arise. Social service staff are deeply

connected to the social needs of residents will continue to be partners in the supportive and rapid rehousing programs. The CDA and the County will continue their many partnerships with the community, non-profits, and other local government entities in developing and implementing the Action Plan.

Discussion

The Dakota County CDA (CDA) proactively 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 in order to ensure that all people have equal access to the housing of their choice. To support compliance with these fair housing related acts and laws the CDA participates in several Fair Housing activities.

The Fair Housing Implementation Council (FHIC) is a collaborative group representing the Twin Cities metropolitan area entitlement jurisdictions and other governmental agencies; Dakota County CDA represents Dakota County on the council. The purpose of the FHIC is to facilitate and initiate implementation of activities having metro-wide significance identified in the regional Analyses of Impediments to Fair Housing Choice (AI).

In 2017, the FHIC completed an Addendum to the FHIC's 2014 Regional AI (AI Addendum). The AI Addendum specifically addresses housing discrimination, gentrification and displacement, barriers to housing choice, and the conditions of segregation and integration in the seven-county area that includes Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties in Minnesota.

In 2018, Dakota County continues to jointly fund and participate in the following fair housing activities to attempt to address the impediments to fair housing choice facing the region and in Dakota County. The activities include:

- In collaboration with the FHIC, three fair housing projects are currently being funded in order to incorporate and support the recommendations from the AI Addendum. The projects are:
 - Housing Justice Center will identify strategies to minimize and mitigate resident displacement from affordable housing. (Recommendations 2A, 2B, 2C and 2D)
 - American Indian Family Center through their community engagement process, to conduct fair housing training. This includes providing documentation to their communities to help them understand their rights to fair housing. (Recommendations 7A and 7E)
 - Southern Minnesota Regional Legal Services housing discrimination attorneys and staff will partner with four local organizations serving immigrant communities to conduct 7 trainings on renters' rights and responsibilities and fair housing law. (Recommendation 7E)

- For program year 2018 the FHIC will seek project proposals for work in the suburban jurisdictions to engage underrepresented racial, ethnic, and other protected class communities around the following activities to incorporate and support the recommendations from the AI Addendum:
 - To educate individuals on their fair housing rights;
 - Explain how government processes impact them and how to be a part of these decision-making processes to further fair housing;
 - Work with underrepresented protected classes to identify strategies to address the fair housing challenges they face;
 - Connect community members with decision-makers to further fair housing in the jurisdiction;
 - Work with fellow grantees around shared fair housing issues; and
 - Preferred: Meet with schools, education providers, education organizations, and families to identify the intersection of education and housing to identify practices to further fair housing.

- The CDA's Housing Assistance department:
 - Will host a landlord/owner training for local landlords and rental property owners to discuss a variety of issues related to rental housing and the Housing Choice Voucher (HCV) program. Fair housing and equal access to housing will be covered. The CDA will use a contract attorney that specializes in fair housing law to ensure that the landlords and property owners receive the most current, accurate information regarding fair housing. A similar fair housing training was held on December 7, 2017. (Recommendation 1C)
 - Offers monthly workshops about the Housing Choice Voucher Program for rental property owners and landlords that provide tools, tips and information on requirements and policies. Fair housing information is also included. (Recommendation 1C)
 - Provides new HCV participants information on fair housing and how to file a discrimination complaint.
 - Is involved with the Dakota County landlord recruitments/retention initiative. (Recommendation 1C)
 - Participates in an ongoing regional discussion regarding the mobility and policies of the HCV programs across the region. (Recommendations 1D, 1E and 1G)
 - Is working on providing an online option for participants to use when applying for HCVs and anticipates using the online platform when the HCV waiting list opens next. It recently used the online application when the Project Based Voucher waiting list opened in April 2018. (Recommendation 9B)

- Through the CDA homebuyer and homeownership resource connection, homeownership counselors assist potential homebuyers of color and help prepare them for long-term homeownership success. The First Time Homebuyer

program may offer additional assistance with down payment and closing costs. Homebuyer Education and Counseling services at the CDA continue to be promoted at Dakota County community events and fairs, city offices, churches, and social service agencies. The CDA also advertises these services on its website. (Recommendations 3C and 3D)

