

# DAKOTA COUNTY ANNUAL ACTION PLAN Program Year 2019

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) 2019 Annual Action Plan (Action Plan) is the fifth 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 primarily 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 2019 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 ensures the requirements are met and will continue to provide the administration 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	<ul style="list-style-type: none"> <li>a. Support the implementation and operation of coordinated access entry sites for families, youth and singles</li> <li>b. Support housing stabilization initiatives for homeless populations</li> <li>c. Support the operation of emergency shelter facilities</li> <li>d. Create additional permanent supportive housing units</li> <li>e. Support creation or renovation of shelter facilities for homeless</li> </ul>	Planning and Administration a. Support all of the goals and strategies with planning and administration	<ul style="list-style-type: none"> <li>• 100 Households provided Rapid Rehousing Assistance</li> <li>• 50 Homeless Prevention</li> </ul>	
			Affordable Rental Housing	<ul style="list-style-type: none"> <li>a. Assist households to secure housing through new construction</li> <li>b. Improve energy efficiency of rental units</li> <li>c. Rehabilitate and preserve affordability in multifamily units</li> <li>d. Provide rental assistance to families and singles</li> <li>e. Support fair housing activities</li> </ul>	<ul style="list-style-type: none"> <li>• 350 Rental Units constructed</li> <li>• 100 Rental Units rehabilitated</li> <li>• 60 Households Assisted with rental assistance</li> </ul>			
		2	Preserve and improve existing housing to maintain affordability.	Affordable Homeowner Housing	<ul style="list-style-type: none"> <li>a. Assist households to become homeowners</li> <li>b. Increase supply of affordable homeowner housing</li> <li>c. Improve energy efficiency of owner occupied housing units</li> <li>d. Rehabilitate and preserve affordability in single family units</li> <li>e. Provide homeowner counseling and short-term assistance</li> <li>f. Support fair housing activities</li> </ul>		<ul style="list-style-type: none"> <li>• 600 Homeowner Units rehabilitated</li> <li>• 500 Direct Financial Assistance to Homebuyers</li> <li>• 15 Homeowner Units (re)constructed</li> </ul>	
				Community Development	<ul style="list-style-type: none"> <li>a. Assist in the development of centers and recreational parks</li> <li>b. Assist LMI homeowners with street assessments</li> <li>c. Assist LMI homeowners with water/sewer improvements</li> <li>d. Improve sidewalk accessibility and safety</li> <li>e. Beautification</li> </ul>		<ul style="list-style-type: none"> <li>• 1,500 Persons benefited from public facility or infrastructure improvement</li> </ul>	
		3	Increase access and quality of living by providing public services and supporting public facilities.	Public Services	<ul style="list-style-type: none"> <li>a. Support programs that fulfill basic needs (food and shelter) for people who are low-income and/or homeless</li> <li>b. Support programs for youth</li> <li>c. Support programs for seniors</li> <li>d. Support transportation services</li> </ul>		<ul style="list-style-type: none"> <li>• 17,000 Persons benefited from public services</li> </ul>	
				Neighborhood Revitalization	<ul style="list-style-type: none"> <li>a. Address vacant or substandard properties that may or may not be suitable for rehab</li> <li>b. Address water and sanitation hazards</li> <li>c. Address contamination clean up issues</li> <li>d. Historic Rehabilitation</li> </ul>		<ul style="list-style-type: none"> <li>• 150 Households assisted</li> <li>• 5 Buildings demolished</li> <li>• 1 Historic Property Rehabilitation</li> </ul>	
		4	Support community development that revitalizes neighborhoods and removes safety and blight hazards.	Economic Development	<ul style="list-style-type: none"> <li>a. Support work initiatives that assist residents to access living wage jobs</li> <li>b. Support initiatives that help low-income people gain work skills, jobs and employment history</li> <li>c. Support businesses to start up or expand</li> <li>d. Provide financial assistance to businesses</li> </ul>		<ul style="list-style-type: none"> <li>• 5 Direct Financial Assistance to Businesses</li> <li>• 5 Façade treatment/business building rehabilitation</li> </ul>	
		5	Support economic development that enhances the workforce and businesses.					

### **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 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 2<sup>nd</sup> each year. On May 2, 2019, 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 were discussed at the annual CDBG workshops held on November 14 and 15, 2018. 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 16, 2018 and were due back to the CDA by January 18, 2019.

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. The discussion and feedback were 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 23, 2019.

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 2019 funding with the same application deadline as the municipalities. The Physical Development Committee of the Whole reviewed the staff-recommended 2019 Countywide activities on the regular agenda, which included discussion from County Commissioners, on February 12, 2019.

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 2019-May 2019) – Dakota County CDA presented a draft of the priorities and goals established to the following:
  - Economic Development Management Group – comprised of the municipal community and economic development directors for Dakota County municipalities (March 14);
  - Affordable Housing Coalition meeting (February 28).
  - The Physical Development Committee of the Whole (March 19) reviewed the material at a regularly scheduled meeting.
2. Public Hearing and Comment Period (March 2019 – April 2019) – A 35-day public comment period was opened beginning March 15, 2019 running through April 18, 2019. 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 23, 2019 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.

