

DAKOTA COUNTY ANNUAL ACTION PLAN Program Year 2023

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



TABLE OF CONTENTS

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b).....	1
---	---

The Process

PR-05 Lead & Responsible Agencies - 91.200(b).....	12
PR-10 Consultation - 91.100, 91.200(b), 91.215(l).....	14
AP-12 Participation - 91.401, 91.105, 91.200(c).....	23

2023 Annual Action Plan

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2).....	25
AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e).....	30
AP-35 Projects - 91.420, 91.220(d).....	34
AP-38 Project Summary.....	36
AP-50 Geographic Distribution - 91.420, 91.220(f).....	41
AP-55 Affordable Housing - 91.420, 91.220(g).....	43
AP-60 Public Housing - 91.420, 91.220(h).....	44
AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i).....	46
AP-75 Barriers to affordable housing - 91.420, 91.220(j).....	50
AP-85 Other Actions - 91.420, 91.220(k).....	51
AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4).....	57

Appendices

Citizen Participation Plan.....	A
Dakota County HOME Consortium HOME Program Resale/Recapture Policy.....	B
ESG Written Standards & Administrative Plan.....	C
Dakota County Anti-Displacement Policy.....	D
Statement of Procurement Policy.....	E
Limited English Proficiency (LEP).....	F
Dakota County Resolution of Board Approval.....	G

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) 2023 Annual Action Plan (Action Plan) is the fourth year of Dakota County's Consolidated Plan for Fiscal Years 2020-2024 (Con Plan) as ratified by the Dakota County Board of Commissioners and approved by HUD.

The Consolidated 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 2023 program year to achieve the objectives and outcomes established in the Consolidated 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 city of Woodbury. As the grantee of CDBG funds, Dakota County directly works with the various municipalities (municipal subrecipients) 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.

NOTE: In this document, the terms "Program Year" and "Fiscal Year" are used interchangeably. The terms refer to the fiscal year starting July 1st and ending the following June 30th.

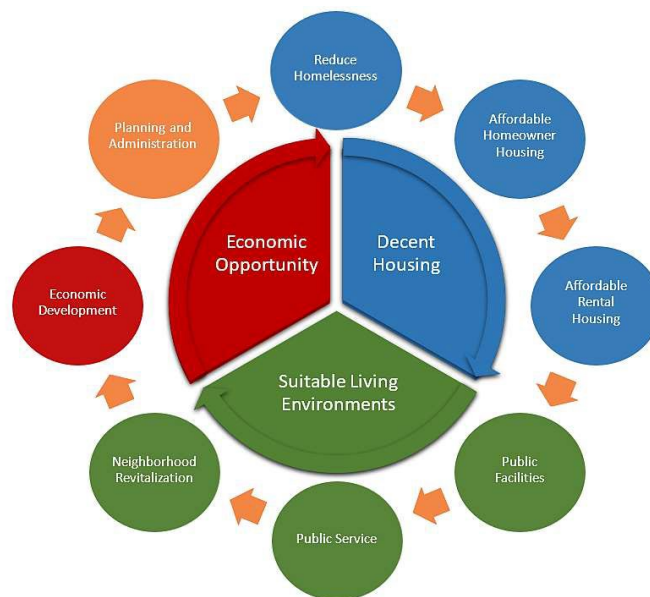
2. Summarize the objectives and outcomes identified in the Plan

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 2020-2024 Consolidated Plan.

2020-2024 Consolidated Plan - Dakota County							
Objective		Priority	Strategy		Outcome		
6	Support planning efforts that address the housing, community and economic development needs of Dakota County, support fair housing choice and continue to foster partnerships with community stakeholders.	1	Increase the affordable housing choices for low-and moderate-income households and reduce homelessness.	Reduce Homelessness	a. Support the implementation and operation of coordinated access entry sites for families, youth and singles b. Support housing stabilization initiatives for homeless populations c. Support the operation of emergency shelter facilities	<ul style="list-style-type: none"> • 200 Households provided Rapid Rehousing Assistance • 100 Homeless Prevention 	
			Affordable Rental Housing	a. Assist households to secure housing through new construction b. Improve energy efficiency of rental units c. Rehabilitate and preserve affordability in multifamily units d. Support fair housing activities	<ul style="list-style-type: none"> • 360 Rental Units constructed • 20 Rental Units rehabilitated 		
		2	Preserve and improve existing housing to maintain affordability.	Affordable Homeowner Housing	a. Assist households to become homeowners b. Increase supply of affordable homeowner housing c. Improve energy efficiency of owner-occupied housing units d. Rehabilitate and preserve affordability in single family units e. Provide homeowner counseling and short-term assistance f. Support fair housing activities	<ul style="list-style-type: none"> • 300 Homeowner Units rehabilitated • 6 Homeowner Units (re)constructed 	
				Public Facilities	a. Assist in the development of centers and recreational parks in Low/Mod Areas b. Improve sidewalk accessibility and safety, in compliance with ADA c. Improve accessibility to Public Facilities, in compliance with ADA d. Assist LMI homeowners with street assessments	<ul style="list-style-type: none"> • 13,000 Persons benefited from public facility or infrastructure improvement 	
		3	Increase access and quality of living by providing public services and supporting public facilities.	Public Services	a. Support programs that fulfill basic needs for persons who are low-income, homeless and/or limited clientele b. Support programs for youth c. Support programs for seniors d. Support transportation services	<ul style="list-style-type: none"> • 15,000 Persons benefited from public services 	
				Neighborhood Revitalization	a. Address vacant or substandard properties that may or may not be suitable for rehab b. Address water and sanitation hazards, such as sealing abandoned wells or replacing failing septic systems	<ul style="list-style-type: none"> • 150 Households assisted • 3 Buildings demolished 	
		4	Support community development that revitalizes neighborhoods and removes safety and blight hazards.	Economic Development	a. Support work initiatives that assist residents to access living wage jobs b. Support initiatives that help low-income people gain work skills, jobs and employment history c. Provide financial assistance to businesses to address building deficiencies (exterior façade improvements)	<ul style="list-style-type: none"> • 20 Workforce Trainees 	
		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 2nd each year. On March 17, 2023, the Dakota County ratio was 1.47.

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 and adjustments are made as needed.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Community partners consultation

The development timeline and process of the Action Plan was discussed at the annual CDBG workshops held on November 17, 2022. These workshops are for municipalities and townships to help them with the CDBG application process and to better understand the rules of the CDBG program. 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 17, 2022 and were required to be submitted to the CDA by January 20, 2023.

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 Consolidated Plan. Members of the Affordable Housing Coalition also reviewed and made comments on the ESG Written Standards.

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 2023 funding with the same application deadline as the municipalities. The Physical Development Committee of the Whole reviewed the staff-recommended 2023 Countywide activities on February 21, 2023.

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 2023-May 2023) – The Dakota County CDA presented a draft of the priorities and the established goals at the following venues:
 - A Consortium-wide presentation to the public (February 22). No members of the public attended.
 - The Affordable Housing Coalition reviewed the ESG activities at a regularly scheduled meeting (February 9).
 - The Physical Development Committee of the Whole reviewed the Action Plan at a regularly scheduled meeting (March 21).
2. Public Hearing and Comment Period (March 2023 – April 2023) – A 36-day public comment period was opened on March 16, 2023 and ran through April 21, 2023. Public notices were published in the *Dakota Tribune* and the *Star Tribune*, as well as on the websites of Dakota County, the Dakota County CDA, and the cities in Dakota County (only the public hearing notice was posted on cities' websites). A public hearing was held on April 25, 2023 at the Dakota County Board of Commissioners meeting. The Dakota County HOME 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.

A public meeting that included all HOME Consortium members was held on February 22, 2023. No members of the public attended. The public hearing for the Dakota County Action Plan was April 25, 2023. No comments were received. The public comment period was open for a period of 36 days. No comments were received.

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

No comments were received from the public meeting on February 22, at the public hearing on April 25, or during the public comment period that was open from March 16 to April 21 for 36 days.

7. Summary

Dakota County and the HOME Consortium members were allocated approximately \$4.76 million between CDBG, HOME and ESG for FY 2023. Dakota County will receive a little over \$3 million in grant allocations, with the largest being CDBG.

The other members of the Dakota County HOME Consortium will work with their respective elected Boards for approval of the non-HOME funds.

For the 2023 program year, Dakota County has set funding for 40 activities to take place either within a specified city or on a Countywide basis. The breakout is 31 activities are funded with CDBG, five activities are funded with ESG, and four activities are funded with HOME including program administration. The following activity statement and graphs detail the intended uses (activities) of CDBG, HOME and ESG funds for FY 2023. Also included in the activity statement is the reallocation of older HOME funds from Anoka and Ramsey counties to new and existing activities; the reallocation of funds are substantial amendments to the 2020, 2021 and 2022 Action Plans. However, the reallocation of funds does not affect the FY 2023 funding levels.

Dakota County FY 2023 CDBG/HOME/ESG Activity Statements

Final CDBG Budget with 2.77% (\$52,962) increase from FY 2022

Final HOME Budget with 2.38% (\$62,715) decrease from FY 2022

Final ESG Budget with 2.86% (\$4,797) increase from FY 2022

FY 2023 Dakota County CDBG Activity Statement

Small Cities and Townships:

City/Township	Project	2023 Budget
Empire	Planning & Admin – Parks Master Plan	\$ 20,000
New Trier	Planning & Admin – Update City Ordinances	\$ 20,000
Vermillion Twp	Planning & Admin – Subdivision Ordinance	\$ 15,000
	Total	\$ 70,000

Large Cities:

City	Project	2023 Budget
Apple Valley	Home Improvement Loan Program	\$ 139,492
	Public Service - DARTS Senior Chore Service	\$ 21,000
	Total	\$ 160,492

City	Project	2023 Budget
Burnsville	Home Improvement Loan Program	\$ 183,335
	Public Service - Burnsville Youth Collaborative	\$ 53,000
	Total	\$ 236,335

City	Project	2023 Budget
Eagan	Home Improvement Loan Program	\$ 131,841
	Public Service - Pre-School Program	\$ 10,000
	Public Service - Youth After School Programs	\$ 15,000
	Public Service - DARTS Senior Chore Services	\$ 5,000
	Public Service - Senior Services	\$ 10,000
	Total	\$ 171,841

City	Project	2023 Budget
Farmington	Home Improvement Loan Program	\$ 42,130
	Public Service - Senior Services	\$ 5,000
	Total	\$ 47,130

Dakota County 2023 CDBG Activity Statement Cont'd.

City	Project	2023 Budget
Hastings	Assessment & Abatement	\$ 61,029
	Total	\$ 61,029

City	Project	2023 Budget
Inver Grove Heights	Home Improvement Loan Program	\$ 117,077
	Total	\$ 117,077

City	Project	2023 Budget
Lakeville	Home Improvement Loan Program	\$ 88,272
	Planning & Admin – Economic Development Plan	\$ 15,000
	Public Service - Senior Transportation	\$ 25,000
	Public Service - Senior Services	\$ 20,000
	Total	\$ 148,272

City	Project	2023 Budget
Mendota Heights	Home Improvement Loan Program	\$ 20,675
	Total	\$ 20,675

City	Project	2023 Budget
Northfield	Public Service - Downpayment Assistance	\$ 21,000
	Housing Rehabilitation Program	\$ 31,720
	Total	\$ 52,720

City	Project	2023 Budget
Rosemount	Home Improvement Loan Program	\$ 37,534
	Total	\$ 37,534

City	Project	2023 Budget
South St. Paul	Home Improvement Loan Program	\$ 83,418
	Total	\$ 83,418

City	Project	2023 Budget
West St. Paul	Home Improvement Loan Program	\$ 115,494
	Total	\$ 115,494

Dakota County 2023 CDBG Activity Statement Cont'd

Countywide	Project	2023 Budget
Dakota County	Home Improvement Loan Estimated Revolving Loan	\$ 400,000
	Planning & Admin - CDA General Grant Administration	\$ 235,416
	Countywide Home Improvement Loan	\$ 234,367
	Countywide Well Sealing Grants	\$ 65,000
	Planning & Admin – Fair Housing (Landlord Training)	\$ 5,000
	Public Service - Housing Counseling	\$ 100,000
	FY2023 CDBG Total Final Budget	\$ 1,961,800
	FY2023 CDBG Small Cities/Townships	\$ 70,000
	FY2023 CDBG Countywide	\$ 404,367
	FY2023 CDBG Grant Administration	\$ 234,367
	FY2023 CDBG Final Budget w/ estimated RL	\$ 2,361,800

FY 2023 Dakota County HOME Consortium Activity Statement

Participating Jurisdiction	Project	2023 Budget
Anoka County <i>23.55% Share</i>	Affordable Rental Housing	\$ 364,666.00
	Affordable Rental Housing (from Woodbury)	\$ 71,426.00
	Affordable Homeowner Housing	\$ 100,000.00
	Affordable Rental Housing Program Income (from Woodbury)	\$ 2,890.26
	Community Housing Development Organization - Rental	\$ 92,933.00
	Grant Administration	\$ 48,609.00
	Total	\$ 680,524.26

Participating Jurisdiction	Project	2023 Budget
Dakota County <i>36.81% Share</i>	Affordable Rental Housing	\$ 626,300.00
	Affordable Homeowner Housing	\$ 100,000.00
	Rental Housing – Program Income	\$ 29,782.82
	Community Housing Development Organization - Rental	\$ 145,260.00
	Grant Administration	\$ 138,400.00
	Grant Administration – Program Income	\$ 3,372.73
Total	\$ 1,043,115.55	

Participating Jurisdiction	Project	2023 Budget
Ramsey County <i>23.15% Share</i>	Affordable Rental Housing	\$ 456,774.00
	Affordable Rental Housing – Program Income	\$ 91,829.26
	Community Housing Development Organization - Rental	\$ 91,355.00
	Grant Administration	\$ 45,677.00
	Grant Administration – Program Income	\$ 7,652.43
	Total	\$ 693,287.69

Participating Jurisdiction	Project	2023 Budget
Washington County <i>12.87% Share</i>	Affordable Rental Housing	\$ 253,939.00
	Community Housing Development Organization - Rental	\$ 50,788.00
	Grant Administration	\$ 25,394.00
Total	\$ 330,121.00	

Dakota County HOME Consortium 2023 Activity Statement (Cont'd)

Participating Jurisdiction	Project	2023 Budget
City of Woodbury 3.62% Share	Community Housing Development Organization - Rental	\$ 14,285.00
	Grant Administration	\$ 5,000.00
	Total	\$ 19,285.00

Consortium Totals	Project	2023 Budget
	Grant Administration	\$ 263,080.00
	HOME Projects	\$ 1,973,105.00
	Community Housing Development Organization	\$ 394,621.00
	Prior Year Program Income	\$ 135,527.50
	FY 2023 HOME Total Grant	\$ 2,630,806.00
	FY 2023 HOME Total Grant and Program Income	\$ 2,766,333.50

Dakota County HOME Consortium Budget Amendments	Budget
Anoka County Affordable Rental Housing - 2020	\$ 618,901.24
Anoka County Affordable Rental Housing - 2021	\$ 504,598.15
Anoka County Affordable Rental Housing - 2022	\$ 495,438.69
Anoka County Affordable Homeowner Housing - 2020	\$ 385,000.00
Anoka County Affordable Homeowner Housing - 2021	\$ 100,000.00
Anoka County Affordable Homeowner Housing - 2022	\$ 100,000.00
Ramsey County – Gladstone - Affordable Rental Housing - 2021	\$ 197,472.41

FY 2023 Dakota County ESG Activity Statement

Dakota County	Activity	2023 Budget
	Emergency Shelter Operations	\$ 98,167.00
	Rapid Re-Housing	\$ 20,000.00
	Homelessness Prevention	\$ 32,912.00
	Homeless Management Information System (HMIS)	\$ 4,105.00
	Grant Administration	\$ 12,583.00
	FY 2023 ESG Total Budget	\$ 167,767.00

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and Annual Action Plans and those responsible for administration of each grant program and funding source.

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

PR 05 Table 1 – Responsible Agencies

Narrative

Dakota County receives CDBG and ESG funds as an entitlement jurisdiction and receives HOME funds as a part of a consortium of counties that includes Anoka, Ramsey and Washington and the city of 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 responsibilities of the 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
651-675-4464 or mdykes@dakotacda.org

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; 763-324-4603 or karen.skepper@co.anoka.mn.us

Ramsey County – Max Holdhusen; 651-431-8199 or
Max.holdhusen@CO.RAMSEY.MN.US

Washington County - Angela Shuppert; 651-379-9551 or
angies@washingtoncountycda.org

City of Woodbury – Janelle Schmitz; 651-714-3534 or
janelle.schmitz@woodburymn.gov

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 a variety of 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 2023 Action Plan involves a close partnership between the following entities:

- Dakota County departments:
 - Physical Development Division
 - Community Services Division
 - Environmental Resources Department
 - 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
 - Hearth Connections
 - The Link (homeless youth program)
 - Dakota-Carver-Scott CAP Agency
 - Mental Health Resources
 - 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)
- SMRLS (Southern Minnesota Regional Legal Services)
- Minnesota Assistance Council for Veterans
- Dakota County Veterans Services
- Fair Housing Implementation Council
- Dakota County HOME Consortium members – Dakota County/CDA, Anoka County, Ramsey County, Washington County and City of Woodbury
- Dakota-Scott Workforce Investment Board (Business Services Committee)
- City of Apple Valley
- City of Burnsville
- City of Eagan
- City of Farmington
- City of Hastings
- City of Inver Grove Heights
- City of Mendota Heights
- City of Northfield
- City of Rosemount
- City of South St. Paul
- City of West St. Paul
- City of Empire
- City of New Trier
- Vermillion Township

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 2023. The AHC determined the following distribution:

Component	2022-2023	Percent
Emergency Shelter Recommended for Funding		
Shelter Operations Costs of rent, security, insurance, utilities, food, and supplies necessary for the operation of the emergency shelter	\$98,167	58.5%
TOTAL EMERGENCY SHELTER	\$98,167	
Rapid Re-Housing Recommended for Funding		
Rental Assistance Medium-term (3-24 months) of rental assistance payments based on 50% of the household income	\$10,000	11.9%
Housing Relocation and Stabilization Services Financial assistance to pay housing owners, utility companies, and other third parties for rental application fees, security deposits and last month's rent	\$10,000	
TOTAL RAPID RE-HOUSING	\$20,000	
Homelessness Prevention Recommended for Funding		
Homelessness Prevention For households at risk of homelessness – short-term and medium-term rental assistance, application fees, security deposits, utility payments, housing search and stability services	\$32,912	19.6%
TOTAL HOMELESSNESS PREVENTION	\$32,912	
HMIS Expenses Recommended for Funding		
Dakota County and CDA HMIS costs (License fees) Costs of rent, security, insurance, utilities, food, and supplies necessary for the operation of the emergency shelter	\$4,105	2.4%
TOTAL HMIS	\$4,105	
Administrative Expenses Recommended for Funding		
Administrative Costs – Costs to administer ESG program for Dakota County and CDA	\$12,583	7.5%
TOTAL ADMINISTRATIVE	\$12,583	
TOTAL ESG FUNDING	\$167,767	100%

AP-10 Table 1 – Recommended ESG Allocations

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

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

policies for HMIS are addressed within the SMAC bylaws. The Written Standards address the expenditure and administration of funds for HMIS.