- The CDA makes available information pertaining to the fair housing complaint process to homebuyers during Homestretch classes and homebuyer counseling. (Recommendation 3D)
- Foreclosure literature will continue to be mailed to recipients of Pre-Foreclosure Notices and Notices of Pendency educating them about the foreclosure process and the services offered by the CDA. Dakota County continues to promote the loan scam alert campaign *Look Before You Leap* on the CDA website. Furthermore, CDA staff discuss mortgage scams with foreclosure prevention clients by asking the following questions:
 - Did anyone offer to help modify your mortgage, either directly, through advertising, or by any other means such as a flyer?
 - Were you guaranteed a loan modification or asked to do any of the following: pay a fee, sign a contract, redirect mortgage payments, sign over the title to your property, or stop making loan payments?The responses will be recorded. (Recommendation 3D)
- The CDA Community and Economic Development Department staff holds bi-monthly meetings with the city Community Development Directors. In May 2018 they will host the Met Council to present information on creating a local Fair Housing Policy.
- The CDA Housing Finance Policy includes the requirement for projects financed with private activity bonds, 501(c)(3) bonds, refunding bonds, Low Income Housing Tax Credits, Tax Increment Financing and HOPE funds (a local gap financing source) to participate in the Section 8 Program (aka HCV). The developer will be required to sign an agreement that while the bonds/loan/agreement are outstanding, they will not exclude from consideration qualified families receiving assistance for the Section 8 program. (Recommendation 1C)
- Annually, the CDA contributes a portion of its special benefit levy to the HOPE Program Fund, subject to approval by the CDA and Dakota County Boards of Commissioners. The CDA's HOPE Program is designed to provide resources to create and preserve affordable housing throughout Dakota County for low- to moderate-income households. The HOPE Program provides gap financing to leverage public and private sector funds for the expansion and preservation of affordable housing units in Dakota County. The HOPE Program is used to assist in the following activities:

- New Construction/Land Acquisition
 - Homeownership Opportunities—indirect or direct assistance
 - Housing Rehabilitation/Acquisition/Preservation
- (Recommendations 4A and 4B)
- CDA and County staff regularly attend the Dakota Affordable Housing Coalition (AHC) monthly meetings. The AHC is a public/private collaboration that facilitates Countywide planning of homeless services and resources. Regular participants include:
 - 360 Communities
 - Twin Cities Habitat for Humanity
 - Guild Incorporated
 - People, Inc.
 - The Link (homeless youth program)
 - Dakota-Carver-Scott CAP Agency
 - Neighbors, Inc. (a non-profit, social-service agency providing emergency assistance and supportive assistance programs to low-income community members in the northern Dakota County communities)
 - MICAHA (a coalition of religious groups working to end homelessness and expand affordable housing in the Twin Cities region)
 - MESH (Metro-Wide Engagement on Shelter and Housing)
 - SMRLS (Southern Minnesota Regional Legal Services)
- (Goal 7)
- Dakota County Social Services staff provides (and has distributed) tenant and landlord marketing materials that provide a clear message about available assistance to resolve housing crises and prevent homelessness. The goal is to have this information provided at lease signing or other interactions between landlords and tenants to encourage them to refer tenants to resources instead of resorting to eviction. The tenant information is in English, Spanish and Somali. (Goal 9 and Recommendation 10C)
 - Information about the Fair Housing Act is on the CDA website and it provides users with information on how to file a fair housing complaint.
 - Fair Housing Ads will be published in the local newspapers during the month of April as part of Fair Housing Month.
 - Multi-language Fair Housing posters are prominently displayed in the front lobby of the CDA office as well as smaller posters in staff cubicles where staff and program participants meet. The CDA will continue to supply additional posters to the other service organizations at the Affordable Housing Coalition meetings. The Fair Housing symbol will be displayed on all CDA brochures as well as on the CDA website.