No public comments were submitted prior to the April 23 public hearing nor were comments received at 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

HUD released the FY 2019 grant amounts on April 12, 2019. The CDBG and HOME Consortium amounts were reduced from FY 2018 amounts, though the ESG amount increased over the FY 2018 amount. Dakota County and the HOME Consortium members were allocated approximately \$4.35 million between CDBG, HOME and ESG for FY 2019. Dakota County will receive approximately \$3 million in grant allocations, with the largest being CDBG. For the 2019 program year, Dakota County has set funding for 43 activities to take place either within a specified city or on a Countywide basis. The breakout is 38 activities are funded with CDBG, three activities are funded with ESG, and three activities are funded with HOME including program administration.

The other members of the Dakota County HOME Consortium have designated \$996,603 of the FY 2019 Entitlement allocation and \$196,439 of FY 2019 Program Income towards 10 activities, excluding the administration activity. Remaining Consortium HOME funds totaling \$393,707 (\$337,328 grant and \$56,379 program income) are unallocated at this time. HUD requires at least 15 percent of HOME entitlement funds be allocated to Community Housing Development Organization (CHDO) activities. The Consortium has determined to allocate the required allotment for FY 2019 CHDO funds to the Scott-Carver-Dakota Community Action Partnership Agency (the CAP Agency). In addition, the Consortium will also allocate previous years' CHDO funding to the CAP Agency; the funds to be allocated are FY 2017 (\$210,809.20), FY 2018 (\$376,939.05) and FY 2019 (\$371,417.06). The CAP Agency will use the funds for housing rehab/acquisition activities at the following three sites:

- 1011 Bryant Avenue, South St. Paul (Dakota County)
- 541 12<sup>th</sup> Avenue, South St. Paul (Dakota County)
- 215 South Street, South St. Paul (Dakota County)

The following activity statement and graphs detail the intended uses (activities) of CDBG, HOME and ESG funds for Program Year 2019.



## Final Dakota County FY 2019 CDBG/HOME/ESG Activity Statements

Final CDBG Budget with 2.8% (\$53,943) decrease from FY 2018  
 Final HOME Budget with 8.6% (\$217,245) decrease from FY 2018  
 Final ESG Budget with 2.8% (\$4,469) increase from FY 2018

### 2019 Dakota County CDBG Activity Statement

#### Small Cities and Townships:

City/Township	Project	2019 Budget
Castle Rock Twp	Township Buildable Site Inventory	\$ 10,000
	<b>Total</b>	<b>\$ 10,000</b>

City/Township	Project	2019 Budget
Miesville	Zoning Ordinance Update	\$ 10,000
	<b>Total</b>	<b>\$ 10,000</b>

City/Township	Project	2019 Budget
Nininger Twp	Zoning Ordinance Update	\$ 10,000
	<b>Total</b>	<b>\$ 10,000</b>

City/Township	Project	2019 Budget
Ravenna Twp	Planning & Admin - Evergreen Terrace Waterway Study	\$ 13,000
	Township Ordinance Revision	\$ 10,000
	<b>Total</b>	<b>\$ 23,000</b>

#### Large Cities:

City	Project	2019 Budget
Apple Valley	Home Improvement Loan	\$ 147,883
	Public Service - DARTS Senior Chore Service	\$ 18,000
	<b>Total</b>	<b>\$ 165,883</b>

City	Project	2019 Budget
Burnsville	Home Improvement Loan	\$ 116,518
	Burnsville Remodel Grant	\$ 21,340
	Public Service - 360 Communities	\$ 9,500
	Public Service - Burnsville Youth Collaborative	\$ 51,558
	Public Service - Senior Services	\$ 50,588
	Planning & Admin - City Grant Administration	\$ 12,000
	<b>Total</b>	<b>\$ 261,504</b>

**2019 Dakota County CDBG Activity Statement Cont'd.**

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
Eagan	Home Improvement Loan	\$ 171,673
	Public Service - Pre-School Program	\$ 5,500
	Public Service - Youth After School Programs	\$ 22,000
	Public Service - Dakota Woodland Youth	\$ 5,500
	Public Service - Senior Services	\$ 2,000
<b>Total</b>		<b>\$ 206,673</b>

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
Farmington	Home Improvement Loan	\$ 20,588
	Public Service - Senior Services	\$ 5,000
	Commercial Building Rehab	\$ 13,961
	<b>Total</b>	<b>\$ 39,549</b>

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
Hastings	Home Improvement Loan	\$ 35,038
	Assessment & Abatement	\$ 37,100
	<b>Total</b>	<b>\$ 72,138</b>

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
Inver Grove Heights	Home Improvement Loan	\$ 139,142
	<b>Total</b>	<b>\$ 139,142</b>