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

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

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

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

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
9	Agency/Group/Organization	Guild, Inc.
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
10	Agency/Group/Organization	Dakota County Environmental Services
	Agency/Group/Organization Type	Other government - County Grantee Department
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted on the needs of water and sanitary hazards for the drinking supply. Anticipated outcome is ongoing funding for the well sealing program and funding for septic repair program, both are CDBG eligible activities.
11	Agency/Group/Organization	360 Communities
	Agency/Group/Organization Type	Services - Housing Services-homeless Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consulted through the Executive Committee to determine the current needs for broadband internet in Dakota County; consultation included internet service providers including legacy providers like Comcast, Charter Communications, CenturyLink, as well as newer technology companies. The anticipated outcomes are narrowing the digital divide throughout the County through creation of a fiber loop using institutional networks (I-Net) and the commercial networks (CNet). The CDA will continue to communicate with board on future needs.
15	Agency/Group/Organization	Dakota County Sheriff's Office
	Agency/Group/Organization Type	Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Other - Emergency Management & Resiliency
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Dakota County was consulted regarding emergency management needs and resiliency planning. In addition, they participated in the 2020 Con Plan community survey for cities. The Hazard Mitigation Plan completed in 2016 was also used to complete parts of the NA and MA sections of plan.
16	Agency/Group/Organization	Dakota County Physical Development Division
	Agency/Group/Organization Type	Agency - Management of Public Land or Water Resources
	What section of the Plan was addressed by Consultation?	Other - Management of Public Lands
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Dakota County Physical Development Division was consulted for management of public lands and parks. Consultation includes brownfield redevelopment, public park expansion and improvements, resiliency for public lands. Consultations were done in person and via virtual meetings.

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

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

Consulted for the Consolidated Plan were the members and staff 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
Dakota County Housing Needs Assessment	Dakota County CDA	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 seeks 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 two public hearings are held at different stages of the program year, and 30-day comment period is open to obtain citizen's views. This is met by a public hearing being held prior to the beginning of the planning stages and a public hearing held after the comment period. The public comment period will be 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 21, 2023 (to review Countywide CDBG activities)
- Consortium-wide presentation to the public – February 22, 2023
- Public Comment period:
 - Dakota Tribune – March 16, 2023 – April 21, 2023
 - Star Tribune – March 16, 2023 – April 21, 2023
- Physical Development Committee – March 21, 2023 (to review the Action Plan; set public hearing)
- Public Hearing – April 25, 2023 at the Dakota County Board of Commissioners

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 and Star Tribune)	Non-targeted/ broad community	N/A	No comments received.	No comments received.	http://sunthisweek.com/dakota-county-tribune/
2	Internet Outreach	Non-targeted/ broad community	N/A	No comments received.	No comments received.	www.co.dakota.mn.us www.dakotacda.org The notice was also included on the websites of the 12 large cities in Dakota County: Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Northfield, Rosemount, South St. Paul and West St. Paul.
3	Public Hearing	Non-targeted/ broad community	No citizens attended the public hearing	No comments received.	No comments received.	
4	Affordable Housing Coalition	Homeless Service Providers	30+ People	Comments incorporated into the ESG Written Standards.	All comments accepted.	

AP-12 - Table 1 – Citizen Participation Outreach

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

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,961,800	400,000	0	2,361,800	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	2,630,806	135,527.50	0	2,812,796.06	The amount of program income is anticipated to be \$400,000 per year. PY2022 brought in less program income than generally expected.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	167,767	0	0	167,767	No program income is anticipated.

Continuum of Care	public - federal	Overnight shelter Services Transitional housing	4,000,000	0	0	4,000,000	No program income is anticipated.
LIHTC	public - federal	Acquisition Multifamily rental new construction	1,025,532	0	0	1,025,532	The CDA is authorized to allocate low-income housing tax credits to qualified projects in Dakota County. The 2023 Low Income Housing Tax Credits were awarded to Denmark Trail, a new construction project of 40 affordable housing units in the City of Farmington.
Public Housing Capital Fund	public - federal	Rental Assistance	1,114,266	0	0	1,114,266	
Section 8	public - federal	Rental Assistance	27,200,000	0	0	27,200,000	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	750,000	0	0	750,000	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	2,620,000	0	0	2,620,000	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.
-------	----------------	--	-----------	---	---	-----------	--

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.

Private investment and equity are the major funding sources 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. The remaining two lots have been sold to Habitat for Humanity and will be rehabilitated and sold to income-qualified homebuyers.

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	2023	2024	Affordable Housing Homeless Non-Homeless Special Needs		Affordable Rental Housing Planning and Administration	HOME: \$2,292,228.34	Rental Housing Units New Construction: 12 Rental Housing Units
2	Affordable Home Owner Housing	2023	2024	Affordable Housing		Affordable Homeowner Housing Planning and Administration	CDBG: \$1,625,355 HOME: \$200,000	Homeowner Housing Added: 8 Household Housing Unit Homeowner Housing Rehabilitated: 50 Households
3	Homelessness and Prevention	2023	2024	Homeless		Affordable Rental Housing Homelessness Public Service Community Development Planning and Administration	ESG: \$155,184	Tenant-based rental assistance / Rapid Rehousing: 2 Households Assisted Homelessness Prevention: 2 persons assisted Homeless Person Overnight Shelter: 75 persons assisted
4	Public Facilities	2023	2024	Non-Housing Community Development		Public Facilities	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing

								Benefit: 0 Public Facilities
5	Public Service	2023	2024	Non-Housing Community Development		Public Service	CDBG: \$285,000	Public service activities other than Low/Moderate Income Housing Benefit: 2,000 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 2 households assisted
6	Economic Development	2023	2024	Non-Housing Community Development		Economic Development	CDBG: \$0	0 Businesses Assisted
7	Neighborhood Revitalization	2023	2024	Non-Housing Community Development		Community Development	CDBG: \$126,029	Homeowner Housing Rehabilitated: 10
8	Planning and Administration	2023	2024	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: \$325,416 HOME: \$274,105.16 ESG: 12,583	Other: 4 Plans; 6 Admin activities, 1 Fair Housing Activities

AP 20 - Table 1 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Rental Housing
	Goal Description	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"> 1. Assist household to secure housing through new construction 2. Improve energy efficiency of rental units 3. Rehabilitate and preserve affordability in multifamily units 4. Support fair housing activities
2	Goal Name	Affordable Home Owner Housing
	Goal Description	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"> 1. Assist households to become homeowners 2. Increase supply of affordable homeowner housing 3. Improve energy efficiency of owner-occupied housing units 4. Rehabilitate and preserve affordability in single family units 5. Support fair housing activities
3	Goal Name	Homelessness and Prevention
	Goal Description	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"> 1. Support the implementation and operation of coordinated access entry sites for families, youth and single 2. Support housing stabilization initiatives for homeless populations 3. Support the operation of emergency shelter facilities
4	Goal Name	Public Facilities
	Goal Description	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"> 1. Assist LMI homeowners with street assessment 2. Assist LMI homeowners with water/sewer, storm water and solid waste improvements 3. Assist with the development of centers and recreational park improvements 4. Improve accessibility and safety
5	Goal Name	Public Service
	Goal Description	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"> 1. Support programs that fulfill basic needs (food and shelter) for people who are low-income and or homeless 2. Support programs that help abused and neglected youth 3. Support programs for seniors 4. Support transportation services

6	Goal Name	Economic Development
	Goal Description	The following strategies will be used to enhance the workforce and businesses. <ol style="list-style-type: none"> 1. Support work initiatives that assist participants to access living wage jobs 2. Support initiatives that help low-income people gain work skills, jobs and employment history 3. Provide financial assistance to businesses to address building deficiencies (exterior façade improvements)
8	Goal Name	Planning and Administration
	Goal Description	Support all of the goals and strategies with funding for planning and effective administration.

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 70 extremely low-income, low-income, and moderate-income families. This will be done through the creation of 12 rental units, building of 8 Homeowner units and rehabilitation of 50 owner-occupied units.

AP-35 Projects - 91.420, 91.220(d)

Introduction

For the 2023 program year, Dakota County has set funding for 40 activities to take place either within a specified city or at a Countywide basis. The breakout is 31 activities are CDBG funded, five activities are ESG funded, and two activities are HOME funded (excluding program administration and CHDO). The other members of the Dakota County HOME Consortium have budgeted \$1,341,524.52 (including Program Income) towards three activities, excluding the administration activity and CHDO projects. The following activity statement and graphs detail the intended uses (activities) of CDBG, HOME and ESG funds for Program Year 2023.

#	Project Name
1	Administration and Planning
2	New Affordable Housing
3	Housing Rehabilitation
4	Public Service
5	Public Facility
6	Neighborhood Revitalization
7	HOME Consortium Projects
8	Economic Development
9	ESG23 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 yet to determine where the allotment of FY 2023 CHDO funds will go.

The Affordable Housing Coalition determined the most effective use for 2023 ESG funding was providing Rapid-Rehousing rental assistance and housing relocation/stabilization subsidies, Homelessness Prevention, 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

Project 1	Project Name	Administration and Planning
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$325,416 HOME: \$138,400 – Dakota County HOME PI: \$3,372.73 – Dakota County HOME: \$124,680 – Anoka, Ramsey and Washington Counties and City of Woodbury HOME PI: \$7,652.43 – Ramsey County
	Description	This project will be for the administration and planning activities that will occur in the 2023 program year for CDBG and HOME. ESG administration is discussed in “ESG23” section. 16.6% of CDBG funding will be for admin and planning activities, 10% for HOME administration.
	Location Description	Dakota Countywide
	Planned Activities	<u>Parks Master Plan (City of Empire)</u> - the City will update its Parks Master Plan to accommodate growth. <u>Subdivision Ordinance (Vermillion Township)</u> - the Township will use a consultant to create a subordination ordinance. <u>City Ordinance Update (New Trier)</u> - the City will revise its ordinances to better suit a small city. <u>Fair Housing Landlord Training (Countywide)</u> – Provide fair housing training to landlords taking DCCDA vouchers. <u>Economic Development Plan (Lakeville)</u> – Create a 2024-2026 Economic Development Strategic Plan. <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. <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. <u>General Administration of the HOME program (Counties of Anoka, Ramsey and Washington and City of Woodbury)</u> – General program administration of the HOME program.
Project 2	Project Name	New Affordable Housing
	Goals Supported	Affordable Rental Housing
	Needs Addressed	Affordable Rental Housing
	Funding	HOME: \$626,300 HOME PI: \$29,782.82

	Description	HOME funds will go to the new construction of an affordable housing development.
	Location Description	Dakota Countywide
	Planned Activities	<u>Rental Project</u> – a rental project in Dakota County yet to be determined.
Project 3	Project Name	Housing Rehabilitation
	Goals Supported	Affordable Homeowner Housing Affordable Rental Housing Neighborhood Revitalization
	Needs Addressed	Affordable Homeowner Housing Affordable Rental Housing Community Development
	Funding	CDBG: \$1,625,355 HOME: \$100,000 HOPE: \$400,000
	Description	This project covers the activities that will be pursued to rehabilitate the housing stock in Dakota County.
	Location Description	Dakota Countywide and the City of Northfield
	Planned Activities	<u>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. <u>Homeowner Rehabilitation (HOME)</u> - \$100,000 is set aside to rehabilitate Section 18 single family homes.
Project 4	Project Name	Public Service
	Goals Supported	Community Development Public Service
	Needs Addressed	Community Development Public Service
	Funding	CDBG: \$285,000
	Description	This project is for the public service and public facility activities that will be conducted in 2023.
	Location Description	Dakota Countywide
	Planned Activities	<u>DARTS Senior Chore Service (Apple Valley)</u> – Provides project funding for a Homemaking Service and Outdoor Chore Service for senior citizens. <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. <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. <u>Dakota Hills and Black Hawk Middle School Youth (Eagan)</u> – Provides funding to support an after-school program for income-eligible youth.

		<p>Participants will include at least 70% youth who qualify for the free/reduced lunch program.</p> <p><u>Senior Services (Eagan)</u> – Provides funding to support programs focused on health and wellness for senior citizens</p> <p><u>DARTS Senior Chore Service (Eagan)</u> – Provides project funding for a Homemaking Service and Outdoor Chore Service 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 between qualifying residents and retail locations one day a week for five hours. The Lakeville LOOP is open to seniors, persons with disabilities, and income qualifying individuals residing in six senior housing facilities.</p> <p><u>Senior Services (Lakeville)</u> – Provides funds to support programs and services for senior citizens at Lakeville Heritage Center.</p> <p><u>Housing Counseling (Countywide)</u> – Housing Counseling in the form of prepurchase, foreclosure, homebuyer education, and refinance counseling.</p> <p><u>Downpayment Assistance (Northfield)</u> – Provide downpayment assistance to income-qualified homebuyers.</p>
Project 5	Project Name	Public Facility
	Goals Supported	Public Facilities
	Needs Addressed	Public Facilities
	Funding	CDBG: \$0
	Description	This project is for the public facility activity that will be conducted in 2023.
	Location Description	None
	Planned Activities	No activities in 2023
Project 6	Project Name	Neighborhood Revitalization
	Goals Supported	Neighborhood Revitalization
	Needs Addressed	Neighborhood Revitalization
	Funding	CDBG: \$126,029
	Description	This project is for the neighborhood revitalization activities that will be conducted in 2023.
	Location Description	Dakota Countywide and Hastings-specific
	Planned Activities	<p><u>Well Sealing Grants (Countywide)</u> – Cost-share grants to reimburse well owners 50% of the cost to seal their unused water supply wells.</p> <p><u>Assessment Abatement (Hastings)</u> – Provides funds to reconstruct streets involving bituminous paving, storm sewer, concrete curb and gutter, and sidewalk/trail construction.</p>
Project 7	Project Name	HOME Consortium Projects
	Goals Supported	Affordable Rental Housing Affordable Homeowner Housing
	Needs Addressed	Affordable Rental Housing Affordable Homeowner Housing

	Funding	HOME: \$1,641,426 HOME PI: \$94,719.52
	Description	This project is for all of the other Consortium members' HOME activities. Funding has been set aside for CHDO projects, some yet to be identified, Homebuyer, New Construction and Acquisition/Rehab.
	Location Description	The Counties of Anoka, suburban Ramsey, and Washington.
	Planned Activities	<u>Anoka County</u> <ul style="list-style-type: none"> Affordable Rental Housing (\$436,092) Affordable Rental Housing – Program Income (\$27,791.76) Affordable Homeowner Housing (\$100,000) <u>Ramsey County</u> <ul style="list-style-type: none"> Affordable Rental Housing (\$456,774) Affordable Rental Housing – Program Income (\$97,102.92) <u>Washington County</u> <ul style="list-style-type: none"> Affordable Rental Housing (\$253,939) Affordable Rental Housing – Program Income (\$35,000) <u>Community Housing Development Organization (CHDO)</u> <ul style="list-style-type: none"> CHDO - (\$394,621)
Project 9	Project Name	ESG23 Dakota County
	Goals Supported	Homelessness and Prevention Public Service Planning and Administration
	Needs Addressed	Homelessness Public Service Planning and Administration
	Funding	ESG: \$167,767
	Description	The 2023 Federal Fiscal Year allocation of ESG funds for Dakota County are planned to provide rapid re-housing, emergency shelter operations, and program administration.
	Location Description	Dakota Countywide
	Planned Activities	Emergency Shelter Operations – (\$98,167) Homelessness Prevention – (\$32,912) Rapid Re-housing – (\$20,000) HMIS – (\$4,105) ESG General Grant Administration – (\$12,583)

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	9.35%	CDBG
Burnsville	13.69%	
Eagan	10.01%	
Farmington	2.73%	
Hastings	3.54%	
Inver Grove Heights	6.84%	
Lakeville	8.70%	
Mendota Heights	1.20%	
Northfield	3.05%	
Rosemount	2.17%	
South St. Paul	4.83%	
West St. Paul	6.69%	
Smaller Cities and Townships	3.67%	
Countywide	25.00%	
<hr/>		
Dakota County	36.81%	HOME
Anoka County (includes Coon Rapids)	23.55%	
Ramsey County	23.15%	
Washington County	12.87%	
City of Woodbury	3.62%	
<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, homelessness prevention, shelter operations, HMIS, 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. ESG is not directed to any one community in Dakota County, but the funds must be used within Dakota County.

Discussion

Affordable Housing

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

Introduction

The Program Year 2023 projects support affordable housing opportunities to very low-, low-, and moderate-income households through rehabilitation of existing units and rapid re-housing and homelessness prevention assistance.

One Year Goals for the Number of Households to be Supported	
Homeless	4
Non-Homeless	50
Special-Needs	0
Total	54

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	4
The Production of New Units	12
Rehab of Existing Units	58
Acquisition of Existing Units	0
Total	74

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

Discussion

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

\$100,000 of HOME funding will go to rehabilitating Section 18 single-family homes. The remaining HOME funding have yet to be allocated to an affordable housing project.

ESG funding for 2023 has been budgeted to assist with emergency shelter operations; provide rapid re-housing, which entails providing recipients' rental payment assistance and security deposit assistance; prevent homelessness through rental assistance; and provide financial assistance for 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 123 units that are comprised of 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.

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 2,700 households through this program. The CDA also administers project-based assistance for units at Cahill Place (Inver Grove Heights), Hidden Ponds (Apple Valley) and Cedar Villas (Eagan), a total of 71 units between the three, all two- and three-bedroom units. The CDA recently disposed of 120 Scattered Site Public Housing Units and 89 of those households are utilizing a Tenant Protection Voucher or Project-Based Voucher.