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	\$478,286
2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0
5. The amount of income from float-funded activities	\$0
Total Program Income:	\$478,286

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	82%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Dakota County does not plan to use HOME funds for other forms of investment beyond those identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used

for homebuyer activities as required in 92.254, is as follows:

Please see Appendix B - Dakota County HOME Consortium HOME Program Resale/Recapture Policy.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Please see Appendix B - Dakota County HOME Consortium HOME Program Resale/Recapture Policy.

The affordability period of any HOME-assisted units shall be governed by a legal instrument recorded at the appropriate County Recorder's office. This same instrument shall also identify and enforce the resale or recapture provisions of the HOME program. Such documentation shall be provided by the Consortium member and may include one or more of the following depending on the type of project:

1. Resale:
 - a. Deed Restriction; or
 - b. Declaration of Covenant.
2. Recapture:
 - a. Anoka County – Recorded Repayment Agreement and Note;
 - b. Dakota County - Mortgage and Note;
 - c. Ramsey County - Grant of Lien, Note and Declaration;
 - d. Washington County - Mortgage, Note and Declaration;
 - e. City of Woodbury – Mortgage and Note.

The precise nature of the documentation will be identified in the written agreement that governs the usage of the HOME funds in the project. The appropriate Consortium member must be contacted to ensure the correct document for enforcement of the HOME resale/recapture provision is used and recorded.

The HOME written agreement must be a separate legal document from any loan instrument and must, at a minimum, comply with the requirements at 24 CFR 92.504(c)(5) of the HOME rule. If the Consortium member provides HOME funds to a subrecipient or CHDO to develop and sell affordable housing, the Consortium member must prepare and execute the agreement with the buyer, or be a party to the agreement along with the entity it funded to ensure it can enforce the written agreement.

The executed HOME written agreement with the homebuyer must be recorded at the appropriate County Recorder's office when resale or recapture is used.

For HOME-assisted homebuyer projects under resale or recapture agreements, the Consortium will perform ongoing monitoring of the principal residency requirement during the period of affordability to confirm that the buyer is using the property as his/her principal residence. This can be accomplished through a variety of means, including, but not limited to verification of the buyer's name on utility company records, insurance company records for the home, property records verification, and or postcard or letters mailed with "do not forward" instructions can demonstrate

whether the buyer is receiving mail at the home.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Dakota County does not plan to use HOME funds to refinance existing debt of multifamily housing.

Emergency Solutions Grant (ESG)

1. Include written standards for providing ESG assistance (may include as attachment)

Please see Appendix C – ESG Written Standards & Administrative Policy.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Dakota County has established a centralized coordinated entry system, implemented in December 2014. All providers are to direct housing crisis calls to one central number and, dependent upon the household's composition, will be forwarded to one of three agencies to mitigate the crisis. Once the initial crisis has been resolved, an assessment team will determine if a full assessment is needed. Then, the household is then placed on one centralized waiting list maintained by Dakota County Social Service Division. Homeless program providers are to contact the waitlist administrators when they have an opening available. A secondary team which communicates on a weekly basis reviews the waiting list and supplies the provider with an appropriate referral based upon rank and eligibility criteria for the specific program.

The system is advertised on the HeadingHome Dakota website (<http://www.dakota.headinghomeminnesota.org/>), the County's website, the County's Housing Crisis phone line, at community events, and through training for service providers.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

N/A. Dakota County and the CDA administer ESG funds directly and do not make sub-awards. See ESG Written Standards.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

See ESG Written Standards. The Affordable Housing Coalition, which is the CoC Governing board, is required to have at least one homeless or formerly homeless person as a board member.

5. Describe performance standards for evaluating ESG.

ESG performance standards will be followed per 24 CFR Part 576, including measures to evaluate the effectiveness of the program and measures to assess how well the program serves the targeted population. This includes reductions in the number of homeless persons living on the streets and in shelters, the number of persons who do not reenter the shelter or supportive housing system within one year, and the number of persons exiting with permanent housing. Dakota County will continue to consult with the SMAC on performance standards for evaluating ESG.

Per HUD regulations, SAGE will be utilized to report aggregated data on persons assisted with ESG. See ESG Written Standards.