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
Lakeville	Home Improvement Loan	\$ 89,359
	Planning & Admin - Economic Development Plan	\$ 7,500
	Public Service - Senior Transportation	\$ 24,250
	Public Service - Senior Services	\$ 10,612
	<b>Total</b>	<b>\$ 131,721</b>

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
Mendota Heights	Home Improvement Loan	\$ 21,545
	<b>Total</b>	<b>\$ 21,545</b>

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
Northfield	Manufactured Home Rehab	\$ 61,591
	<b>Total</b>	<b>\$ 61,591</b>

**2019 Dakota County CDBG Activity Statement Cont'd.**

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
Rosemount	Home Improvement Loan	\$ 9,739
	Public Facilities - Parks ADA Improvements	\$ 51,000
	<b>Total</b>	<b>\$ 60,739</b>

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
South St. Paul	Home Improvement Loan	\$ 98,487
	<b>Total</b>	<b>\$ 98,487</b>

<b>City</b>	<b>Project</b>	<b>2019 Budget</b>
West St. Paul	Home Improvement Loan	\$ 112,228
	<b>Total</b>	<b>\$ 112,228</b>

<b>Countywide</b>	<b>Project</b>	<b>2019 Budget</b>
Dakota County	Home Improvement Loan Estimated Revolving Loan	\$ 400,000
	Planning & Admin - CDA General Grant Administration	\$ 191,000
	Countywide Home Improvement Loan	\$ 222,378
	Planning & Admin - Fair Housing Activities (Landlord training - \$3,750; AI report - \$11,250)	\$ 15,000
	Well Sealing Grants	\$ 35,000
	<b>FY2019 CDBG Total Final Budget</b>	<b>\$ 1,887,578</b>
	<b>FY2019 CDBG Small Cities/Townships</b>	<b>\$ 53,000</b>
	<b>FY2019 CDBG Countywide</b>	<b>\$ 463,378</b>

## Dakota County HOME Consortium 2019 Activity Statement

Participating Jurisdiction	Project	2019 Budget
Anoka County <i>25.4% Share</i>	TC Habitat Scattered Site Acquisition & Rehab	\$ 100,000.00
	Uncommitted Funds	\$ 378,148.00
	Community Housing Development Organization	\$ 97,645.00
	Uncommitted Program Income	\$ 4,470.75
	Grant Administration	\$ 43,732.00
	Grant Administration – Program Income	\$ 372.56
	<b>Total</b>	<b>\$ 573,368.31</b>

Participating Jurisdiction	Project	2019 Budget
Dakota County <i>35.6% Share</i>	Rental Preservation Activity	\$ 612,947.00
	Rental Preservation Activity – Program Income	\$ 94,343.93
	Community Housing Development Organization	\$ 122,590.00
	Grant Administration	\$ 118,686.00
	Grant Administration – Program Income	\$ 10,052.77
	<b>Total</b>	<b>\$ 958,619.70</b>

Participating Jurisdiction	Project	2019 Budget
Ramsey County <i>22.3% Share</i>	Common Bond Communities	\$ 50,000.00
	Lauderdale Affordable Senior	\$ 283,952.00
	Edison Affordable Rental – New Construction	\$ 50,000.00
	Community Housing Development Organization	\$ 76,791.00
	Lauderdale Affordable Senior – Program Income	\$ 66,048.00
	Emma Norton – Program Income	\$ 100,000.00
	Uncommitted Program Income	\$ 51,908.43
	Grant Administration	\$ 38,396.00
	Grant Administration – Program Income	\$ 12,329.71
	<b>Total</b>	<b>\$ 729,425.14</b>

Participating Jurisdiction	Project	2019 Budget
Washington County <i>13.3% Share</i>	Habitat for Humanity - Generation Acres	\$ 110,000.00
	TRCLT Scattered Site	\$ 117,994.00
	Community Housing Development Organization	\$ 45,799.00
	TRCLT Scattered Site - Program Income	\$ 27,999.90
	Grant Administration	\$ 23,900.00
	Grant Administration – Program Income	\$ 1,500.00
	<b>Total</b>	<b>\$ 327,192.90</b>

**Dakota County HOME Consortium 2019 Activity Statement cont.**

<b>Participating Jurisdiction</b>	<b>Project</b>	<b>2019 Budget</b>
City of Woodbury 3.4% Share	Down Payment Assistance	\$ 62,894.00
	Cobble Hill Rental Rehab - Program Income	\$ 2,391.01
	Grant Administration	\$ 1,500.00
	Community Housing Development Organization	\$ 11,708.00
	<b>Total</b>	<b>\$ 78,493.01</b>

<b>Consortium Totals</b>	<b>Project</b>	<b>2019 Budget</b>
	Grant Administration	\$ 226,214.00
	Community Housing Development Organization	\$ 344,353.00
	Prior Year Program Income	\$ 371,417.00
	<b>FY 2019 HOME Total Grant Budget</b>	<b>\$ 2,295,682.00</b>
	<b>FY 2019 HOME Total Grant and Program Income Budget</b>	<b>\$ 2,667,099.06</b>