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 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 two Homeownership Specialists who provides 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 hotel emergency shelter. 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**

In March 2018, the CoC implemented a case consultation process through Coordinated Entry (CE) which uses a by name list for weekly review by a team of professionals, including shelter staff, to quickly move households into permanent housing. This process ensures households staying in Emergency Shelter (ES) are served timely

through the CE process and are exiting to permanent destinations. Shelters across the region are also actively working with landlords to facilitate permanent exits from the shelter. In addition, the CoC hosts quarterly workshops for all providers within the region which offer exit planning support for all who attend. An online forum is under development for Rapid Re-Housing (RRH) providers where exit planning support will be available at any time.

The CoC's Coordinated Entry Committee is responsible for overseeing successful exits to permanent housing for ES, Transitional Housing (TH) and RRH.

The CoC has multiple strategies to increase households maintaining placement in permanent housing and exits to permanent destinations from other housing types. One of these strategies has been to implement a transition plan in CE policy. This policy supports households in transferring from one housing program to another if housing stability is at risk. The transition plan details the CES Advisory Committee that works with housing program staff to facilitate a transition if necessary. The CES Advisory Committee began meeting in January 2018 and is an elected group of providers and assessors. The Advisory meets monthly or more frequently as needed to review, discuss, and facilitate transitions.

The CE Committee is responsible for increasing the rate households retain permanent housing or exit to permanent housing destinations.

The CoC has had an active Coordinated Entry System (CES) in place since January 2015. 1) The CoC has access points spread across the entire region of the CoC. The definition and expectations of an Access Point are detailed in the CoC's CES policies. At a minimum, Access Points must administer the CES assessment and enter data into the Priority List. The CoC's CES work group reviews Access Point capacity on a quarterly basis to assess if additional access is needed somewhere in the region. 2) In order to reach people who are least likely to apply for homeless assistance, outreach workers are utilized for CES assessments. All street outreach teams within the CoC are considered Access Points. Outreach workers connect with those households that are least likely to apply for homeless assistance by meeting and offering the CES assessment where the household is comfortable as opposed to requiring the household to come to a specific location. In addition to outreach providing assessments, Access Points are also able to offer housing assessments over the phone. There are places in the CoC where street outreach capacity is limited. Phone assessments are offered to households in areas not covered by an outreach team that are also unable to come to an assessment site. 3) The CoC uses prioritization tools to assess households. In addition, the CoC has developed a set of supplemental questions that help to further identify vulnerabilities and barriers. Households are prioritized on the by name list based on length of time homeless. After the by name list has been prioritized using this criteria Case Consultation teams review households at the top of the list to ensure those with the most significant barriers are served first in a program that will best fit their needs.

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

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

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

Step 1: Resolve the crisis

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

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

Step 2: Complete an assessment

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

Step 3: Connect to a housing opportunity

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

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.
- Pohlad 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 created the Redevelopment Incentive Grant (RIG) Program in 2006 to support affordable housing and redevelopment efforts. The RIG Program provides competitive grants up to \$250,000 to Dakota County cities to assist with redevelopment planning and implementation efforts including environmental remediation. To be eligible for funding, cities are required to match the CDA's funds and must demonstrate support for affordable housing efforts. The CDA has provided over \$13 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 2023 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”.

The Home Improvement Loan program complies with all HUD and EPA standards and requirements concerning lead-based paint. Such requirements include performing Risk Assessments on all houses built before 1978. In cases where lead hazards are identified, interim controls are used to eliminate said hazards, and clearance tests are performed at the end of the project to ensure the house was kept clean and safe. Currently, the Minnesota Department of Health (MDH) is in the process of taking over the duties currently performed by the EPA. We will work with MDH to ensure that we are in full compliance with any new regulations that may result from this transition.

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 an eight-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 HOME Consortium and works with staff from Anoka, suburban 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.

In 2019 and 2020 the FHIC completed a new Analysis of Impediments to Fair Housing Choice.

Twin Cities Regional Analysis of Impediments to Fair Housing Choice 2020

The Twin Cities Regional Analysis of Impediments to Fair Housing choice (AI) is a thorough examination of structural barriers to fair housing choice and access to opportunity for members of historically marginalized groups protected from discrimination by the federal Fair Housing Act (FHA). This analysis specifically analyzes the following jurisdictions in the Twin Cities Region: Anoka County, Coon Rapids, Dakota County Hennepin County, Bloomington, Eden Prairie, Minneapolis, Minnetonka, Plymouth, Ramsey County, St. Paul, Washington County, Woodbury, Scott County and Carver County.

<https://www.dakotacda.org/fair-housing/fair-housing-implementation-council/>

In 2023, 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:

- The CDA's Housing Assistance department:
 - Hosts regular trainings for rental property owners/managers 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.
 - 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.
 - Participates in an ongoing regional discussion regarding the mobility and policies of the HCV programs across the region.

- HCV waiting list is open. An online pre-application allows for applicants to apply with ease.
 - Reasonable Accommodation Training through the Saint Paul Human Rights Commission.
- Through the CDA homebuyer and homeownership resource connection, homeownership counselors assist potential homebuyers of color and help prepare them for long-term homeownership success. 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.
 - The CDA makes available information pertaining to the fair housing complaint process to homebuyers during homebuyer counseling.
 - 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.

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.

- 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.
- 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
- 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
 - Hearth Connections
 - 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)
 - 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.
 - 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.
www.dakotacda.org/fair-housing/
 - 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

The Dakota County Consortium uses the HOME limits that are provided by HUD.

The Dakota County Consortium may consider funding projects that are open to all populations or a subset of the population such as elderly, disabled persons, or homeless persons. The consortium allows for preference to be given that is in accordance with 24 CFR 92.253(d).

The Dakota County Consortium lets Consortium members choose different aspects of their projects as long as they meet HUD guidelines. This is in regards to eligible applicants, process for soliciting and funding applications or proposals, and where detailed information is obtained for each Consortium member.

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	\$400,000
2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0
5. The amount of income from float-funded activities	\$0
Total Program Income:	\$400,000

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.	80%

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.

The PJ will be using HUD limits.

Consortium does not limit eligible applicants. The Consortium members choose whether to process applications on a first come, first-serve basis or competition. Information can be obtained at offices or on websites.

The Consortium members did not give preference to any segment of the low-income population.

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.

The PJ will be using HUD limits.

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.

Dakota County will use HUD HOME limits.

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

Dakota County does not plan on using 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.headinghomeminnesota.org/>), the County's website, the County's Housing Crisis phone line, at community events, and through training for service providers.

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

For the first time, Dakota County and the CDA have chosen to make subawards of ESG funds. Please see the ESG Written Standards for details on the award process.

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.

Discussion

FY 2023 Action Plan - HOME Consortium Narratives

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

Introduction

Anoka

Anoka County does not own or operate any public housing. In Anoka County, the Metro HRA, a division of the Metropolitan Council, is the public housing agency.

Ramsey

Ramsey County does not own or operate any public housing. In suburban Ramsey County the public housing agency is Metro HRA, a division of the Metropolitan Council. Ramsey County supports the new construction of rental housing that requires the acceptance of Housing Choice Vouchers administered by the Metro HRA.

Washington

Washington County has a total of 49 public housing units, of which all are administered by the Washington County Community Development Agency (CDA). Forty of the 49 public housing units are located in the four-story Whispering Pines Apartment building in Forest Lake, owned by the Agency. Nine privately owned Mixed-Finance units are located in two separate townhome complexes in Woodbury. Whispering Pines was substantially rehabilitated in 2012, mechanical updates were done in 2016, windows were replaced in 2019, and common areas were updated in 2022. The CDA has made use of external funding available for these updates, and as a result, Whispering Pines is in sound physical condition.

Woodbury

The Washington County CDA serves as the PHA for all communities within Washington County including Woodbury. Of the 49 public housing units in Washington County, 40 are located in the four-story Whispering Pines Apartments in Forest Lake and 9 are located in townhome units in Woodbury. Washington County CDA also administers the HCV tenant-based assistance program for residents of Washington County.

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

Anoka

Anoka County does not own or operate any public housing. The county will continue to coordinate with the Metro HRA, a division of the Metropolitan Council.

Ramsey

Ramsey County does not own or operate public housing. The county will continue to coordinate with Metro HRA when needed and ensure that new housing units funded with HOME funds accepts Housing Choice Vouchers.

FY 2023 Action Plan - HOME Consortium Narratives

Washington

The Washington County Community Development Agency (CDA) hopes to reposition the 40 public housing units at Whispering Pines in the next two to three years. This will provide greater financial feasibility for ongoing capital maintenance needs at this development. The Agency's capital improvement plan identifies future needs and cost estimates on a replacement reserve schedule to ensure a good living environment for the residents. Repositioning will maintain affordability at the current level for income-qualifying residents.

As a result of the CDA repositioning its scattered-site public housing units in 2020, there are 58 public housing units available for development under its Faircloth authority. The CDA is working to engage external development entities to utilize this Faircloth authority in Mixed-Finance developments in 2023 and 2024.

Woodbury

The City of Woodbury does not own or operate public housing units. Woodbury will continue to partner with the Washington County CDA on potential future projects.

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

Anoka

Anoka County does not own or operate any public housing. In Anoka County, public housing needs are supported through the Metro HRA, a division of The Metropolitan Council. Public housing residents can prepare for homeownership by completing a Homebuyer Education course from a recognized entity, for example Anoka County Community Action Program (ACCAP) offers Home-Stretch homebuyer education and counseling, Financial education and 1 to 1 counseling helping low to moderate-income individual's evaluate their budget, credit report review, and an action plan to help them become more self-sufficient while preparing for homeownership, and ACCAP offers Family Assets for Independence in MN (FAIM), which is an Individual Development Account (IDA) program for low-income wage earners to gain assets through matched savings. Participants save earned income, which is matched at a rate of \$3 to \$1 of savings for a period of 1 to 2 years. The saved funds are required to be used toward a goal of home ownership, continued education or small business. FAIM also provides financial education and asset specific education. Additionally, public housing residents would pursue obtaining pre-qualification from a lender, and if applicable, first-time homebuyer down- payment assistance, VA Loans, and other resources designed to assist with achieving homeownership.

Ramsey

Ramsey County does not own or operate public housing. Public housing residents can participate in Ramsey County's locally funded down payment assistance program if they are purchasing a home in suburban Ramsey County.

FY 2023 Action Plan - HOME Consortium Narratives

Washington

Resident Advisory Board meetings for Whispering Pines and the Housing Choice Voucher (HCV) Program have resumed. This allows residents to provide feedback and input on the administration of both programs. A quarterly newsletter is also distributed to all public housing and HCV residents that provides information on educational opportunities, connection to CareerForce, Home Ownership education and counseling, and other community connections.

The Resident Advisory Board was expanded in 2021 to give residents the opportunity to participate and give feedback to the Agency. All public housing and HCV tenants were invited to apply for a position on the Board. There are currently 5 members on the Board including the Resident Commissioner. The Resident Advisory Board provides strategic direction by reviewing and assisting in the development of the Agency's short- and long-term housing plans.

The Resident Commissioner serves on the Washington County CDA Board of Commissioners and is another potential way for a resident to become involved in management. This Board is made up of seven members and makes decisions regarding the Washington County CDA's programs and funding. Actions of the Board are accountable to Washington County.

Homeownership is encouraged through the Washington County CDA's Family Self Sufficiency Program (FSS) for Housing Choice Voucher participants. In 2022 the Washington County CDA program had 19 participants between the Housing Choice Voucher program and the Public Housing program. The Family Self-Sufficiency (FSS) program enables participants to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling, and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency. This would include encouragement to participate in homeownership.

Woodbury

The City of Woodbury does not own or operate public housing units. The City of Woodbury Housing and Redevelopment Authority administers a down payment assistance loan program for first time home buyers and first-generation home buyers who are low to moderate income households. Eligible public housing residents ready for homeownership can apply.

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

Anoka

FY 2023 Action Plan - HOME Consortium Narratives

Anoka County would not provide financial assistance to the designated PHA since it is a division of the Metropolitan Council, a state agency.

Ramsey

Ramsey County would not provide financial assistance with federal funds to the designated PHA since it is a division of the Metropolitan Council, a state agency.

Washington

Not applicable.

Woodbury

N/A

Discussion

Ramsey

Ramsey County will continue to collaborate with the Metro HRA, the designated PHA for our urban county.

Washington

The Washington County Community Development Agency (CDA) intends to apply to the U.S. Department of Housing and Urban Development (HUD) to utilize its Faircloth authority through Mixed-Finance developments in 2023. There were 105 units of Public Housing in the Agency's portfolio in 2020. In December of that year, the Agency transitioned 56 scattered site units out of public housing to be used as affordable rental housing in exchange for 56 Housing Choice Vouchers. This resulted in a net increase of affordable housing available in the County, as the public housing units remained affordable, and the County gained 56 Housing Choice Vouchers and the CDA has 58 public housing units available for development under its Faircloth authority.

The public housing units in Washington County are in good physical condition. The Washington County CDA provides on-going maintenance and capital improvements to ensure safety and quality in public housing. Washington County CDA values its residents and encourages their participation and involvement.

Woodbury

The Washington County Community Development Agency (CDA) intends to apply to the U.S. Department of Housing and Urban Development (HUD) to convert its remaining 49 public housing units in 2022. There were 105 units of Public Housing in the Agency's portfolio in 2020. In December of that year, the Agency transitioned 56 scattered site units out of public housing to be used as affordable rental housing in exchange for 56 Housing Choice Vouchers. This resulted in a net increase of affordable housing available in the County, as the public housing units remained affordable, and the County

FY 2023 Action Plan - HOME Consortium Narratives

gained 56 Housing Choice Vouchers. In 2022, the Agency plans to convert the 40 units at Whispering Pines and nine privately owned units.

The public housing units in Washington County are in good physical condition. The Washington County CDA provides on-going maintenance and capital improvements to ensure safety and quality in public housing. Washington County CDA values its residents and encourages their participation and involvement.

FY 2023 Action Plan - HOME Consortium Narratives

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

Introduction

Anoka

Anoka County doesn't receive direct ESG funding. SMAC member, Dakota County CDA, is the only agency receiving a direct allocation. Therefore, the CoC engages ESG recipients including agencies that receive direct allocations (Dakota CDA) and State recipients in developing plans, funding decisions, performance standards & evaluating outcomes. For State ESG recipients, CoC members who do not have a conflict, participate in scoring & ranking recommendations.

State ESG performance standards were developed with CoC representatives from around the state, and reflect the purpose of ESG shelter, prevention, and rapid re-housing funds to: a) keep people safely sheltered, b) re-house homeless persons, and c) ensure persons have stable housing. Performance reports are sent to the CoC for review of sub-recipient performance. With the development of a new and expanded HMIS CAPER, there will be additional opportunities to work with the CoC to evaluate performance standards and outcomes. The CoC regularly discusses and evaluates the role of ESG-funding within its homeless response system utilizing CE and HMIS data.

Ramsey

Ramsey County's Housing Stability Department as the lead agency of the CoC is primarily responsible for the homeless service network. This includes the establishment of priority populations and the alignment of federal, state and local dollars to make homelessness rare, brief and non-recurring.

Washington

Washington County's Heading Home Washington (HHW) acts as the local Continuum of Care committee for this part of the south metro region. Organizations within the Continuum provide a number of homeless services and resources. The prevention end of the Continuum is largely made up of Washington County's Housing Unit and Emergency Assistance Unit, nonprofits and faith-based organizations.

Woodbury

The City of Woodbury does not receive or administer ESG funding. Washington County's Heading Home Washington (HHW) acts as the local Continuum of Care committee for this part of the south metro region. Organizations within the Continuum provide a number of homeless services and resources. The prevention end of the Continuum is largely made up of Washington County's Housing Unit and Emergency Assistance Unit, nonprofits and faith-based organizations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including: Reaching out to homeless persons (especially unsheltered persons) and assessing

FY 2023 Action Plan - HOME Consortium Narratives

their individual needs

Anoka

Anoka County is an active member of the Suburban Metro Area Continuum of Care (SMAC). To ensure successful coordination and addressing the needs of homeless persons and persons at risk of homelessness, staff attend multiple meetings to ensure local agreement for regional planning.

- 211 application for Rapid Resolution/Prevention

-Increased knowledge and awareness of how Anoka County and its providers serve the greater COC by facilitating monthly meetings and bringing to the community the information posed at a SMAC level.

Anoka Emergency Hotel Shelter Program: Anoka County created a limited emergency hotel shelter program to fund hotel rooms for households experiencing homelessness or at risk of imminent homelessness, impacted by COVID-19. Expanded partnerships with existing shelter programs, school districts, and social service agencies to meet the needs of people experiencing homelessness. Housing Resource Specialists, agency staff and navigators work together to locate housing, identify gaps in services and access financial supports while providing light touch case management to ensure stability. Cross county collaboration to brainstorm the best use of PSH, RRH and outreach services. Anoka County has specifically called out the following goals, and subsequent actions for the next year:

Goals:

- Increase outreach to homeless persons by providing access to resources and housing.
- Maintain participation with homeless response system.
- Decrease time spent in emergency shelter.
- Increase connection to appropriate and mainstream resources to prevent episodes of homelessness.

Actions:

- Anoka County will use HOME ARP funds to address homeless needs and reduce homelessness in Anoka County.
- Expand utilization of state PATH funds to conduct outreach to homeless households with mental health symptoms on the street and in shelters.
- Anoka County will continue to participate in weekly case consultation of those who are experiencing homelessness to explore housing options.
- Stepping Stone Emergency Shelter is expanding the usable square footage to ensure health and safety to minimize overcrowding. This will reduce time spent in shelter by offering case management services and connections to housing resources through referrals from CE.
- Create opportunities to expand capacity for housing and resource navigators.

Ramsey

Ramsey County's Housing Stability Department funds homeless outreach programs that aim to connect unsheltered individuals and households to the homeless service system including shelter, coordinated entry, benefits, mental health supports and supportive housing (Coordinated Entry). Funding sources coordinated through the CoC include the

FY 2023 Action Plan - HOME Consortium Narratives

NOFO, ESG, FHPAP and other state dollars. The Ramsey County HRA has also approved HOME-ARP funding to support the expansion of supportive services to address homeless and formerly homeless populations in suburban Ramsey County.

Washington

The Continuum of Care Committee (CoC) uses the following approaches to reduce the length of time homeless and end long term homelessness.

- Outreach: Street outreach, teams that have developed partnerships with police, mental health crisis teams, and school liaisons to help identify households who have become homeless as early as possible.
- Coordinated Assessment: Through this program, SMAC has improved mapping of resources and our ability to accurately refer people to the right models. Assessments will be conducted within 10-14 days of shelter entry, referrals and placement within 21 days.
- Prevention/Diversion: State and private funding provide a number of prevention and diversion programs for homeless households including direct financial assistance, support services, housing search assistance and other options to resolve housing emergencies. Washington County's Emergency Assistance Program and Washington County's CDBG public services program also provide prevention/diversion services.

To address homelessness for individuals and families, federal, state and private funding will continue to be solicited to support the development of permanent and permanent supportive housing. Being a member in the CoC helps transitional housing and emergency shelter providers connect with affordable housing providers throughout our region to ensure that people exiting move to permanent housing.

Over the summer of 2022 Washington County Community Services staff, as part of the planning for a future permanent emergency shelter, facilitated two focus group sessions with individuals currently experiencing homelessness and utilizing shelter services. The purpose was to engage in conversation with those with lived experience to understand what was working with our shelter program and what could be improved or change as well as how they would envision an ideal future shelter. The feedback is being used as Washington County works with the current contracted shelter provider to develop a program for the future permanent site and well as some property design ideas.

Woodbury

The Continuum of Care Committee (CoC) uses the following approaches to reduce the length of time homeless and end long term homelessness.

- Outreach: Street outreach, teams that have developed partnerships with police, mental health crisis teams, and school liaisons to help identify households who have become homeless as early as possible.
- Coordinated Assessment: Through this program, SMAC has improved mapping of resources and our ability to accurately refer people to the right models.

FY 2023 Action Plan - HOME Consortium Narratives

Assessments will be conducted within 10-14 days of shelter entry, referrals and placement within 21 days.

- Prevention/Diversion: State and private funding provide a number of prevention and diversion programs for homeless households including direct financial assistance, support services, housing search assistance and other options to resolve housing emergencies. Washington County's Emergency Assistance Program and Washington County's CDBG public services program also provide prevention/diversion services.

To address homelessness for individuals and families, federal, state and private funding will continue to be solicited to support the development of permanent and permanent supportive housing. Being a member in the CoC helps transitional housing and emergency shelter providers connect with affordable housing providers throughout our region to ensure that people exiting move to permanent housing.

Addressing the emergency shelter and transitional housing needs of homeless persons

Anoka

In addition to utilizing HOME ARP funds to address homeless needs, Anoka County receives ESG funding to facilitate participant hotel stays for those referred to Anoka County's Community Social Service and Behavioral Health hotel shelter program. The hotel shelter program receives referrals direct from community partners such as Stepping Stone Emergency Housing, Guild Street Outreach/PATH services, Family Promise of Anoka County, Anoka-Hennepin HOPE Office and the Parent Support Outreach program, to identify and assist households experiencing homelessness or at the greatest risk of homelessness due to lack of shelter or alternative housing options. Anoka County housing resource staff coordinate hotel stays and provide light touch case management and coordination of services to these households, including connections to mainstream and housing resources, for participant households. The goal for addressing homeless needs is to maintain hotel shelter assistance, currently an average of 10 concurrent households, through the use of ESG grant dollars, and through an additional ESG grant application in October 2023, or via utilization of other grant dollars to supplement the hotel shelter program. The goal for transitional housing is to fully occupy the newly opened (Jan. 2023) 14-bed Missions Heights Board & Lodge in Columbia Heights, while connecting residents to services (Housing Stabilization Services) and resources (vouchers, Housing Support, etc.) available to help individuals transition to independent living.

The Family Homeless Assistance and Prevention (FHPAP) program connects eligible households exiting emergency shelter with deposit/rental assistance and case management through the Rapid Rehousing Program.

Ramsey

Ramsey County's Housing Stability Department helps fund congregate and non-congregate emergency shelter and transitional housing services. Since 2020, Ramsey County and the CoC have played a larger role in operating emergency shelters including overnight warming centers. Traditionally Ramsey County has helped fund

FY 2023 Action Plan - HOME Consortium Narratives

shelter services and rapid re-housing through the NOFO, ESG, FHPAP and other state funding sources.

Washington

Washington County CDA maximizes its CDBG public services cap for crisis assistance to families at risk for homelessness or currently homeless. Support services provide approximately 500 households annually with stabilizing assistance. The program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance.

To address the needs of homeless persons and most efficiently utilize the resources, a Coordinated Access system has been developed. The system has been designed to meet the specific needs of Washington County with coordination with SMAC and the state to assure consistency across counties state wide. Washington County has three points of access for people experiencing homelessness: Canvas Health for youth, St. Andrew's Community Resource Center for families, and Washington County Community services for singles. An initial assessment is conducted to determine if the person or family can be diverted from homelessness with connections to resources. If it is determined housing is needed, a full assessment is conducted to determine the type of housing needed; shelter, rapid rehousing, transitional housing or permanent supportive housing.

The SMAC region has several shelter options if emergency shelter is needed. In Washington County, the shelter options include: Washington County hotel/motel shelter paid for by Washington County Community Services department (CDBG, Emergency Solutions Grant Emergency Assistance and American Rescue Plan Funds), St. Andrews Church hotel/motel shelter paid for by St. Andrews Church in Mahtomedi, Hope for the Journey Home Shelter (eight units for families), Hugo Family Shelter (5 units for families) and Tubman Shelter for households experiencing domestic violence (located in Ramsey County but has designated beds for Washington County residents).

Throughout all of 2022 Washington County and the CDA were collaborating toward the purchase of a property to be used for a future emergency shelter site. The Washington County Board approved the use of \$6 million for this purpose. While planning continues, a property has been identified and a purchase agreement is being negotiated.

Woodbury

Washington County CDA maximizes its CDBG public services cap for crisis assistance to families at risk for homelessness or currently homeless. Support services provide approximately 500 households annually with stabilizing assistance. The program provides direct financial resources including emergency shelter, rent deposit and rent payment assistance.

To address the needs of homeless persons and most efficiently utilize the resources, a Coordinated Access system has been developed. The system has been designed to meet the specific needs of Washington County with coordination with SMAC and the state to assure consistency across counties statewide. Washington County has three

FY 2023 Action Plan - HOME Consortium Narratives

points of access for people experiencing homelessness: Canvas Health for youth, St. Andrew's Community Resource Center for families, and Washington County Community services for singles. An initial assessment is conducted to determine if the person or family can be diverted from homelessness with connections to resources. If it is determined housing is needed, a full assessment is conducted to determine the type of housing needed; shelter, rapid rehousing, transitional housing or permanent supportive housing.

The SMAC region has several shelter options if emergency shelter is needed. In Washington County, the shelter options include: Washington County hotel/motel shelter paid for by Washington County Community Services department (CDBG, Emergency Solutions Grant Emergency Assistance and American Rescue Plan Funds), St. Andrews Church hotel/motel shelter paid for by St. Andrews Church in Mahtomedi, Hope for the Journey Home Shelter (eight units for families), Hugo Family Shelter (5 units for families) and Tubman Shelter for households experiencing domestic violence (located in Ramsey County but has designated beds for Washington County residents). Locally in Woodbury, Washington County began contracting with the Extended Stay hotel on February 1, 2022. The County contracted for 10 rooms to be used for the purpose of providing emergency shelter to adult households without children. Washington County also contracted with a service provider to provide case management and oversight to the shelter residents. To date 46 households have been served at this hotel.

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

Anoka

In addition to using HOME ARP funds to address homeless needs, Anoka County will continue grant management of the FHPAP program to assist households prevent homelessness, reduce the numbers of persons that will experience homelessness, reduce time households experience homelessness and to prevent returns to homelessness.

Anoka County is applying for October 2023- September 2027 HSWH state grand funding to collaborate with participating schools for to address housing and homelessness for school-connected youth and families.

Anoka County will utilize the newly opened Mission Lodge to assist individuals impacted by mental health or substance use disorders transition to permanent housing options.

Anoka County maintains Housing Support agreements with two additional board and lodges which serve as transitional housing for individuals exiting treatment or exiting institutions. Anoka County will continue participation in the cost neutral allocation for

FY 2023 Action Plan - HOME Consortium Narratives

Stepping Stone Emergency Services. Stepping Stone Emergency shelter assists up to 66 single adult households with shelter and basic needs.

Anoka County facilitates referrals for voucher/subsidy programs designed to connect low-income households to ongoing affordable housing. Anoka County currently receives referrals for the Bridges Subsidy Program from Mental Health Resources to connect individuals receiving Mental Health Case Management services to subsidized housing options, when available.

Anoka County facilitates referrals to the Mainstream voucher program to connect households with disabling conditions and low income to housing choice vouchers through Metro HRA.

Anoka County currently also facilitates the Rental Assistance Anoka County program that refers family households from the coordinated entry system to subsidy, when available. Anoka County also facilitates referrals for the Family Unification Program to pair households associated with Child Protection to vouchers as available. Finally, households entering the Coordinated Entry priority pool may be connected to Emergency Vouchers through the Suburban Metro Continuum of Care.

Ramsey

Ramsey County's Housing Stability Department funds and coordinates the coordinated entry priority list for singles, youth and families for the CoC, as well as the family shelter waitlist. This connects eligible homeless individuals to eligible housing settings and homeless families to emergency shelter. The department also employs a Rapid Stabilization Program for families on the shelter waitlist so that they may be connected to benefits and housing prior to their placement in shelter. This program will expand to serve more families because of the availability of HOME-ARP funds.

Washington

SMAC will provide Rapid Rehousing (RRH), primarily through State funding. All SMAC RRH projects are evaluated based on two measures: a) minimize the length of time homeless and b) limit repeat episodes of homelessness. SMAC promotes Housing First for all supportive housing, which helps to minimize barriers and delays to accessing housing.

Woodbury

SMAC will provide Rapid Rehousing (RRH), primarily through State funding. All SMAC RRH projects are evaluated based on two measures: a) minimize the length of time homeless and b) limit repeat episodes of homelessness. SMAC promotes Housing First for all supportive housing, which helps to minimize barriers and delays to accessing housing.

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,

FY 2023 Action Plan - HOME Consortium Narratives

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.

Anoka

Anoka County CSSBH funds PATH and street outreach activities in Anoka County with Guild Services through ESG funding. This program refers households to the Anoka County hotel shelter program and to the Community Living Infrastructure grant funded Housing Outreach worker with Anoka County for case management services to address housing needs and access to services.

The Community Living Infrastructure Grant (CLI) also funds several housing resource specialist positions, a housing outreach worker, a lead housing resource specialist, and a part time social worker to support associated households attain or maintain housing. The CLI grant targets services to those exiting institutions, at imminent risk of homelessness and those with a disabling condition and experiencing housing instability/homelessness. The CLI grant funds the Housing Help Desk, a resource and referral line utilized to connect households with resources to prevent homelessness, resolve homelessness, connect to shelter or alternative housing options, and connect individuals to immediate and long-term housing solutions.

Housing outreach staff receive referrals to work with persons exiting institutions, including shelters and correctional facilities to address housing barriers and assist households to attain housing. Housing resource staff facilitate a monthly case consult meeting to consult with Anoka County staff on housing needs and a Housing Resource Team meeting to engage front line staff working with those experiencing homelessness and identify and provide resources. Housing outreach staff have access to direct service funds to assist with rent, utilities arrears, deposits, or other items to reduce barriers and increase access to housing.

Housing resource and FHPAP staff also refer households to housing stabilization services, a Medical Assistance benefit that provides case management to assist individuals with housing transition and in sustaining housing for persons with a disabling condition receiving Medical Assistance.

The Heading Home Anoka Housing Collaborative is a joint county and community response to supporting the efforts end to homelessness in Anoka County. Heading Home helps foster the collaboration of the broader communities, the county, and organizations toward this effort.

In respect to youth and foster care youth, Anoka County is facilitating the addition of youth outreach and direct assistance services through the FHPAP grant to address the needs of youth experiencing homelessness. Anoka County also works with school participants via hotel shelter referrals and case management collaboration with housing resource specialists. The Family Unification Program connects foster care involved youth to case management and subsidy, as available, through collaboration with CPS and YMCA.

Ramsey

The Ramsey County Housing Stability Department through the CoC implements the state Housing Support program to help place individuals leaving settings including

FY 2023 Action Plan - HOME Consortium Narratives

correctional settings and hospital settings into permanent housing. Housing Support providers are selected by the county to meet priority population needs. Additional partnerships have been established with Ramsey County Corrections to try to prevent placement to unsheltered homelessness and homeless shelters, often the best place is with family and friends. Additional investments in permanent supportive housing supply will help expand the number of placements available for these priority populations.

Washington

There are four key institutional releases which Washington County is most concerned. They include aging out of foster care, discharges from mental health facilities, discharges from correctional facilities and discharges from hospitals. Protocol is in place in Washington County and in the state of Minnesota that no one is discharged from foster care without a stable home. Washington County has a discharge plan with all foster care youth at age 16 to assure that youth receive notice regarding their rights. They may stay in foster care until age 21 or choose to live independently and work with their case manager to identify and secure a permanent housing option. Discharge plans include housing and employment options.

Protocol is in place so that no one is discharged from a mental health facility without a stable home in which to live. Per state mandate, all persons committed to any of the state regional treatment facilities are assigned a mental health case manager through the county of the person discharged. Discharge planning begins while the individual is committed and before the person is discharged. Housing remains a part of the treatment plan after discharge to ensure housing is maintained/sustained. The plans include case management services, housing, employment, medical and psychiatric treatment, and aid in the readjustment to the community. In addition, the CoC has received a special allocation of state-funded rental assistance resources designed to facilitate smooth and stable transitions from state psychiatric hospitals to community-based living.

On a statewide level, the current discharge policy reflects policy enacted by the Minnesota Department of Corrections with statutory authority granted by the MN Legislature. MN Department of Corrections (DOC) provides a case manager to offenders and discusses the role of a case manager. In situations where an individual has no placement options or would be homeless follow release, the case manager assists with identifying and connecting the client with appropriate resources. DOC Adult Offender Reentry Services and Programming provides reentry services to offenders in collaboration with case management services. This includes the Presidential Prisoner Reentry Initiative (PRI), transition fairs, administering offender housing contracts, providing referrals, and offering a pre-release class to offenders. DOC provides payment for adult halfway house and emergency housing placement for eligible offenders that are on supervised release and conditional release.

The CoC has been actively engaging representatives from local hospitals and health care providers in 10-year plans to end homelessness. Committees work with hospitals

FY 2023 Action Plan - HOME Consortium Narratives

to plan services and referral processes to assist persons being discharged. Releasing medically fragile people who do not have housing is a growing problem. There are medical respite beds available in the metro area and the CoC continues to work with other providers to establish a program that will house persons being released from hospitals without housing to go to. They will be able to stay in this housing until their medical needs are met or permanent housing with needed services is found.

Woodbury

There are four key institutional releases which Washington County is most concerned. They include aging out of foster care, discharges from mental health facilities, discharges from correctional facilities and discharges from hospitals. Protocol is in place in Washington County and in the state of Minnesota that no one is discharged from foster care without a stable home. Washington County has a discharge plan with all foster care youth at age 16 to assure that youth receive notice regarding their rights. They may stay in foster care until age 21 or choose to live independently and work with their case manager to identify and secure a permanent housing option. Discharge plans include housing and employment options.

Protocol is in place so that no one is discharged from a mental health facility without a stable home in which to live. Per state mandate, all persons committed to any of the state regional treatment facilities are assigned a mental health case manager through the county of the person discharged. Discharge planning begins while the individual is committed and before the person is discharged. Housing remains a part of the treatment plan after discharge to ensure housing is maintained/sustained. The plans includes case management services, housing, employment, medical and psychiatric treatment, and aid in the readjustment to the community. In addition, the CoC has received a special allocation of state-funded rental assistance resources designed to facilitate smooth and stable transitions from state psychiatric hospitals to community-based living.

On a statewide level, the current discharge policy reflects policy enacted by the Minnesota Department of Corrections with statutory authority granted by the MN Legislature. MN Department of Corrections (DOC) provides a case manager to offenders and discusses the role of a case manager. In situations where an individual has no placement options or would be homeless follow release, the case manager assists with identifying and connecting the client with appropriate resources. DOC Adult Offender Reentry Services and Programming provides reentry services to offenders in collaboration with case management services. This includes the Presidential Prisoner Reentry Initiative (PRI), transition fairs, administering offender housing contracts, providing referrals, and offering a pre-release class to offenders. DOC provides payment for adult halfway house and emergency housing placement for eligible offenders that are on supervised release and conditional release.

The CoC has been actively engaging representatives from local hospitals and health care providers in 10-year plans to end homelessness. Committees work with hospitals

FY 2023 Action Plan - HOME Consortium Narratives

to plan services and referral processes to assist persons being discharged. Releasing medically fragile people who do not have housing is a growing problem. There are medical respite beds available in the metro area and the CoC continues to work with other providers to establish a program that will house persons being released from hospitals without housing to go to. They will be able to stay in this housing until their medical needs are met or permanent housing with needed services is found.

Discussion

Ramsey

Preventing and ending homelessness is a top priority for Ramsey County. Through greater investments in affordable housing supply, shelter and service coordination Ramsey County hopes to make strides towards making homelessness rare, brief and non-recurring.

Washington

Washington County's Housing Collaborative acts as the local Continuum of Care committee for this part of the SMAC region. Organizations within the continuum provide several homeless services and resources. The "prevention" end of the Continuum is largely made up of Washington County's Housing Unit and Emergency Assistance Unit, nonprofits and faith-based organizations.

Clients accessing assistance from public and private agencies enter the system through multiple doors. The Housing Collaborative, in conjunction with SMAC, is working to create a more coordinated assessment system for those that enter these multiple doors so that they can access appropriate resources quickly. Washington County is currently piloting a tool to help determine which households need prevention, which households need diversion assistance and which households need shelter.

Woodbury

The City of Woodbury is full supportive of Washington County and the manner in which the coordinate homeless programs in all communities within the county.

FY 2023 Action Plan - HOME Consortium Narratives

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

Introduction

Anoka

Addressing affordable housing needs has become increasingly more difficult. To make housing affordable to very low-income households, substantial subsidies are needed. Appropriations for housing programs have seen reductions or remain flat and are not at levels sufficient to support affordability gaps.