**2019 Dakota County ESG Activity Statement**

<b>Dakota County</b>	<b>Activity</b>	<b>2019 Budget</b>
	Rapid Re-Housing/Stabilization Services	\$ 126,386
	Shelter Operations	\$ 26,000
	Grant Administration	\$ 12,356
	<b>FY 2019 ESG Total Budget</b>	<b>\$ 164,742</b>

**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 Con Plan and Annual Action Plans and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
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 and 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 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 and Action 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](mailto: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](mailto:karen.skepper@co.anoka.mn.us)  
Ramsey County – Mary Lou Egan; 651-266-8039 or [MaryLou.Egan@CO.RAMSEY.MN.US](mailto:MaryLou.Egan@CO.RAMSEY.MN.US)  
Washington County - Angela Shuppert; 651-379-9551 or  
[angies@washingtoncountycda.org](mailto:angies@washingtoncountycda.org)  
City of Woodbury - Karl Batalden; 651-414-3438 or [kbatalden@ci.woodbury.mn.us](mailto: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 to Dakota County residents in multifaceted ways, the Dakota County CDA regularly attends and/or hosts meetings with these stakeholders. 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 with focus on housing and community development.

The development of the 2019 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 Miesville
- City of Northfield
- City of Rosemount
- City of South St. Paul
- City of West St. Paul
- The townships of Castle Rock, Nininger, and Ravenna.

**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) and Suburban Metro Area CoC (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 2019. The AHC determined the following distribution:

Component	2019-2020	Percent
<b>Emergency Shelter Recommended for Funding</b>		
<b>Shelter Operations</b> Costs of rent, security, insurance, utilities, food, and supplies necessary for the operation of the emergency shelter	\$26,000	<b>15.8%</b>
<b>TOTAL EMERGENCY SHELTER*</b>	<b>\$26,000</b>	
<b>Rapid Re-Housing Recommended for Funding</b>		
<b>Rental Assistance</b> Medium-term (3-24 months) of rental assistance payments based on 30% of the household income	\$103,636	<b>76.7%</b>
<b>Housing Relocation and Stabilization Services</b> Financial assistance to pay housing owners, utility companies, and other third parties for rental application fees, security deposits and last month's rent	\$22,750	
<b>TOTAL RAPID RE-HOUSING</b>	<b>\$126,386</b>	
<b>Administrative Expenses Recommended for Funding</b>		
Administrative Costs – Costs to administer ESG program for Dakota County and CDA	\$12,356	<b>7.5%</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>\$12,356</b>	
<b>TOTAL ESG FUNDING</b>	<b>\$164,742</b>	<b>100%</b>

**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 not been allocated to pay for HMIS costs this program year.

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

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

1	<b>Agency/Group/Organization</b>	Scott Carver Dakota CAP Agency, Inc.
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition and the Housing and Services committee meetings. Assisted with development of the ESG Written Standards.
2	<b>Agency/Group/Organization</b>	The Link
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	Dakota County Housing and Community Resources
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	Southern MN Regional Legal Services
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	Mental Health Resources
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	Veterans Administration
	<b>Agency/Group/Organization Type</b>	Housing Other government - Federal
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	MN Assistance Council for Veterans
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meetings. Areas for improved coordination are to identify if other housing gaps exist for Veterans.
8	<b>Agency/Group/Organization</b>	Neighbors, Inc.
	<b>Agency/Group/Organization Type</b>	Services-homeless Food Bank

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	People, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	Guild, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	Dakota County Environmental Services
	<b>Agency/Group/Organization Type</b>	Other government - County Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted on the needs of water and sanitary hazards for the drinking supply. Anticipated outcome is ongoing funding for the well sealing program, a CDBG eligible activity.

12	<b>Agency/Group/Organization</b>	360 Communities
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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	<b>Agency/Group/Organization</b>	Dakota County Workforce Development
	<b>Agency/Group/Organization Type</b>	Other government - County Grantee Department Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted on the need for employment services. Anticipated outcomes include workforce development through job training, internships and support services.
14	<b>Agency/Group/Organization</b>	Hearth Connection
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	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.

### **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 Con Plan were the members and staff who 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. As well as, inform citizens of 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 30 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 12, 2019 (to review Countywide CDBG activities)
- Public Comment period:
  - Dakota Tribune – March 15, 2019 – April 18, 2019
  - South-West Review – March 10, 2019 – April 18, 2019
  - Hastings Star Gazette – March 14, 2019 – April 18, 2019
  - Northfield News – March 13, 2019 – April 18, 2019
- PDC – March 19, 2019 (to review the Action Plan; set public hearing)
- Public Hearing – April 23, 2019 at the Dakota County Board of Commissioners
- Approval of Action Plan – May 21, 2019 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	<a href="http://sunthisweek.com/dakota-county-tribune/">http://sunthisweek.com/dakota-county-tribune/</a> <a href="http://www.hastingsstargazette.com/">http://www.hastingsstargazette.com/</a> <a href="http://www.bulletin-news.com/south-west-review">http://www.bulletin-news.com/south-west-review</a> <a href="http://www.southernminn.com/northfield_news/">http://www.southernminn.com/northfield_news/</a>
2	Internet Outreach	Non-targeted/ broad community	N/A	None Received	None Received	<a href="http://www.co.dakota.mn.us">www.co.dakota.mn.us</a> <a href="http://www.dakotacda.org">www.dakotacda.org</a> 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 5				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,887,578	400,000	0	2,287,578	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	2,295,682	300,000	0	2,595,682	The amount of program income is anticipated to be \$300,000 per year.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	164,742	0	0	164,742	No program income is anticipated.