Ramsey

Housing affordability is affected by policies and actions taken by both the public and private sectors. Local policies, such as ordinances, guidelines, planning documents, land use controls, building codes, permit and other development fees affect the supply of affordable rental housing. Although these tools are designed to improve the overall housing quality in the community they can also constrain affordable housing development. The private sector, driven by profit margins, interprets what the market wants and builds to provide the size, scale, and amenities that are marketable and profitable. Local land use decisions are the responsibility of the municipality.

Public sector strategies must include cooperation by civic leaders and residents that consider:

- Reducing barriers to development and density of mixed-income housing and neighborhoods, thereby reducing concentrations of a single economic group.
- Providing gap funding for developers to increase the supply of affordable rental housing.
- Increasing housing choice and access to communities of opportunity.
- Expanding the supply of housing options appropriate and accessible to seniors and people with disabilities.
- Developing better strategies to affirmatively further fair housing and address housing discrimination.
- Building wealth and expanding investment in area that have historically had wealth extracted from them.

Washington

The most significant barriers to affordable housing in Washington County are high land values, rents, and home prices. Some jurisdictions in Washington County have large lot requirements that drive up housing costs; zoning ordinances and land use plans restrict where multi-family development can occur. Although there is no official growth boundary, the extent of the regional water and sewer lines effectively serves as one for affordable multi-family housing development. The financing tools available for affordable housing development place a high priority on development within the existing sewer and water system, which makes it very difficult to develop new affordable housing outside of it.

FY 2023 Action Plan - HOME Consortium Narratives

Woodbury

The primary barrier to affordable housing in Woodbury is resources. Consistent with trends throughout the rest of Minnesota and the United States, there are more affordable housing projects than there are dollars available to build them. While topics connected to fair housing are important to the City of Woodbury, the main barrier, as mentioned above, is financial in nature. Woodbury 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. To promote compliance with these fair housing related acts and laws the City participates in the Fair Housing Implementation Council (FHIC). The FHIC is a collaborative group representing the Twin Cities metropolitan area entitlement jurisdictions and other governmental agencies. The purpose of the FHIC is to facilitate and initiate implementation of affirmative activities having metro-wide significance identified in regional analyses of impediments to fair housing choice (“AI”).

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

Discussion

Anoka

Anoka County does not establish Countywide policies for land use and development. Municipalities and the Metropolitan Council control local and regional land use policies. Affordable housing tends to be in larger cities that have better access to public transportation. Encourage affordable housing providers to build, rehabilitate and invest in affordable dwelling units in Anoka County.

Anoka County works closely with all units of government throughout the county to support affordable housing. This includes support of new rental construction, tenant-based rent assistance, new owner construction (e.g. Habitat for Humanity homes), special needs housing, and housing rehabilitation in addition to supporting the expansion and preservation of affordable multi-family housing units.

Ramsey

In the metropolitan area of the Twin Cities, counties have no authority over land use, but Ramsey County plans to continue its work maintaining the existing housing stock, especially naturally occurring affordable housing, and partnering with developers and municipalities to expand housing opportunities, increase density to lower per-unit land and development costs, and identify infill sites as well as adaptive reuse of existing buildings.

FY 2023 Action Plan - HOME Consortium Narratives

Washington

In order to offset the negative effects of large lot requirements, zoning restrictions, and availability of utilities and services, the Washington County CDA offers funds to developers of affordable housing. Assistance helps offset development costs related to these barriers. As property values continue to appreciate in Washington County, the gap is widening between available resources and outstanding need. There is an increased need for federal funds for housing activities of all types including affordable rental, homeownership, and housing for special needs populations. Washington County and its partners will work to reduce the gap in resources by seeking out additional federal, state and private resources to support its affordable housing priorities.

Woodbury

During PY23, the City of Woodbury will work with its FHIC partners to implement the regional AI. This exercise will require the use of CDBG Program Administration funds.

Additionally, while land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment may serve as barriers to affordable housing, the recent regional AI as well as the addendum to it examines these barriers and provides recommendations. Given that the City of Woodbury has not ever denied an application to construct affordable housing and given that the City uses local funds in addition to federal dollars to promote and help finance affordable housing, the City believes that the main barriers to affordable housing are financial in nature rather than regulatory.

Lastly, as an implementation step of the City's 2021 Housing Action Plan, the City is in the middle of a process revising its rental licensure policy to ensure that all tenants in the community are protected and served equitably rather than only tenants living in apartment buildings.

Discussion

Ramsey

Ramsey County is working to expand the supply of housing options by putting affordable units in projects across the urban county, as well as working to preserve naturally occurring affordable housing. Ramsey County will invest American Rescue Plan Act (ARPA) dollars, local levy dollars and HUD funds towards affordable housing in 2023. In 2022, Ramsey County funded approximately 1,200 new units and the preservation or enhancement of an additional 1,100 existing units.

Washington

Large lot requirements, zoning restrictions, and availability of utilities and services impact the cost of both owner-occupied and rental housing. Removing these barriers is a long-term plan involving many municipalities and partners. In 2023, efforts to remove these barriers to level the playing field for developers of affordable housing by providing

FY 2023 Action Plan - HOME Consortium Narratives

financial assistance to overcome the costs associated with these land use policies and infrastructure policies.

**CITIZEN PARTICIPATION PLAN
DAKOTA COUNTY CONSORTIUM**

Anoka County/Dakota County/Suburban Ramsey County
Washington County/ City of Woodbury

1. Introduction

The Citizen Participation Plan, hereafter referred to as CPP, is the framework that sets forth the policies and procedures the Dakota County Consortium will follow to provide for and encourage public participation in the development of the jurisdictions' Consolidated Plan and Assessment of Fair Housing (AFH). The goal is to involve and partner with all local citizens, neighborhoods and areas impacted in the implementation of the housing and community development programs provided by the Consortium members. The CPP also applies to any substantial amendments to the Consolidated Plan, to the preparation of the Annual Action Plans, to the performance report which evaluates the progress in meeting the Consolidated Plan objectives and to the AFH.

The provisions of the CPP fulfill the statutory and regulatory requirements pursuant to 24 CFR parts 91 et al, the Dakota County Consortium is required to adopt as formula grantees of HUD entitlement fund programs. The Dakota County Consortium receives entitlement funds from the following three programs: Community Development Block Grant (CDBG), the HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG). These programs provide approximately \$4.5 million in federal grants for community economic development and housing priorities. The Dakota County Consortium also applies for other federal funding such as Shelter Plus Care (S+C), Supportive Housing Program (SHP) and Neighborhood Stabilization (NSP) to achieve its objectives. Dakota County is the only recipient of ESG funds. As such, all references in this document related to ESG uses pertain only to Dakota County.

This is the overall Citizen Participation Plan for the Dakota County Consortium. Each member community must meet the minimum requirements set forth herein. However, members are free to add opportunities for citizen participation beyond those required here.

2. Definitions

The Dakota County Consortium, here on referred to as *the Consortium*, members are made up of Anoka County, Suburban Ramsey County, Washington County, and the City of Woodbury. Dakota County is the lead agency for the Consortium and has appointed the Dakota County Community Development Agency (CDA) the lead entity responsible to oversee the administration of the Consortium and submit all consolidated planning documents to HUD.

Each Consortium member is considered a formula grantee for CDBG funds on their own; as an authorized formation for the purpose of receiving HOME funds; and Dakota County only receives ESG funds. A fourth grant, which the Consortium is not a direct recipient of, Housing Opportunities for Persons with AIDS (HOPWA), is regionally covered by the City of Minneapolis which administers HOPWA funding for the metropolitan area.

A *federal formula grant* is awarded to a jurisdiction based upon a formula that takes into account factors such as the number of households in poverty, age of housing stock, population and economic growth, and in the case of HOPWA, the number of reported cases of people with AIDS in the metropolitan area. The U.S. Congress appropriates federal grants annually so each grant amount may vary from year to year.

Each grant fund is subject to specific regulatory requirements and has specific applications for which the funds can be spent.

- *The Community Development Block Grant (CDBG) Program* is a flexible program that granted to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities
- *The HOME Investment Partnerships (HOME) Program* provides formula grants to States and localities that communities used-often in partnership with local nonprofit groups-to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.
- *The Emergency Solutions Grant (ESG) Program* recipients are state governments, large cities, and urban counties who provide assistance for individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.
- *Housing Opportunities for Persons with AIDS (HOPWA)* is provided to the eligible metropolitan statistical area (EMSA) and can be used for a variety of housing and services for people living with HIV and their families.

As recipients of these formula grant funds, the Consortium is required to produce the following documents:

- *The Consolidated Plan* is a five-year planning document intended to established a unified vision for community development, outlines coordinated strategies to address community needs related to housing and economic development, identifies proposed programs and establishes goals and projected accomplishments over the five-year period.
- *Annual Action Plan* is the annual planning document that describes how the specific federal formula funds are going to be spent over the course of the upcoming program year and the projects that will be undertaken to accomplish the strategies and goals that were set forth in the five-year Consolidated Plan.
- *Consolidated Annual Performance and Evaluation Report (CAPER)* is the annual report that evaluates the uses of the formula grants, outlines the yearly expenditures, and assesses the jurisdictions' progress at implementing their Annual Action Plan as well as reaching the goals set in the five-year Consolidated Plan.
- *Assessment of Fair Housing (AFH)* is an analysis of fair housing issues in the Consortium's jurisdictions and region that results in goals that inform the strategies and actions of the Consolidated Plan and the Annual Action Plan.¹

¹ HUD published three Notices on May 23, 2018 in the Federal Register clarifying Consolidated Plan program participants' legal obligation to affirmatively further fair housing. The Notices announced HUD has withdrawn the current version of the Local Government Assessment Tool, which is used to complete the Assessment of Fair Housing (AFH). Therefore, the Consortium must continue to comply with applicable fair housing planning procedures, meaning the Consortium should comply with the existing Analysis of Impediments (AI) to fair housing choice requirements by having an up-to-date AI and taking action to affirmatively further fair housing in accordance with the AI. The Citizen Participation Plan will be updated once the new AFFH final rule goes into effect.

- *Substantial Amendment* is an amendment to any of the aforementioned documents by which a “substantial change” in priority need/objective or planned activity is to occur. A “substantial change” is defined further in the Citizen Participation Plan.

The Consortium’s fiscal/program year runs July 1 through June 30. The Consortium must submit its Consolidated Plan by May 15 in the year it is due, Annual Action Plans by May 15 each year, and CAPERs by September 28 each year.

The intent of the grants is to principally benefit low – and moderate–income persons or low-and moderate-income neighborhoods:

- *Moderate-income* is a household whose income is 80% or less of the area median income (AMI).
- *Low-income* is a household whose income is below 50% AMI.
- *A low-and moderate-income neighborhood* is a geographic area where more than 51% of the households have incomes that are at or below 80% of AMI.
- *Area Median Income (AMI)* is the median income determined by HUD for a particular area. HUD sets the area median income each year by publishing a table that shows median income for households of different sizes. Find the area median income table at: <http://www.huduser.org/portal/datasets/il.html>

All members of the Consortium are a part of the Minneapolis-St. Paul-Bloomington MSA.

3. Encouraging Citizen Participation

Interested groups and individuals are encouraged to provide input into all aspects of the Consortium’s consolidated planning activities, from assessing needs and setting priorities through performance evaluations. The CPP outlines the Consortium’s responsibility for providing opportunities for active participation from citizens of all income levels to contribute information, ideas, and opinions about ways to improve our neighborhoods, promote housing affordability, and enhance the delivery of public services to local residents.

In developing its Consolidated Plan, Annual Action Plans, Substantial Amendments, CAPER and AFH, the Consortium will take appropriate actions to encourage citizen participation by all residents of the Consortium-member communities, emphasizing the involvement of:

- Low-and moderate-income persons, particularly those living in areas where federal funds are proposed to be used;
- Residents of predominantly low-and moderate-income neighborhoods;
- Minorities;
- Persons with Limited English Proficiency;
- Persons with disabilities;
- Residents of public and assisted housing developments; and
- Local and regional institutions, the regional Continuum of Care (known as SMAC) and other organizations including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations.

Each member will decide how best to engage the citizens within their jurisdiction. Each member must afford its citizens the opportunity to comment on the development of the Consolidated Plan/Annual Action Plan, AFH and on performance reports (CAPER) by way of a public comment period and a public hearing. Additional methods the public *may* be engaged:

- Community meetings
- Focus groups
- Surveys
- Public Housing Agency (PHA) plans

a. Public Hearings

Each member of the Consortium individually will typically conduct at least two public hearings a year to obtain citizens' views and respond to comments and questions. An additional public hearing will be held during the year AFH is being developed. The hearings will take place at different stages of the planning processes. At least one public hearing will be held to solicit comments on the development of the Consolidated Plan and/or Annual Action Plan and AFH, which includes the proposed uses of CDBG, HOME and ESG funds or fair housing issues. Another public hearing will occur during the development of the CAPER, which will be held prior to the submission to HUD. Information about the time, location and subject of each hearing will be provided to citizens through the adopted public notice procedures.

As the lead entity for the Consortium, the Dakota County Board of Commissioners will hold a public hearing prior to the submission of the Consolidated Plan and/or Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). Governing boards of other consortium members may also hold public hearings for their residents.

Every effort will be made to ensure that public hearings are inclusive. Hearings will be held at convenient times to accommodate work and school schedules, preferably in the evening, and at locations where people most affected by proposed activities can attend. The Consortium will utilize public hearing facilities that are accessible to persons with mobility impairments, usually libraries, administration buildings, or city halls. The Consortium will also utilize virtual public meeting technology when necessary to comply with federal, state, or local emergency orders issued for public health, natural or other declared disasters, or for other reasons as may arise from time to time. Each Consortium member will provide detailed information to the public about the virtual public meeting technology that will be used and how the public can provide comments during the public meetings.

If notice is given at least seven (7) days before a hearing date, the Consortium will provide reasonable accommodations for limited English proficient persons and persons with visual and/or hearing impairments. Each Consortium member will follow their adopted LEP plans.

b. Public Notices and Publication of the Proposed Consolidated Plan

A public notice will be published in one or more newspapers of general circulation at least ten (10) days prior to the public hearing but not more than three (3) weeks. When possible, the Consortium will utilize display ad notices in newspapers of general circulation. Due to the high cost of publishing in print media, a summary of the proposed Consolidated Plan and/or Annual Action Plan will be published. Consortium members will post either a full document or an executive summary on their website and any other websites deemed appropriate.

The information to be provided to the public on or before the public hearing will include:

1. The amount of assistance the local government expects to receive (including grant funds and program income);
2. The range of activities that may be undertaken;
3. The estimated amount of funding that will benefit person of low-and moderate incomes; and
4. The anti-displacement and relocation plan

Either the full document or an executive summary of the Consolidated Plan, Annual Action Plans, CAPER and/or AFH will be made available at the main office of each Consortium member and at various locations throughout the Consortium member's jurisdiction. Locations would include public libraries, government centers, and city halls.

Citizens and groups may obtain a reasonable number of free copies of the proposed Consolidated Plan or AFH by contacting the main office of the Consortium member(s). A list of contact information can be found on page 7 of the CPP.

c. Public Comments

Citizens and other interested parties may present oral comments at the time of a hearing and/or submit written comments. A public comment period of not less than thirty (30) days will be afforded for the Consortium to receive comments from citizen on its proposed Consolidated Plan and/or Annual Action Plan, any substantial amendments to the plans and AFH.

The public comment period for the CAPER will be fifteen (15) days.

The Consortium will consider all comments or views of citizens received in writing or orally at public hearings and during the public comment period in preparing the final Consolidated Plan and/or Annual Action Plan or AFH. A summary of these comments or views, and a summary of any comments or views not accepted and any such reasons therefore not accepted, shall be included in the applicable Consolidated Plan and/or Annual Action Plan or CAPER of AFH.

Consortium members are required to respond to complaints. See section 7 of the CPP for further details on the process members will follow.

d. Technical Assistance

Groups or individuals interested in obtaining technical assistance to develop project proposals or apply for funding assistance through HUD formula grant programs covered by the Consolidated Plan may contact staff of the Consortium. The level and type of assistance provided is determined by the Consortium member. Receiving technical assistance does not guarantee award of funds.

4. Displacement and Relocation

Each Consortium member prepares an anti-displacement and relocation plan. Consortium members attempt to avoid displacement whenever possible, while realizing that in some situations it is unavoidable. In the event displacement occurs, Consortium members will follow their HUD approved Anti-displacement and Relocation Plans. These plans are available for review upon request.

5. Amendments to the Consolidated Plan or Annual Action Plans

The CPP requires the Consortium to identify the criteria it will use for determining what constitutes a substantial amendment to the Consolidated Plan and/or Annual Action Plans. The Consortium shall amend its approved plan whenever it makes on one of the following decisions:

- An activity included in a consolidated plan or annual action plan is canceled;
- An activity not previously included in a consolidated plan or annual action plan is added;
- An activity's budget is increased or decreased by \$100,000.00 or more at one time;
- The location and/or national objective of an activity changes; or
- The allocation priorities within a Consortium member's jurisdiction change.

Notices announcing the requested substantial amendment and the start of a thirty (30) day public comment period will appear in one or more newspapers of general circulation. After the comment period, the requested change goes before the appropriate governing body for approval. Changes that occur that do not meet the above definition are considered administrative in nature and do not go through the substantial amendment process. These changes are made internally and appear in the CAPER at the end of the program year.

6. Access to Records

The Consortium will provide citizen, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and/or, Annual Action Plans, AFH and the use of funds under the CDBG, HOME and ESG programs during the preceding five years.

A hard copy of the final adopted Consolidated Plan, Annual Action Plans, CAPER and AFH will be available for public inspection during normal business hours of the Consortium members' main office. Electronic versions of the aforementioned documents are available at all times on the Consortium members' websites. Residents without computers and/or internet access may gain access to the documents at any public library location throughout the Consortium's jurisdictions.

If requested, the public will be provided a reasonable number of free copies of each aforementioned document within a reasonable period of time. If requested, the document will be provided in alternative formats within a reasonable period of time and mailed copies to those who are homebound.

7. Response to Written Citizen Complaints

The Consortium will, to the best of its ability and to the extent possible, provide within fifteen (15) working days a written response to any complaint related to the Consolidated Plan, Annual Action Plans, Substantial Amendments, CAPER, AFH or Citizen Participation Plan made in writing to the appropriate Consortium member. A list of contacts is available in section 10 of the CPP.

8. Amendments to the Citizen Participation Plan

The Consortium will provide citizens with a reasonable opportunity, no less than ten (10) days, to comment on any substantial amendments to the Citizen Participation Plan.