Continuum of Care	public - federal	Overnight shelter Services Transitional housing	3,929,541	0	0	3,929,541	No program income is anticipated.
LIHTC	public - federal	Acquisition Multifamily rental new construction	1,120,529	0	0	1,120,529	The CDA is authorized to allocate low-income housing tax credits to qualified projects in Dakota County. The tax credits for 2019 were awarded to Guardian Angels Apartments and Townhomes, an acquisition rehabilitation project with 33-units of affordable housing development in the City of Hastings; and a partial allocation of tax credits was awarded to Wexford Place a new construction project of 49 affordable housing units in the City of Rosemount.
Public Housing Capital Fund	public - federal	Rental Assistance	511,850	0	0	511,850	
Section 8	public - federal	Rental Assistance	19,112,966	0	0	19,112,966	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 Improvements to existing multi-family affordable housing Public Improvements	0	0	0	0	The CDA has previously used TIF to support affordable housing development. Currently, there are nine 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	396,000	0	0	396,000	Levy-fund program 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	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	4,480,000	0	0	4,480,000	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.
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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 were acquired by the CDA through tax-forfeiture. The CDA continues to hold one parcel that is zoned for multifamily and commercial development and 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: \$1,704,215	Rental Housing Units Rehabilitated: 40 Rental Housing Units New Construction: 16
2	Affordable Home Owner Housing	2015	2019	Affordable Housing		Affordable Homeowner Housing Planning and Administration	CDBG: \$1,267,509 HOME: \$255,994	Homeowner Housing Added: 8 Household Housing Unit Homeowner Housing Rehabilitated: 65 Household Housing Unit
3	Homelessness and Prevention	2015	2019	Homeless		Affordable Rental Housing Homelessness Public Service Community Development Planning and Administration	ESG: \$164,742	Tenant-based rental assistance / Rapid Rehousing: 22 Households Assisted Emergency Shelter: 275 persons Assisted
4	Community Development	2015	2019	Non-Housing Community Development		Community Development	CDBG: \$51,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10 Public Facilities



5	Public Service	2015	2019	Non-Housing Community Development		Public Service	CDBG: \$204,508	Public service activities other than Low/Moderate Income Housing Benefit: 3,496 Persons Assisted
6	Economic Development	2015	2019	Non-Housing Community Development		Economic Development	CDBG: \$13,961	1 Business Assisted
7	Neighborhood Revitalization	2015	2019	Non-Housing Community Development		Community Development	CDBG: \$72,100	Homeowner Housing Rehabilitated: 75
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: \$278,500 HOME: \$250,469	Other: 6 Plans

**AP 20 - Table 1 – Goals Summary**

## Goal Descriptions

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

6	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	The following strategies will be used to enhance the workforce and businesses. <ol style="list-style-type: none"> <li>1. Support work initiatives that assist participants to access living wage jobs</li> <li>2. Support initiative that help low-income people gain work skills, jobs and employment history</li> <li>3. Assist businesses to start up or expand</li> <li>4. Provide training and technical assistance to businesses to increase assets and create jobs</li> </ol>
7	<b>Goal Name</b>	Neighborhood Revitalization
	<b>Goal Description</b>	The following strategies will be used to revitalize neighborhoods and remove safety and blight hazards. <ol style="list-style-type: none"> <li>1. Address vacant or substandard properties that may or may not be suitable for rehab</li> <li>2. Address water and sanitation hazards</li> <li>3. Address contamination clean up issues</li> <li>4. Historic Rehabilitation</li> </ol>
8	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	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 129 extremely low-income, low-income, and moderate-income families. This will be done through the creation of 16 rental units, rehabilitation of 40 rental units, and rehabilitation of 73 owner-occupied units.

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

For the 2019 program year, Dakota County has set funding for 42 activities to take place either within a specified city or at a Countywide basis. The breakout is 38 activities are CDBG funded, three activities are ESG funded, and one activity is HOME funded (excluding program administration and CHDO). The other members of the Dakota County HOME Consortium have budgeted \$1,084,000 (including Program Income) towards 10 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 2019.

Dakota County identifies New Affordable Housing as a priority goal in the 2015 – 2019 Consolidated Plan. For Program Year 2019 there will be no New Affordable Housing activities implemented with Dakota County CDBG or HOME funds and therefore this Project will be excluded from the 2019 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 direct the CDBG funding they have been allocated based upon strategies that have been adopted by the Dakota County Board of Commissioners. Program regulation also dictates the percentage of CDBG funding that can 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 Consortium has determined to allocate the required allotment for FY 2019 CHDO funds to the Scott-Carver-Dakota Community Action Partnership Agency (the CAP Agency). In addition, the Consortium will also allocate previous years' CHDO funding to the CAP; the funds to be allocated are 2017 (\$210,809.20), 2018 (\$376,939.05) and 2019 (\$371,417.00). The CAP agency will use the funds for housing rehab/acquisition activities at the following three sites:

- 1011 Bryant Avenue, South St. Paul, Dakota County
- 541 12<sup>th</sup> Avenue South St. Paul, Dakota County
- 215 South Street, South St. Paul, Dakota County

The Affordable Housing Coalition determined the most effective use for 2019 ESG funding was providing Rapid-Rehousing rental assistance and housing relocation/stabilization subsidies, Emergency Shelter Operations, and grant 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

<b>- Project 1</b>	<b>Project Name</b>	Administration and Planning
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	CDBG: \$278,500 HOME: \$118,686 – Dakota County HOME PI: \$10,052.77 – Dakota County HOME: \$107,528 – Anoka, Ramsey and Washington Counties and City of Woodbury HOME PI: \$14,202.27 – Anoka, Ramsey, and Washington Counties
	<b>Description</b>	This project will be for the administration and planning activities that will occur in the 2019 program year for CDBG and HOME. ESG administration is discussed in “ESG19” section. 14.5% of CDBG funding will be for admin and planning activities, 9.5% for HOME administration.
	<b>Location Description</b>	Dakota Countywide
	<b>Planned Activities</b>	<p><u>Township Buildable Site Inventory (Castle Rock Township)</u> – the Township will study availability of building sites. The plan will locate and inventory buildable sites.</p> <p><u>Evergreen Terrace Waterway Study (Ravenna Township)</u> – the Township will utilize CDBG funds to have an engineering study completed.</p> <p><u>Township Ordinance Revision (Ravenna Township)</u> – the Township will revise ordinances to align with the 2040 comprehensive plan.</p> <p><u>Zoning Ordinance Amendment (Miesville)</u> – the City will revise ordinances to align with the 2040 comprehensive plan.</p> <p><u>Zoning Ordinance Amendment (Nininger Township)</u> – the Township will revise ordinances to align with the 2040 comprehensive plan.</p> <p><u>Economic Development Plan (Lakeville)</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>

		General Administration of the HOME program (Counties of Anoka, Ramsey and Washington) – General program administration of the HOME program.
Project 3	<b>Project Name</b>	Housing Rehabilitation
	<b>Goals Supported</b>	Affordable Homeowner Housing Affordable Rental Housing Neighborhood Revitalization
	<b>Needs Addressed</b>	Affordable Homeowner Housing Affordable Rental Housing Community Development
	<b>Funding</b>	CDBG: \$1,267,509 HOME: \$612,947 HOME Program Income: \$94,343.93 HOPE: \$400,000
	<b>Description</b>	This project covers the activities that will be pursued to rehabilitate the housing stock in Dakota County.
	<b>Location Description</b>	Dakota Countywide and the City of Northfield
	<b>Planned Activities</b>	<u>Manufactured Home Rehab (Northfield)</u> – CDBG funds will be used to assist low- and moderate-income manufactured homeowners to improve and maintain their homes so they are in a decent, safe and sanitary condition. The program offers 0% deferred interest loans that are forgivable after three years. <u>Prairie Estates-</u> HOME funds will be used to preserve a federally assisted rental development. <u>Homeowner Rehabilitation (Countywide and some Cities)</u> – CDBG funds will be used for the CDA-run Home Improvement Loan Program, which assists low- and moderate-income homeowners with improving and maintaining their homes so they are in a decent, safe and sanitary condition. The program offers 0% deferred loans to homeowners at 80% of area median income.
Project 4	<b>Project Name</b>	Public Service/Public Facility
	<b>Goals Supported</b>	Community Development Public Service
	<b>Needs Addressed</b>	Community Development Public Service
	<b>Funding</b>	CDBG: \$255,508
	<b>Description</b>	This project is for the public service and public facility activities that will be conducted in 2019.
	<b>Location Description</b>	Dakota Countywide
	<b>Planned Activities</b>	<u>DARTS Senior Chore Service (Apple Valley)</u> – Provides project funding for a Homemaking Service and Outdoor Chore Service for senior citizens. <u>360 Communities (Burnsville)</u> – Provides funding for staffing to support low- and moderate-income Burnsville residents. Resources include food support and emergency financial assistance.