9. Availability of the Citizen Participation Plan

Copies of the Citizen Participation Plan may be obtained by contacting the appropriate Consortium member. Upon request, Consortium members will make the plan available in an alternative format of anyone requested a special accommodation.

10. Contact and Resource Information

If a resident of:	Contact	Address & Phone Number	Web Site
Anoka County	Community Development Manager	Anoka County Courthouse 2100 Third Avenue Suite W-250 Anoka, MN 55303 763-324-4613	www.anokacounty.us
Dakota County	Community & Economic Development Representative	Dakota County CDA 1228 Town Centre Drive, Eagan, MN 55123 651-675-4400	www.dakotacda.org
Ramsey County	Community & Economic Development Representative	250 Ramsey County Court House 15 W Kellogg Blvd St Paul, MN 55102 651-266-8000	www.ramseycounty.us
Washington County	Housing & Redevelopment Representative	Washington County CDA 7645 Currell Boulevard Woodbury, MN 55125 651-458-0936	www.washingtoncountycda.org
Woodbury	Community Development Coordinator	8301 Valley Creek Road Woodbury, MN 55125 651-414-3438	www.ci.woodbury.mn.us

The Dakota County Consortium Adopted a Citizen Participation Plan in May 1998. Since then it has been revised as follows:

5/2000	5/2015	5/2023
6/2002	5/2016	
11/2004	7/2017	
5/2005	6/2018	
8/2009	5/2019	
6/2010	5/2020	
7/2012	5/2021	
5/2013	6/2022	

Dakota County HOME Consortium HOME Program Resale/Recapture Policy

Purpose

Federal regulation as required within 24 CFR 92 place certain restrictions on HOME-assisted units in order to ensure long-term affordability of the HOME units. If ownership of a HOME-assisted unit is transferred during the period of affordability these restrictions come into play. The HOME program allows for two different options: Resale and Recapture. These tools ensure that the HOME subsidy invested in the unit continues to be used for affordable housing during the period of affordability.

This Resale/Recapture Policy of the Dakota County HOME Consortium hereinafter referred to as “the Consortium” shall identify how and when each option shall be used to ensure long-term affordability of HOME-assisted units. This document describes two policies in detail:

1. Length of Affordability Periods of HOME-assisted units in the Consortium; and
2. The use of Resale versus Recapture.

Policy

Section 1: Length of Affordability Period of HOME-Assisted Units in the Consortium

Federal regulations impose minimum restrictions on long-term affordability but each Consortium member reserves the right to require stricter standards should they choose to do so. The HOME rule ties the length of a unit’s affordability period to the amount of HOME investment in the units. Specifically, 24 CFR 92.254(a)(4) mandates the following timelines for homeownership unit affordability periods:

If the total HOME investment (resale) or direct subsidy (recapture) in the units is:	The Minimum Period of Affordability is:
Under \$15,000	5 Years
Between \$15,000 and \$40,000	10 Years
Over \$40,000	15 Years

Each HOME unit activity funded by the Consortium shall be governed by a written agreement that will include an explicit definition of the required affordability period for the project. It is the intention to use the federally required minimum affordability period as listed above unless otherwise directed by the Consortium to require a longer affordability period. The affordability period shall commence on the day that the project is entered into the federal Integrated Disbursement and Information System (IDIS) as a completed project.

Section 2: The Use of Resale Versus Recapture

As mentioned above, 24 CFR 92.254(a)(5) identified the resale and recapture option as defined below as the only two acceptable methods for securing the long-term affordability of HOME-assisted units.

Key Resale/Recapture Term Definitions:

1. **Direct Homebuyer Subsidy:** A direct subsidy consists of financial assistance that reduces the purchase price from fair market value to an affordable price or otherwise subsidizes the purchase, i.e. down payment, purchase price discount, or closing cost assistance.
2. **Development Subsidy:** A development subsidy is the difference between the cost to develop housing and the fair market price (appraised value). For example, the Consortium may provide \$20,000 in grant funds to a developer to rehabilitate a home, the after rehab value is only \$15,000 because of neighborhood and market conditions. The \$5,000 difference is a development subsidy. While the subsidy does not go directly to the homebuyer, it helps make the development of the home feasible.
3. **Homebuyer investment:** The homebuyer's investment consists of the portion of initial down payment paid by the homebuyer combined with the value of any capital improvements made with the homebuyer's funds.
4. **Net Proceeds:** The net proceeds of a sale are an amount equal to the sales price minus non-HOME loan repayments and any closing costs. There are no circumstances wherein the Consortium will recapture more than is available from the net proceeds of the sale.
5. **Period of Affordability:** HOME regulations require that assisted properties remain affordable for a specific period of time depending on the level of HOME funds invested and whether the unit is under resale or recapture provisions. As described above, the Consortium identifies its own affordability periods that are typically equal to the HUD-required minimum period.
6. **Noncompliance:** Failure to comply with the resale or recapture requirements means that:
 - a. The original HOME-assisted homebuyer no longer occupies the unit as his/her principal residence (i.e., unit is rented or vacant), or
 - b. The home was sold during the period of affordability and the applicable resale or recapture provisions were not enforced.

Resale. Under the resale option, if the current homeowner decides to sell his/her home during the period of affordability the new homeowner must be income-qualified under the HOME program and must occupy the home as his/her principal residence. The original HOME-assisted owner must receive a fair return on investment, which is based on the initial investment plus improvements, as identified below. Additionally, the sale price must be affordable to a range of subsequent low-income owner-occupied households.

As required by 24 CFR 92.254(a)(5), the Consortium must ensure that the price at resale provides the original HOME-assisted owner a fair return on investment. The Consortium shall meet this requirement by using the percentage change in the Consumer Price Index (CPI) as its standard index for Fair Return on investment over the period of ownership. The Consortium will

multiply this percentage change by the combined amount of down payment funds provided by the initial owner at the time of purchase and the cost of capital improvements made by the initial owner during the ownership period. This multiplied amount, plus the original value of the down payment funds and capital improvement made, will constitute the fair return to the original homebuyer in the event there are net proceeds available from the resale.

Capital improvements will include improvements made to the property that adds basis to the home as defined within IRS Publication 523. The initial homeowner must keep written documentation regarding the costs of capital improvements, including receipts or copies of contracts and payments made to contractors, in order to receive credit for the value of the capital improvements at resale. The initial homeowner must also keep written documentation confirming the necessary permitting and inspection processes were followed, when applicable.

A fair return on investment to the initial homebuyer may be less than the full value calculated above or no return if there are no or insufficient net proceeds from the resale. This can occur when market conditions are such that the median sales price has stagnated or decreased during the ownership period or when the initial homebuyer has paid more for capital improvements than can be supported by the market at the time of resale.

To provide continued affordability of the property, the Consortium will ensure the home is affordable to a range of homebuyers at the time of resale. The targeted population of such buyers will include households with incomes between 50% and 80% Area Median Income (AMI) who pays no more than 30% of gross income for principal, interest, property taxes, homeowner association dues, and insurance. If providing funds as a development subsidy to certain developers that work with lower income households, the targeted income range of subsequent buyers may be of lower incomes as defined in a written agreement between the Consortium member and the recipient of the development subsidy. If the market price that provides a fair return to the initial homebuyer is too high to be affordable for the subsequent buyer within the targeted range to purchase the property, the Consortium, at its sole discretion, may provide HOME assistance as a direct subsidy to the subsequent buyer.

It is important to note that in certain circumstances, such as a declining housing market where home values are depreciating, the original homebuyer may not receive a return on his/her investment because the home sold for less or the same price as the original purchase price.

Recapture. The recapture option requires that all or a portion of the direct HOME subsidy be reimbursed to the Consortium if the homeowner decides to transfer the property within the period of affordability. The HOME-assisted homeowner must occupy that home as his/her principal residence throughout the period of affordability. In the event that the owner ceases to occupy the home as his/her principal residence during the period of affordability this shall be deemed to constitute a violation of the written agreement governing the use of funds and all HOME funds shall be required to be repaid.

The maximum amount of the HOME subsidy that may be recaptured is capped at the amount of available net proceeds. The net proceeds of a sale are an amount equal to the sales price minus non-HOME loan repayments and any closing costs. The homeowner may transfer the house at whatever price the market will bear and to any person regardless of income. Recaptured funds must be used for HOME-eligible activities. The recapture option is only available to HOME funds that were a direct subsidy to the homeowner. The direct subsidy may be provided in conjunction with a development subsidy; however, the affordability period is based on the direct subsidy. The recapture option cannot be used on HOME funds that are solely considered development subsidies.

Anoka County, Ramsey County, Washington County and the City of Woodbury recapture the entire amount of the direct HOME subsidy provided to the homebuyer before the homebuyer receives a return. The amount recaptured is limited to the net proceeds available from the sale. Dakota County follows the shared net proceeds option of recapture.

If HOME funds are a loan to a homebuyer, the homebuyer shall be allowed to retain all appreciation; however, the mortgage and note that secure the HOME funds shall determine the structure in which principal and interest are repaid during the term of the loan.

Section 3: Consortium Uses

Determination of when Resale or Recapture will be used:

- When HOME funds are awarded only as a development subsidy to a developer for a homebuyer activity, the resale option will be used.
- When HOME funds are used to provide a direct subsidy to homebuyer(s), the recapture option will be used.

Section 4: Enforcement Documentation

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. Please contact the appropriate

Consortium member to ensure the correct document for enforcement of the HOME resale/recapture provision is used and recorded.

HOME Written Agreement. 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.

Section 5: Ongoing Monitoring

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.



**WRITTEN STANDARDS
AND ADMINISTRATIVE PLAN**

FOR THE

**DAKOTA COUNTY
EMERGENCY SOLUTIONS GRANT (ESG)**



**Prepared by the Dakota County Community Development Agency
Community & Economic Development Department**



Adopted: May 9, 2023

TABLE OF CONTENTS

CHAPTER I - INTRODUCTION AND OVERVIEW 3
SECTION I - DEFINITIONS AND ABBREVIATIONS..... 3
SECTION II - COORDINATION AMONG PROVIDERS 9
CHAPTER II - STREET OUTREACH 10
SECTION I - EVALUATION OF ELIGIBILITY..... 10
SECTION II - STANDARDS FOR TARGETING AND PROVIDING ESSENTIAL SERVICES 10
CHAPTER III - EMERGENCY SHELTER..... 11
SECTION I - EVALUATION OF ELIGIBILITY..... 11
SECTION II - ADMISSION, DIVERSION, REFERRAL AND DISCHARGE 11
SECTION III - ASSESSMENT, PRIORITIZATION AND REASSESSMENT OF NEED..... 12
SECTION IV - MINIMUM SHELTER STANDARDS..... 13
CHAPTER IV - HOMELESS PREVENTION AND RAPID RE-HOUSING ASSISTANCE 15
SECTION I - PRIORITIZATION ELIGIBILITY..... 15
SECTION II - EVALUATION OF ELIGIBILITY 15
A. PROCEDURE TO DETERMINE ELIGIBILITY 16
B. DENIAL OF ASSISTANCE 19
SECTION III - VERIFICATION OF ANNUAL INCOME 20
A. DEFINITION OF ANNUAL INCOME 20
B. TYPES OF INCOME TO COUNT 20
C. HOUSEHOLD MEMBERS INCOME TO COUNT 23
D. TREATMENT OF ASSETS..... 25
SECTION IV - DETERMINATION OF PARTICIPANT SHARE 26
A. LENGTH OF RENTAL ASSISTANCE 26
B. COMPUTATION OF PARTICIPANT SHARE OR PORTION..... 26
C. RENTAL APPLICATION FEES 27
D. SECURITY DEPOSIT 27
E. LAST MONTH RENT..... 27
F. UTILITY DEPOSIT 27
G. UTILITY PAYMENT ASSISTANCE 27
H. RENTAL ARREARS 27
I. ASSISTANCE WITH THE COST OF MOVING..... 27
J. HOUSING SEARCH AND PLACEMENT 28
K. HOUSING STABILITY CASE MANAGEMENT 28
L. MEDIATION 28
M. LEGAL SERVICES..... 28
N. CREDIT REPAIR..... 28
SECTION V - UNIT SELECTION AND CONTINUED ASSISTANCE REQUIREMENTS..... 29
A. CASE MANAGEMENT..... 29
B. UNIT SELECTION 29
C. RENT REASONABLENESS 29
D. UNIT INSPECTION 30
E. CONTRACT EXECUTION 30
F. OCCUPANCY STANDARDS..... 30
SECTION VI - TERMINATION OF BENEFITS..... 31
A. MAXIMUM LIMIT ON ASSISTANCE 32
B. TERMINATION AS A RESULT OF INCOME 32

C. TERMINATION FOR MULTIPLE LEASE VIOLATIONS	32
D. TERMINATION FOR NON-COMPLIANCE	32
E. TERMINATION AS A RESULT OF ABSENCE FROM A UNIT FOR MORE THAN 90 DAYS	32
F. PROHIBITION OF DUPLICATE SUBSIDIES	32
G. PROHIBITION OF PORTABILITY	33
SECTION VII - GRIEVANCE PROCEDURES	33
A. INFORMAL REVIEWS FOR APPLICANTS	33
B. INFORMAL HEARING FOR PARTICIPANTS	34
CHAPTER V - HMIS	35
CHAPTER VI - OTHER FEDERAL REQUIREMENTS	35
A. NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS	35
B. PROHIBITION OF INQUIRIES ON SEXUAL ORIENTATION OR GENDER IDENTITY	35
C. DEBARRED, SUSPENDED, OR INELIGIBLE CONTRACTORS	35
CHAPTER VII - REPORTING AND RECORD KEEPING	36
CHAPTER VIII - STANDARDS FOR PROGRAM EVALUATION	36
CHAPTER IX - STANDARDS FOR MAKING AWARDS	37
APPENDIX A: STANDARDS FOR EMERGENCY SHELTERS	38
APPENDIX B: DAKOTA COUNTY RAPID RE-HOUSING PROGRAMS ERROR! BOOKMARK NOT DEFINED.	

CHAPTER I - INTRODUCTION AND OVERVIEW

Dakota County has adopted the following administrative standards for the operation and prioritization of Emergency Solutions Grant (ESG) funding in accordance with Federal Regulations 24 CFR 91.2209(l)(4)(i); 576.400(e)(1) and (e)(3). These standards serve as the administrative guidelines and procedures to be used by Dakota County in implementing programs funded with ESG dollars to ensure consistent treatment of applicants/participants and compliance with funding requirements.

Dakota County is awarded ESG funds from the Department of Housing and Urban Development (HUD) on an annual basis as part of the Consolidated Plan and Annual Action Plans. These plans prescribe the statutory planning and application requirements for the following entitlement programs: Community Development Block Grant (CDBG); HOME Investment Partnership (HOME); Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG).

Authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378), ESG funds are designed to provide sheltered and unsheltered homeless persons and those at risk of homelessness with services necessary to help them quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

ESG funds can be used for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act placing stronger emphasis on homelessness prevention and rapid re-housing assistance. Dakota County has followed suit and has directed a majority of its ESG allocation towards homelessness prevention and rapid re-housing activities.

The ESG program regulations are found in the Code of Federal Regulations, Title 24, Part 576.

SECTION I - DEFINITIONS AND ABBREVIATIONS

The Emergency Solutions Grant is a federal formula grant authorized under the Department of Housing and Urban Development (HUD). A *federal formula grant* is awarded to a jurisdiction based upon a formula that considers factors such as the number of households in poverty, age of housing stock, population and economic growth, and in the case of HOPWA, the number of reported cases of people with AIDS in the metropolitan area. The U.S. Congress appropriates federal grants annually so each grant amount may vary from year to year.

Dakota County, considered an Urban County as defined by HUD, is a direct grantee of CDBG, HOME and ESG formula grant. *Grantee* means the person or legal entity to which a grant is awarded and that is accountable for the use of the funds provided.

Each grant fund is subject to specific regulatory requirements and has specific applications for which the funds can be spent.

The Community Development Block Grant (CDBG) is a flexible program that is granted to larger cities and urban counties to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities

The HOME Investment Partnership (HOME) provides formula grants to States and localities that communities use—often in partnership with local nonprofit groups—to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.

The Emergency Solutions Grant (ESG) recipients are state governments, large cities, and urban counties who provide assistance to individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness.

Housing Opportunities for Persons with AIDS (HOPWA) is provided to the eligible metropolitan statistical area (EMSA) and can be used for a variety of housing and services for people living with HIV and their families.

As a recipient of these formula grant funds, Dakota County is required to produce the following documents:

The Consolidated Plan is a five-year planning document intended to establish a unified vision for community development, outline coordinated strategies to address community needs related to housing and economic development, identify proposed programs and establish goals and project accomplishments over the five-year period.

Annual Action Plan is the annual planning document that describes how the specific federal formula funds are going to be spent over the course of the upcoming program year and the projects that will be undertaken to accomplish the strategies and goals that were set forth in the five-year Consolidated Plan.

Consolidated Annual Performance and Evaluation Report (CAPER) is the annual report that evaluates the uses of the federal grants, outlines the yearly expenditures, and assesses the jurisdictions' progress at implementing their Annual Action Plan as well as reaching the goals set in the five-year Consolidated Plan.

Substantial Amendment is an amendment to any the aforementioned documents by which a “substantial change” in priority need/objective or planned activity is to occur. A “substantial change” is defined further in the Citizen Participation Plan.

Emergency Solution Grant funds can be used to provide a range of services and support under five *program components*: Street Outreach, Emergency Shelter, Rapid Re-Housing, Homelessness Prevention, and HMIS.

Street Outreach activities are designed to meet the immediate needs of unsheltered homeless persons by connecting them with emergency shelter, housing, and/or critical health services.

Emergency Shelter activities are designed to increase the quantity and quality of temporary shelters for homeless persons, through the renovation of existing shelters or conversion of buildings into shelters, paying for the operating cost of shelters, and providing essential services.

Rapid Re-Housing activities are designed to move homeless persons quickly to permanent housing through housing relocation and stabilization services and short-and/or medium-term rental assistance.

Homelessness Prevention activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human habitation through housing relocation and stabilization services and short- and/or medium-term rental assistance.

HMIS (Homeless Management Information System) activities are designed to fund ESG recipients' and subrecipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness.

Homeless is categorized as:

Literally Homeless	<p>1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
Imminent Risk of Homelessness	<p>(2) An individual or family who will imminently lose their primary nighttime residence provided that:</p> <ul style="list-style-type: none"> (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and

	<p>(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;</p>
<p>Homeless under other Federal statutes</p>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a); (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
<p>Fleeing/Attempting to flee Domestic Violence</p>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; (ii) Has no other residence; and (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

Annual (gross) Income means the gross amount, monetary or not which go to or on behalf of the individual or family household that is anticipated to be received during the coming 12-month period. Annual income also includes amounts derived from assets.

Household means the family and approved live-in aide.

Dependent means a member of the family (except foster children and foster adults) other than the family head or co-head, who is under 18 years of age, or is a person with a disability, or is a full-time student.

Guest means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

Covered person means a tenant, any member of the tenant's household, a guest, or another person under the tenant's control.

Other person under the tenant's control, for the purposes of the definition of *covered person* means that the person, although not staying as a guest (as defined in this section) in the unit, is, or was at the time of the activity in question, on the premises (as *premises* is defined in this section) because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not *under the tenant's control*.

Premises means the building or complex or development in which the public or assisted housing dwelling unit is located, including common areas and grounds.

Fair Market Rents (FMRs) are gross rent estimates for an area and serve as the rent ceiling for rental assistance funded with ESG. Dakota County is part of the Minneapolis-St. Paul-Bloomington MSA statistical area. The FMRs are re-calculated each year by HUD using American Community Survey (ACS) data as well as regional or local data. They include the shelter rent plus the cost of all tenant-paid utilities, except telephones, cable or satellite television service, and internet service.

MSA means a metropolitan statistical area.

Utility allowance. If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Public Housing Agency (PHA) means any State, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

Rent Reasonableness is the process to determine if the rent being requested for the unit or room is reasonable to rates being charged for non-assisted market rate units. If a rent is determined to be higher than the market, it may be the unit is charging more given the status of the tenant's participation in an assistance program.

Unit Inspection is the process to determine if the unit or room selected by the household meets the minimum housing standards established for the ESG program.

Housing Subsidy Contract is the contract agreement between Dakota County and the owner/property management of a rental unit which sets forth the terms under which the rental assistance is provided.

Emergency Shelter means any facility where the primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

1937 Act means the United States Housing Act of 1937 (42 U.S.C. 1437 *et seq.*)

ADA means the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*).

Department means the Department of Housing and Urban Development.

HUD means the same as *Department*.

Drug means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

Fair Housing Act means title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 *et seq.*).

Federally assisted housing means housing assisted under any of the following programs:

(1) Public housing;

(2) Housing receiving project-based or tenant-based assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f);

- (3) Housing that is assisted under section 202 of the Housing Act of 1959, as amended by section 801 of the National Affordable Housing Act (12 U.S.C. 1701q);
- (4) Housing that is assisted under section 202 of the Housing Act of 1959, as such section existed before the enactment of the National Affordable Housing Act;
- (5) Housing that is assisted under section 811 of the National Affordable Housing Act (42 U.S.C. 8013);
- (6) Housing financed by a loan or mortgage insured under section 221(d)(3) of the National Housing Act (12 U.S.C. 1715/(d)(3)) that bears interest at a rate determined under the proviso of section 221(d)(5) of such Act (12 U.S.C. 1715/(d)(5));
- (7) Housing insured, assisted, or held by HUD or by a State or local agency under section 236 of the National Housing Act (12 U.S.C. 1715z-1); or
- (8) Housing assisted by the Rural Development Administration under section 514 or section 515 of the Housing Act of 1949 (42 U.S.C. 1483, 1484).

Public housing means housing assisted under the 1937 Act, other than under Section 8. “Public housing” includes dwelling units in a mixed finance project that are assisted by a PHA with capital or operating assistance.

Continuum of Care (CoC) means a regional or local planning body that coordinates housing and services funding for homeless families and individuals. Dakota County is part of the Suburban Metro Area Continuum of Care (SMAC) which is composed of five counties that surround the Minneapolis/St. Paul area. They included: Anoka, Carver, Dakota, Scott, and Washington Counties.

SECTION II - COORDINATION AMONG PROVIDERS

Dakota County will continue to participate in local CoC activities and use coordinated assessment to coordinate with providers in and around Dakota County. Input from CoC members has been integrated throughout these written standards.

CHAPTER II - STREET OUTREACH

Under this component, ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide non-facility-based care.

Eligible service costs under ESG include:

- Engagement
- Case Management
- Emergency Health Services
- Transportation
- Services for Special Population
- Emergency Mental Health Services

SECTION I - EVALUATION OF ELIGIBILITY

The following eligibility criteria must be met in order for an individual or family to be provided services with ESG assistance under Street Outreach:

1. Definition of Homeless

For the purposes of program eligibility, a household must meet the definition of literally homeless or attempting to flee domestic violence where the individual or family also meets the criteria for literally homeless as defined in Chapter I, Section I of this plan or as spelled out in 24 CFR 576.2.

2. Additional Limitation

Individuals and families must be living on the streets or other places not meant for human habitation and be unwilling or unable to access services in emergency shelter.

SECTION II - STANDARDS FOR TARGETING AND PROVIDING ESSENTIAL SERVICES

A referral network exists in Dakota County among service providers and other designated agencies within the county which provide outreach services. Dakota County has chosen not to fund these components with ESG funding. Further consideration is needed before developing any standards for using ESG towards street outreach.

CHAPTER III - EMERGENCY SHELTER

Under this component, ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters.

Eligible service costs under ESG include:

- Case Management, including Housing Assessment
- Education Services
- Employment Assistance and Job Training
- Life Skills Training
- Legal Services
- Transportation
- Maintenance

Eligible Shelter Operations under ESG include:

- Rent
- Equipment
- Utilities
- Food
- Hotel/Motel Vouchers

Dakota County has chosen to support these emergency shelter components with ESG funds in order to provide emergency shelter and a safe environment on a temporary basis to homeless individuals and families as they transition from homelessness into permanent housing.

SECTION I - EVALUATION OF ELIGIBILITY

The following eligibility criteria must be met in order for an individual or family to be provided services with ESG assistance under Emergency Shelter:

1. Definition of Homeless

For the purposes of program eligibility, a household must meet the definition of homeless in any of the four categories defined in Chapter I, Section I of this plan or as spelled out in 24 CFR 576.2.

2. Assessment

All providers shall use the Continuum of Care approved housing assessment form. Each provider may use an additional assessment if necessary for their specific services.

3. Homelessness Self-Certification Sign-In Sheet

All individuals/families that stay at an emergency shelter must self-certify upon program intake that they are homeless as defined in this section per guidelines in 24 CFR 576.500b.

SECTION II. - ADMISSION, DIVERSION, REFERRAL AND DISCHARGE

Admission: Priority will be given to individuals and families who are connected to Dakota County who meet the HUD definition of “homeless”. Age-appropriate shelter services will be provided. Individuals and families seeking shelter may be asked to sign an acknowledgement of understanding or participant guidelines. Please note that a client’s unwillingness to sign

emergency shelter participant guidelines or agreements presented by the shelter providers does not prevent admission to emergency shelter.

Diversion: To the extent possible, individuals and families seeking emergency shelter will be encouraged to use other housing resources when possible. Shelter staff will work with program participants to identify other housing options besides emergency shelter.

Referral: When appropriate, based on the individual's needs and wishes, the provision of or referral to services that can quickly assist individuals to maintain or obtain safe, permanent housing shall be prioritized over the provision of Emergency Shelter or Transitional Housing services.

Termination: If a program violation occurs and the provider terminates assistance as a result, the termination shall follow an established process that recognizes the rights of the individuals affected. Termination shall only occur in the most severe cases after other remedies have been attempted.

Re-admission: Termination will not bar the provider from providing later additional assistance to the same family or individual.

Discharge: Families and individuals shall be discharged from Emergency Shelter services when they choose to leave or when they have successfully obtained safe, permanent housing. Length of Stay limitations shall be determined by the individual service provider's policies and clearly communicated to the program participants. All efforts should be made to discharge the individual or family into permanent housing and if that is not possible, discharge to a transitional shelter.

Safety: Safety and shelter safeguards shall be determined by the individual service provider's (including Special Population providers) policies and clearly communicated to program participants. Any behavior problems occurring within a shelter should be referred first to designated staff, and to police if there is a threat to the safety of self or others.

SECTION III. - ASSESSMENT, PRIORITIZATION AND REASSESSMENT OF NEED

Each participant will be assessed to identify needs and barriers to obtain housing and increase self-sufficiency. An initial evaluation and assessment must be completed at program entry, including verifying and documenting eligibility. Participants shall be reassessed at regular intervals. The reassessment must show that the participant needs additional time in shelter to obtain other housing and would be unsheltered without ESG assistance.

Emergency shelters will prioritize individuals and families that:

- Cannot be diverted; and
- Are literally homeless; and
- Can be safely accommodated in the shelter; and
- Are not in need of emergency medical or psychiatric services or are a danger to self or others.

SECTION IV - MINIMUM SHELTER STANDARDS

Minimum standards for all shelters and program participant-occupied housing consist of compliance with the lead-based paint remediation and disclosure requirements identified in 24 CFR 576.403, including the Lead-Based Paint Poisoning Prevention Act (42 USC 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 USC 4851-4856) and implementing regulations in 24 CFR part 35, subparts A, B, H, J, K, M and R.

Any emergency shelter that receives assistance for shelter operations must also meet minimum safety, sanitation and privacy standards as required by 24 CFR 576.403(b). See Appendix A for minimum standards checklist. Any building for which Emergency Solutions Grant (ESG) funds are used for conversion, major rehabilitation, or other renovations, must meet state or local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation, and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards. The County may also establish standards that exceed or add to these minimum standards:

Structure and materials. The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances.

Access. The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8; the Fair Housing Act (42 U.S.C. 360, et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131, et. Seq.) and 28 CFR part 35; where applicable.

Space and security. Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.

Interior air quality. Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

Water supply. The shelter's water supply must be free of contamination.

Sanitary facilities. Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private and are adequate for personal cleanliness and the disposal of human waste.

Thermal environment. The shelter must have any necessary heating/cooling facilities in proper operating condition.

Illumination and electricity. The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

Food preparation. Food preparation areas, if any, must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.

Sanitary conditions. The shelter must be maintained in a sanitary condition.

Fire safety. There must be at least one (1) working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

CHAPTER IV - HOMELESS PREVENTION AND RAPID RE-HOUSING ASSISTANCE

Under these two components, ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to either prevent a household from moving into an emergency shelter or help a homeless individual or family move into permanent housing and in all cases achieve stability in that housing.

Eligible financial costs under ESG include:

- Short-to-Medium term rental assistance
- Rental Arrears
- Rental Application Fees
- Security Deposits/Last Month's Rent
- Moving Costs

Eligible service costs under ESG include:

- Housing Search and Placement
- Housing Stability Case Management
- Mediation
- Legal Services
- Credit Repair

Dakota County has chosen to fund these components with ESG funding.

SECTION I - PRIORITIZATION ELIGIBILITY

The resources available to address the needs of homeless and at-risk of homeless are limited. Dakota County will work with the local CoC and participate in coordinated assessment to determine and prioritize which individuals and families are eligible to receive assistance.

SECTION II - EVALUATION OF ELIGIBILITY

Homeless Prevention: The following eligibility criteria must be met in order for an individual or family to be provided services with ESG assistance under Homeless Prevention:

1. Definition of Homeless

For the purposes of program eligibility, a household must meet the definition of an imminent risk of homeless, homeless under other Federal Statutes or attempting to flee domestic violence as defined in Chapter I, Section I of this plan or as spelled out in 24 CFR 576.2

2. Tie to Dakota County

The individual or family must have a local tie to Dakota County. They may currently reside in Dakota County, work or be hired to work in Dakota County or go to school full-time in Dakota County.

3. Annual Income

The household must have an annual income at or below 30 percent of area median income.

Rapid Rehousing: The following eligibility criteria must be met in order for an individual or family to be provided services with ESG assistance under Rapid Re-housing:

1. Definition of Homeless

For the purposes of program eligibility, a household must meet the definition of literally homeless or attempting to flee domestic violence where the individual or family also meets the criteria for literally homeless as defined in Chapter I, Section I of this plan or as spelled out in 24 CFR 576.2. If a household loses their homeless status during the housing search process, they will no longer be eligible for ESG Rapid Re-Housing assistance.

2. Tie to Dakota County

The individual or family must have a local tie to Dakota County. They may presently reside in a shelter or be precariously housed in Dakota County, prior to crisis have resided in Dakota County, work or be hired to work in Dakota County or go to school full-time in Dakota County.

A. PROCEDURE TO DETERMINE ELIGIBILITY

Before providing assistance to a household with ESG funds, Dakota County will complete an initial intake evaluation which will include:

1. *Verification of Homeless status eligibility*
2. *Verification of tie to Dakota County*
3. *Verification of Household Income*
4. *Assessment of Need*

The individual or family household must provide all requested verification documents and sign any release related to verifying the households' eligibility, including all items necessary for reporting HMIS.

1. Verification of Homeless Status Eligibility

Documentation will need to be supplied or collected based upon the following hierarchy and order of priority.

- 1st – Third party documentation
- 2nd – Observation by the intake worker
- 3rd – Self-declaration from the individual or family seeking assistance

Acceptable evidence of third-party documentation includes:

- Records contained in an HMIS database; or
- Comparable database used by victim service or legal service providers;
- Written observations by an outreach worker of the conditions where the individual or family was living;
- A referral from a publicly or privately-operated shelter;

- Discharge paperwork or written/oral referral from a social worker, case manager, or other appropriate official of an institution stating the beginning and end dates of the time residing in the institution.
 - All oral statements must be recorded by the intake worker

For those that are at risk of homelessness, third party would include:

- A court order resulting from an eviction action or an equivalent notice to terminate under state law that requires the individual or family to leave their residence within 14 days after the date of their request for assistance.
- Written or oral statement by the owner or renter of the housing stating that the individual or family will not be allowed to stay for more than 14 days after the date of their request for assistance.
 - All oral statements must be recorded by the intake worker

Observation by the intake worker:

- If the intake worker can access HMIS or a comparable database (which retains an auditable history of all entries including the person who entered the data, the date of entry, and any changes made) to establish their homeless status.

Self-declaration from the individual household or family will include:

- Completion of the self-declaration form **and**
- Written record on the intake worker's attempts to obtain third-party verification.

2. Verification of Tie to Dakota County

Verification of a household's tie to Dakota County will most likely be documented through their verification of homeless status and/or verification of income.

The household must provide evidence of their tie to Dakota County, whether they currently reside in Dakota County in the case of homeless prevention, or currently reside in a shelter or are precariously housed in Dakota County in the case of rapid re-housing.

The household may currently work or be hired to work in Dakota County and are able to provide proof of their employment.

The household (including their children) may currently attend a school institution in Dakota County and are able to provide proof of their enrollment. Adult members of the household must be enrolled as full-time students if school attendance is a determining factor.

3. Verification of Household Annual Income

At initial intake, verification of household income must be collected to determine eligibility in the case of homeless prevention assistance. Verification of income will also serve as the basis

for determining the household's contribution towards rental assistance should their determined assessment of need be on-going rental assistance.

For the purpose of determining eligibility, a household's future income must be projected over the next 12 months based upon the household's current circumstances. Dakota County will assume the household's current circumstances will continue for the next 12 months unless there is verifiable evidence it will be different.

Household income includes all sources of income (for all adult members in the household) and it also includes assets (for all adult members in the household). See Section III for further details related to annual income.

Documentation will need to be supplied or collected based upon the following hierarchy and order of priority.

- 1st – Source documents
- 2nd – Third party verification
- 3rd – Self-certification from the household

Source documents include (but are not limited to):

- Pay stubs or wage statements
- Bank statements
- Social Security award notice
- Child support payment record
- General Assistance or TANF letter

Third-party verification would be collected directly from the employer, Social Security Administration, public assistance agency or financial institution. To conduct third-party verifications, the household must sign a release form that authorizes the third party to release the required information.

Self-declaration from the individual household or family should only be used if source documents cannot be supplied and attempts to collect third party verification are unsuccessful. Acceptable self-declaration may include:

- Completion of a self-declaration form or a signed written statement from the head of household *and* household member if the income/asset pertains directly to that member. If the member is under age 18, they will not be required to sign.
- Written record on the intake worker's attempts to obtain third-party verification.

For additional income verification procedure and process, please refer to Section III of this chapter.

4. Assessment of Need

An initial evaluation of need must be conducted prior to providing assistance to determine the amount and types of assistance the individual or family needs to gain or regain stability in permanent housing. The intake worker must document their assessment and detail their decision for determining need.

Certification or other written documentation that the household lacks the resources and support networks to obtain permanent housing must also be included as part of the assessment.

Re-evaluation for homelessness prevention and rapid re-housing assistance. 24 CFR § 576.401(b): (1) a program participant's eligibility including the types and amounts of assistance under the homeless prevention component must be re-evaluated once every three months; and 2) a program participant's eligibility including the types and amounts of assistance under the rapid-rehousing assistance component must be re-evaluated not less than once annually.

For the purposes of the Dakota County ESG program, households' needs and income will be re-evaluated every three months. RRH programming should be flexible with the ability to adapt to changing circumstances. Through on-going monitoring and three (3) month reassessments of a household's preferences, needs, and abilities should determine when the basic level of assistance (financial and services) should be increased or decreased.

B. DENIAL OF ASSISTANCE

Any applicant determined ineligible through the initial assessment or subsequent process will be notified in writing. An applicant will be given the opportunity to request an informal review in accordance with the procedures in Section VI of this chapter. Ineligibility does not bar the individual or family household from being referred at a later date.

Dakota County may deny applicant assistance if:

- The applicant does not meet the current definition of homelessness as defined by HUD either for homeless prevention or rapid re-housing.
- The applicant is unable to sufficiently document their homeless status.
- The applicant does not have a tie to Dakota County.
- For homeless prevention, the household income is over 30% area median income.
- An alternative program better suits their current needs.
- The applicant is unable to locate suitable housing after searching for 120 days. Extensions may be administratively granted to allow for an additional 60 days. Please see the "Housing Search and Placement" section in this chapter.

SECTION III - VERIFICATION OF ANNUAL INCOME

Annual income is used to determine program eligibility and the level of assistance the household will receive.

To determine the annual income of an individual or family household, ESG regulation requires the use of calculating income standards under 24 CFR 5.609. The annual income definition found at 24 CFR Part 5 is used by a variety of federal programs including Housing Choice Voucher (Section 8), Public Housing, and the Low-Income Housing Tax Credit Program.