		<p><u>Burnsville Youth Collaborative (Burnsville)</u> – Provides funding for staffing and support services for income-eligible youth ages 12-16 after school and on weekends.</p> <p><u>Senior Services (Burnsville)</u> – Provides funds for 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> – Provides funds to defray the costs of income-eligible underserved families with children aged 2-5-years old in need of childcare.</p> <p><u>Dakota Hills and Black Hawk Middle School Youth (Eagan)</u> – Provides funding to support an after-school program for income-eligible youth. Participants will include at least 70% youth who qualify for the free/reduced lunch program.</p> <p><u>Dakota Woodland Youth (Eagan)</u> – Provides funding to support recreation program for youth residing at Dakota Woodlands, a homeless shelter for women and their children. The recreational opportunities focus on development of physical and social skills in a safe environment.</p> <p><u>Senior Services (Eagan)</u> – Provides funding to support programs focused on health and wellness for senior citizens</p> <p><u>Senior Services (Farmington)</u> – Provides funding to support programs and services at the Rambling River Center for senior citizens.</p> <p><u>DARTS Lakeville LOOP (Lakeville)</u> – Provides funds to support the Lakeville LOOP, which provides transportation to seniors, persons with disabilities, and income qualifying individuals on a circular loop between six senior housing facilities and retail one day a week for five hours.</p> <p><u>Senior Services (Lakeville)</u> – Provides funds to support programs and services for senior citizens at Lakeville Heritage Center.</p> <p><u>ADA Improvements to Parks – Sidewalks (Rosemount)</u> – Provides funds for ADA-compliant improvements in public parks including sidewalks, concrete slabs, pedestrian crossings, and the removal of architectural barriers to accessibility.</p>
<b>Project 5</b>	<b>Project Name</b>	Neighborhood Revitalization
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$72,100
	<b>Description</b>	The project will be for the activities that will address slum and blight throughout the county.
	<b>Location Description</b>	Dakota Countywide
	<b>Planned Activities</b>	<p><u>Assessment Abatement (Hastings)</u> – Provides funds for 100% abatement of assessments for low- and moderate-income property owners that result from street and sidewalk improvements.</p> <p><u>Well Sealing (Countywide)</u> – Provides funds to assist property owners to seal old wells that meet a minimum scoring requirement based on the potential threat to the public water supply. The program reimburses</p>



		homeowners 50% of the cost to seal an unused abandoned well up to \$2,000 per well.
Project 6	<b>Project Name</b>	Home Consortium Projects
	<b>Goals Supported</b>	Affordable Rental Housing Affordable Homeowner Housing
	<b>Needs Addressed</b>	Affordable Rental Housing Affordable Homeowner Housing
	<b>Funding</b>	HOME: \$1,709,159.09
	<b>Description</b>	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.
	<b>Location Description</b>	The Counties of Anoka, Ramsey, Washington and the City of Woodbury. Excludes the City of St. Paul in Ramsey County.
	<b>Planned Activities</b>	<u>Anoka County</u> <ul style="list-style-type: none"> <li>• TC Habitat Scattered Site Acquire and Rehab (\$100,000)</li> <li>• Affordable Housing Development – Undesignated (\$337,148)</li> <li>• Affordable Housing Development – Program Income – Undesignated (\$4,470.75)</li> </ul> <u>Ramsey County</u> <ul style="list-style-type: none"> <li>• Common Bond Communities Multi-Family (\$50,000)</li> <li>• Lauderdale Affordable Senior (\$283,952)</li> <li>• Edison (\$50,000)</li> <li>• Lauderdale Affordable Senior – Program Income (\$66,048)</li> <li>• Emma Norton – Program Income (\$100,000.00)</li> <li>• Undesignated Program Income (\$51,908.43)</li> </ul> <u>Washington County</u> <ul style="list-style-type: none"> <li>• Habitat for Humanity Generation Acres (\$110,000)</li> <li>• TRCLT Scattered Sites (\$117,994)</li> <li>• TRCLT Scattered Sites – Program Income (\$27,999.90)</li> </ul> <u>City of Woodbury</u> <ul style="list-style-type: none"> <li>• Down Payment Assistance (\$62,894)</li> <li>• Cobble Hills – Program Income (\$2,391.01)</li> </ul> <u>Community Housing Development Organization (CHDO)</u> <ul style="list-style-type: none"> <li>• SCDCAP Habitat Rehab (\$344,353)</li> </ul>
Project 7	<b>Project Name</b>	Economic Development
	<b>Goals Supported</b>	Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$13,961
	<b>Description</b>	This project is for activities related to Economic Development in Dakota County.
	<b>Location Description</b>	Farmington
	<b>Planned Activities</b>	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. Site to be determined.

<b>Project 8</b>	<b>Project Name</b>	ESG19 Dakota County
	<b>Goals Supported</b>	Homelessness and Prevention Public Service Planning and Administration
	<b>Needs Addressed</b>	Homelessness Public Service Planning and Administration
	<b>Funding</b>	ESG: \$164,742
	<b>Description</b>	The 2019 Federal Fiscal Year allocation of ESG funds for Dakota County are planned to provide rapid re-housing, emergency shelter operations, and program administration.
	<b>Location Description</b>	Dakota Countywide
	<b>Planned Activities</b>	<ul style="list-style-type: none"> <li>• Emergency Shelter Operations (\$26,000)</li> <li>• Rapid Re-housing (\$103,636)</li> <li>• Services Assistance (\$22,750)</li> <li>• ESG General Administration (\$12,356)</li> </ul>

**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	8.79%	CDBG
Burnsville	13.85%	
Eagan	10.95%	
Farmington	2.10%	
Hastings	3.82%	
Inver Grove Heights	7.37%	
Lakeville	6.98%	
Mendota Heights	1.14%	
Northfield	3.26%	
Rosemount	3.22%	
South St. Paul	5.22%	
West St. Paul	5.95%	
Smaller Cities and Townships	2.81%	
Countywide	24.55%	
<hr/>		
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%	
<hr/>		
Countywide	100%	ESG

**AP-50 Table 1 – 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, 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

The Program Year 2019 projects support affordable housing opportunities to very low-, low-, and moderate-income households through rehabilitation of existing units and rapid re-housing assistance.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	22
Non-Homeless	129
Special-Needs	0
<b>Total</b>	<b>151</b>

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

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	22
The Production of New Units	16
Rehab of Existing Units	113
Acquisition of Existing Units	0
<b>Total</b>	<b>151</b>

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

#### Discussion

Dakota County CDA and the municipal subrecipients will focus approximately \$1.3 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 acquisition/preservation of a rental development whose federal rental assistance contract is nearing expiration.

ESG funding for 2019 has been budgeted to assist with emergency shelter operations; provide rapid re-housing, which entails providing recipients' rental payment assistance and security deposit assistance; and provide financial assistance for housing relocation and stabilization services. For the purposes of this section, the number of households assisted as shown in Table 1 will be through the rental assistance payments and housing relocation and stabilization services.

## **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, the South St. Paul HRA operates 298 units of public housing in two apartment buildings, Nan McKay and John Carroll building. In 2018, the CDA applied to convert all public housing units over to project-based vouchers through the Rental Assistance Demonstration (RAD) program. RAD is a voluntary program that allows public housing agencies (PHAs) and owners of other HUD-assisted properties to convert units from their original sources of HUD financing to project-based Section 8 contracts. In 2019, after continuing to evaluate the RAD application process, the CDA intends to submit an application for the Section 18 process, which allows the transfer of public housing units from HUD ownership to CDA ownership. These processes will continue to be evaluated this program year.

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 between 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 annually 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 Services available through Dakota County
- 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 Tenant Based Rental Assistance programs (rapid re-housing), 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 is used to provide on-going rental subsidy and assists with temporary emergency shelters set up in participating area churches from November through March. The emergency shelter rotates among the participating 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. Last year, Dakota County significantly increased its



investment in Housing Search and Stability Services, a service to help households' transition from homelessness to housing and to maintain ongoing housing stability. Currently, there is a team of 6.5 social workers supporting households within Dakota County and an additional 9.5 case workers supporting households through a contracted vendor. In addition, Dakota County has hired a landlord engagement coordinator to build relationships with landlords throughout the county, enabling people easier access to available units and preventing people from becoming homeless through preventable evictions. Dakota County works closely with the local Continuum of Care (CoC) to support COC-wide system issues to prevent and end homelessness.

- **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 has several interventions to prevent homelessness. These programs are tiered and coordinated in a way to maximize the dollars available through federal, state, foundation funds and community-based resources.

- Emergency Assistance and Emergency General Assistance. These are federal and state funds to assist with rental arrears, among other financial emergencies.
- Family Homeless Prevention and Assistance Program. These are state funds specifically targeted to prevent homelessness among families, singles and youth. This includes supports services to help households maintain housing, if needed.
- Pohlard Prevent and Engage Program. These funds are from a private foundation and are designed to help prevent evictions through referrals from landlords. This includes supports services to help households maintain housing, if needed.
- 360 Communities and the Church Information Network. This agency coordinates small donations from faith communities to prevent an eviction.

## 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 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. The CDA has provided over \$12 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.

## **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 2019 funds will be used to provide home improvement loans and rehabilitate rental properties. The CDA will work to preserve the affordability of rental units in an affordable housing development that is nearing the end of their federal project-based assistance contracts. 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 2019, Dakota County will continue 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:

- For program year 2018 the FHIC awarded Equity In Place funds to perform 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 (Goal 7):
  - 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 in the fall of 2018. (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)
  - Provides an online option for participants to use when applying for HCVs and used the online platform when the HCV waiting list opened in July 2018. It 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. This group has discussed the creation and implementation of local Fair Housing Policies in individual cities. (Goal 10)
  
- 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)
  - 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)
 (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(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(I)(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	\$342,385
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
<b>Total Program Income:</b>	<b>\$342,385</b>

#### 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.	84%

#### HOME Investment Partnership Program (HOME)

#### Reference 24 CFR 91.220(I)(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.

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)**  
**Reference 91.220(I)(4)**

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.headinghomeminnnesota.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 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.