A. DEFINITION OF ANNUAL INCOME

The Part 5 definition of *annual (gross) income* is the gross amount, monetary or not, which go to or on behalf of the individual or family household that is anticipated to be received during the coming 12-month period. Annual income also includes amounts derived from assets.

Gross Amount is before any deductions have been taken.

Net Income amount is the earnings after all deductions have been taken from gross pay such as taxes, garnishments, retirement contributions, etc.

Anticipated to be received is a projection forward of future earnings or benefits over 12 months to determine a household's expected ability to pay.

B. TYPES OF INCOME TO COUNT

There are some "inclusions" on types of income to be counted and "exclusions" on types of income that are not considered.

1) Part 5 Income Inclusions

This table presents the Part 5 income inclusions to be counted to determine annual income:

General Category	
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic payment (except for certain exclusions, listed in Income Exclusions, number 14).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except for certain exclusions, listed in Income Exclusions, number 3).
6. Welfare Assistance	Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) or in Minnesota (MFIP, GA, & MSA) program are included in annual income: Qualify as assistance under the TANF program definition at 45 CFR 260.31; and Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of: the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus: the maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated under 24 CFR 5.609 shall be the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special pay, and allowances of a member of the Armed Forces (except as provided in number 8 of Income Exclusions).

2) Part 5 Income Exclusions

This table presents the Part 5 income exclusions not to be counted to determine annual income:

General Category	
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses (except for certain exclusions, listed in Income Inclusions, number 5).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Income from a Disabled Member	Certain increase in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671 (a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. "Hostile Fire" Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	<ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.

	<p>d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time.</p> <p>e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment-training program.</p>
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.
16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	<p>Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the Federal Register and distributed to housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. The following is a list of income sources that qualify for that exclusion:</p> <ul style="list-style-type: none"> ▶ The value of the allotment provided to an eligible household under the Food Stamp Act of 1977; ▶ Payments to volunteers under the Domestic Volunteer Service Act of 1973 (employment through AmeriCorps, VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); ▶ Payments received under the Alaskan Native Claims Settlement Act; ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; ▶ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes; ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program. ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; ▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs; ▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program); ▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the <u>In Re Agent Orange</u> product liability litigation, M.D.L. No. 381 (E.D.N.Y.); ▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments; ▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990;

	<ul style="list-style-type: none"> ▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, veterans employment programs, state job training programs and career intern programs, AmeriCorps). ▶ Payments by the Indians Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation; ▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Services Act of 1990; ▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran; ▶ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and ▶ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.
--	--

C. HOUSEHOLD MEMBERS INCOME TO COUNT

All adult household members living in the household (including those that may be temporarily absent) must have their income counted towards the annual income of the household.

Additionally, dependent members (child 17 or under; Full-time student over 18) for which benefits are provided are also included in annual income.

This chart summarizes whose income to count under Part 5:		
Persons Counted in Household Size for the Purposes of Eligibility Calculation	Employment Income	Other Income (Including income from Assets)
• Head of Household	Yes	Yes
• Spouse	Yes	Yes
• Co-Head of Household	Yes	Yes
• Other Adult	Yes	Yes
• Dependents		
○ Child 17 or under	No	Yes
○ Full-time Student 18 and over	See Note	Yes
Nonmembers		
Not counted		
• Foster Adult	No	No
• Foster Child 18 or under	No	No
• Live-in Aide	No	No
<p>NOTE: Only count the first \$480 of earned income of a full-time student (enrolled for 12 or more units) older than 18 who is a dependent. Full time student status must be verified and documented in the file.</p>		

Special consideration is given to income earned by the following groups of people:

- **Minors.** Earned income of minors is not counted. However, unearned income attributable to a minor (e.g., child support, Social Security, welfare payments and other benefits paid on behalf of a minor) is included.
- **Foster Children and Adults.** These persons are not included in the household member count. Also, since the foster children/adults are not counted as household members, the income received to care for these individuals is not included in the household income.
- **Live-In Aides.** If a household includes a paid live-in aide (whether paid by the household or a social service program), the income of the live-in aide, regardless of the source, is not counted. Except under unusual circumstances, a related person does not qualify as a live-in aide.
- **Persons with Disabilities.** During the annual recertification of a household's income, Grantees are required to exclude from annual income certain increases in the income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance. This will be discussed in detail in Chapter Four.
- **Elderly.** A household is entitled to one elderly/disabled deduction of \$400 if the head of household, their spouse, or co-head of household is age 62+ and disabled or handicapped.
- **Temporarily Absent Household Members.** The income of temporarily absent household members is counted in the Part 5 definition of annual income regardless of the amount the absent member contributes to the household. For example, a construction worker employed at a temporary job on the other side of the state earns \$600 per week. He keeps \$200 per week for expenses and sends \$400 per week home to his family. The entire amount (\$600 per week) is counted in the family's income.
- **Adult Students Living Away from Home.** If the adult student is counted as a member of the household in determining the household size (to compare to the HUD income limits), the first \$480 of the student's income must be counted in the household's income. Note, however, that the \$480 limit does not apply to a student who is the head of household or spouse (their full income must be counted). To count the adult student as a household member, the adult student would need to be verified as a dependent, usually on the parent's tax return. Additionally, student status must be verified with documentation in the file.
- **Permanently Absent Household Members.** If a household member is permanently absent from the household (e.g., a spouse who is in a nursing home), the head of household has the choice of either counting that person as a member of the household, and including income attributable to that person as household income, or specifying that the person is no longer a member of the household.

- If the household member is specified as being no longer a member, that member is not allowed to live in the assisted unit if short- or medium-term rental assistance is being provided.

D. TREATMENT OF ASSETS

There is no asset limitation for participation in any ESG funded activity. Income from assets (interest and dividends) is however included as part of annual income under the Part 5 definition.

In general terms, an asset is a cash or non-cash item that can be converted to cash. Household assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.

1) Part 5 Asset Inclusions

This table presents the Part 5 asset inclusions to be counted to determine annual income:

<u>Inclusions</u>
1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

2) Part 5 Asset Exclusions

This table presents the Part 5 asset inclusions not to be counted to determine annual income:

<u>Exclusions</u>

- 1) Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
- 2) Interest in Indian trust lands.
- 3) Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
- 4) Equity in cooperatives in which the family lives.
- 5) Assets not accessible to and that provide no income for the applicant.
- 6) Term life insurance policies (i.e., where there is no cash value).

Assets that are Part of an Active Business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

SECTION IV - DETERMINATION OF PARTICIPANT SHARE

ESG funds may be used to pay housing owners/property management, utility companies and other third parties for what are considered financial assistance costs. Below details how a participant would either share in the cost or what financial assistance is available.

A. LENGTH OF RENTAL ASSISTANCE

Dakota County will allow a household to access ESG funding for up to 24 months over a 3-year period for rental assistance, so long as the household remains eligible for assistance based on the criteria in Section I. This assistance may be short-term assistance, medium-term assistance, payment of rental arrears, or any combination of this assistance. The amount of the assistance will be re-evaluated every three (3) months.

B. COMPUTATION OF PARTICIPANT SHARE OR PORTION

Households will be required to contribute a minimum of 50% of their net income toward their rent with deductions for dependents, elderly, disabled head of household, and allowances for utilities for which the household is responsible. This is considered to be the participant's contribution. If 50% of the household's gross income is equal to rent, the rental assistance will end.

All income, assets and expenses will be verified. The computation will follow the regulation under 24 CFR 5.609 as detailed in Section III. A household's annual income will be re-evaluated every three (3) months.

Rents will be recalculated every three months. If a household does report a decrease in income, an adjustment to the tenant share will be conducted to be effective the month following the report of the change.

C. RENTAL APPLICATION FEES

ESG funding may be used to pay for an eligible participant's rental application fee. It is limited to three (3) application fees or up to \$150, whichever is less in a 12-month period.

D. SECURITY DEPOSIT

Security deposit assistance is available through the ESG program to ESG eligible recipients. ESG funds may pay for a security deposit that is equal to no more than two (2) month's rent. Assistance will be limited to once (1) every 12 months.

E. LAST MONTH RENT

Payment for last month's rent is available to ESG eligible recipients but it cannot exceed one (1) month's rent and is included in the total rental assistance cap of 24 months. A last month's rent payment cannot be provided or combined with any other federal program. Assistance will be limited to once (1) in every 12 months.

F. UTILITY DEPOSIT

Utility deposit assistance will be available through the ESG program to ESG eligible recipients. Assistance will be limited to three (3) deposits or up to \$150, whichever is less in a 12-month period.

G. UTILITY PAYMENT ASSISTANCE

Utility payment assistance will be available on a case-by-case basis. Eligible utility services include: Gas, Electric, Water and Sewage. The ESG participant must provide proof of responsibility to make utility payments prior to receiving assistance.

Payment assistance for utility arrears (up to six months) will have a limit of \$500 for an individual and \$1,000 for a family.

H. RENTAL ARREARS

Payment of rental arrears to allow an ESG recipient to access rental assistance in a new unit will be available but on a case by case basis.

Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears. The limit of up to 24 months of payments must include the arrears payments. For example, if a participant receives assistance for 6 months of rental arrears payments, the maximum amount of monthly rental assistance they may receive is 18 months.

I. ASSISTANCE WITH THE COST OF MOVING

Moving costs associated with moving to a new unit or storage is eligible for ESG assistance on a case-by-case basis. Assistance will be limited to once (1) every 12 months and up to \$1,000.

Service costs are also eligible for funding under ESG. Below are the details of the services that will be provided:

J. HOUSING SEARCH AND PLACEMENT

Services to assist with the assessment of housing barriers, the development of an action plan to locate housing, outreach and negotiation with landlords and owners will be an eligible service to be paid for with ESG funding.

An evaluation of progress will be conducted every three (3) months. Specifically assisting a household to search for housing can be provided up to 120 days. Participants exhausting their initial 120 days of search time may request an extension provided documentation of their housing search, prior to the expiration date, is given. Participants may request up to two 30-day extensions.

If a household is unable to locate suitable housing within six (6) months, search assistance will be terminated.

K. HOUSING STABILITY CASE MANAGEMENT

ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtain housing.

This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing.

L. MEDIATION

Mediation between a tenant and owners will not be an eligible service to use ESG funding for at this time.

M. LEGAL SERVICES

Legal services will not be an eligible service to use ESG funding for at this time.

N. CREDIT REPAIR

Credit counseling will not be an eligible service to use ESG funding for at this time.

SECTION V - UNIT SELECTION AND CONTINUED ASSISTANCE REQUIREMENTS

A. CASE MANAGEMENT

Any ESG rental assistance recipient must meet with their case manager at a minimum of once (1) per month. More frequent appointments can be made as seen fit for the individual household. This is required per 24 CFR, §576.401(e).

The purpose of case management is to:

1. Help the participant receive appropriate supportive services.
2. Help the participant obtain other federal, state, and local assistance.
3. Help the participant to develop a plan and set goals to retain permanent housing once the assistance expires.
4. Oversee the progress of goal attainment to sustain permanent housing after assistance has expired.

A case manager will make three attempts per month to set up an appointment with the participants and will record attempts in case notes. Clients are strongly encouraged to participate in case management to make progress on goals.

B. UNIT SELECTION

Once the ESG recipient has been approved and determined to be eligible for rental assistance, the household must select a unit that is:

1. Within the Fair Market Rent (FMR) for the unit size. A household is permitted to rent a single-room.
2. The unit is located within Dakota County.
3. A legally binding lease will be entered into by the participant and owner.
4. The unit meets the housing standards of the ESG Program.
5. The unit must also be determined to be rent reasonable for the area.

If the household is unable to secure a unit after six (6) months, the household will be deemed ineligible. Ineligibility does not bar the individual or family household from being referred at a later date. See Occupancy Standards in this section.

C. RENT REASONABLENESS

The standard HUD has adopted and must be enforced under ESG is the total rent charged for a unit must be reasonable in relation to the rents being charged during the same period for comparable units in the private, unassisted market and must not be in excess of rents being charged during the same period for comparable unassisted units.

The rent reasonableness of the unit can be evaluated in Dakota County by the evaluation of three rental units in the area.

D. UNIT INSPECTION

The unit will need to be inspected prior to rental assistance commencing subject to the ESG program shelter and housing standard regulations 24 CFR 576.403. Thereafter the unit must be inspected annually.

E. CONTRACT EXECUTION

A housing assistance payment (HAP) contract will be executed with the owner/manager of the property in which the ESG rental assistance recipient will reside in the selected unit. The contract will outline the rent for the term of the lease, the term of the contract, the address or room number of the assisted unit, the portion of rent the tenant will be responsible to pay and the assisted amount paid with ESG funds.

The contract should be executed prior to beginning of assistance. Dakota County's portion of the rent assistance for participants receiving ESG Rental Assistance terminates automatically and no further rental assistance payment can be made if:

1. The participant moved out of the assisted unit;
2. The lease was terminated or not renewed by either party;
3. The participant becomes ineligible to receive ESG rental assistance.

F. OCCUPANCY STANDARDS

Occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible and thus, the amount of financial assistance to be provided. The following basic standards can be modified to take into consideration specific household composition and circumstances (i.e., pending child custody cases, chronic illnesses, family member who is absent most of the time).

1. No more than two persons are required to occupy a bedroom.
2. Persons of different generations (i.e., grandparents, parents, children), persons of the opposite sex (other than spouses/couples) and unrelated adults are not required to share a bedroom.
3. Children of the same sex (regardless of age) and couples co-habiting (whether legally married) must share the same bedroom for purpose of assigning the number of bedrooms. The housing provider may request an exception to this standard if there are two people of the same sex who greatly differ in age.
4. A live-in care attendant who is not a member of the family is not required to share a bedroom with another household member.
5. Individual medical problems (i.e., chronic illness) sometimes require either separate bedrooms for household members who would otherwise be required to share a bedroom or an extra bedroom to store medical equipment.
6. In most instances, a bedroom is not provided for a family member who will be absent most of the time, such as a member who is away in the military.

7. Fair housing rules permit a household to select smaller units that do not create seriously overcrowded conditions.
8. A tenant may select a larger unit if it meets the FMR for the actual number of bedrooms for which they are eligible according to the Occupancy Guidelines. Tenants are not allowed to give the landlord additional funds for larger units.
 - a. Undersized Units: If a family elects to occupy a unit with fewer bedrooms than specified in the Occupancy Guidelines, the FMR is based on the actual number of bedrooms.
 - b. Oversized Units: If a family elects to occupy a unit with more bedrooms than specified in the Occupancy Guidelines, the FMR is based on the number of bedrooms specified in the Occupancy Guidelines.
 - c. If an additional bedroom is required for an individual who would normally be required to share a room, the reason must be documented in the file. For example: If an additional room is needed because of a medical condition, documentation may be a note from their doctor; otherwise, if the case manager determines an additional room is needed (medical condition, caregiver, medical equipment etc.) the case manager must document the reason in the Move-in/Unit Transfer Certification Packet.
 - d. In cases where college students and children staying only for weekends etc., the amount of time spent in the unit should be taken into consideration before assigning additional bedroom(s). ESG assistance is short-term and a smaller unit is acceptable if it does not create serious overcrowding; a living room can be counted as a sleeping room. If student/children will be in the unit at least 50 percent of the time and future rent will not be a burden, then an additional bedroom can be assigned.
 - e. A separate bedroom cannot be issued for an unborn child. An infant can reside with a single parent until 1 years of age, or share room with same sex gender sibling if appropriate. If these are not options an additional room may be approved.
 - f. Lease Agreements [24 CFR 576.106, as amended] A lease must be in place and the program participant must be on the lease in order to use ESG funds for the rent or security deposit.

SECTION VI - TERMINATION OF BENEFITS.

The following process will occur should a participant receiving rental assistance or housing relocation and stabilization services have their assistance terminated:

1. A written notice to the program participant containing a clear statement of the reasons for termination.
2. A review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person who approved the termination decision.
3. Written notice of the final decision to the program participant after a grievance has been made.

A case manager will make three attempts to deliver the written notice if the notice is returned and will document each attempt.

Termination does not bar the participant household from receiving ESG assistance at a later date for the same family or individual, provided that assistance does not exceed the maximum limit. If termination does occur, a household would be eligible for assistance again after 12 months from the final month that assistance was provided. Dakota County has not set a lifetime limit in which an individual household or family can receive assistance, provided that assistance does not exceed the maximum limit.

A. MAXIMUM LIMIT ON ASSISTANCE

The maximum limit on rental assistance will be 24 months in a 3-year period.

B. TERMINATION AS A RESULT OF INCOME

While receiving a subsidy under ESG Rental Assistance Program if the participant at the annual re-evaluation has an income that exceeds 30% of AMI, the assistance must be terminated. Termination of assistance will be effective the first of the month after a 30-day notice has been provided to the participant and owner in cases where rental assistance is being provided.

C. TERMINATION FOR MULTIPLE LEASE VIOLATIONS

If while receiving a subsidy under ESG Rental Assistance Program the participant is evicted or forced to move as a result of multiple lease violations, the participant's rental assistance may be terminated. Multiple lease violations can include but are not limited to: skipping from the unit, drug activity, unauthorized household members, non-payment of rent or tenant paid utilities.

D. TERMINATION FOR NON-COMPLIANCE

While receiving a subsidy under ESG Rental Assistance Program if the participant fails to provide requested information, the participant's rental assistance is subject to termination for non-compliance with the program regulations.

E. TERMINATION AS A RESULT OF ABSENCE FROM A UNIT FOR MORE THAN 90 DAYS

While receiving a subsidy under ESG Rental Assistance Program if the participant is absent from their assisted unit for more than 90 consecutive days, the participant's rental assistance may be subject to termination.

F. PROHIBITION OF DUPLICATE SUBSIDIES

While receiving a subsidy under ESG Rental Assistance Program, participants may not participate in any other federal assisted housing programs (see definition below). The participant must use the assisted unit as their sole residence and may not receive any duplicate housing subsidies for their unit or another housing unit. Acceptance of an on-going

stipend from an outside party in order to pay the minimum rent required for the program is not considered a duplicate subsidy.

Federally assisted housing means housing assisted under any of the following programs:

- (1) Public housing;
- (2) Housing receiving project-based or tenant-based assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f);
- (3) Housing that is assisted under section 202 of the Housing Act of 1959, as amended by section 801 of the National Affordable Housing Act (12 U.S.C. 1701q);
- (4) Housing that is assisted under section 202 of the Housing Act of 1959, as such section existed before the enactment of the National Affordable Housing Act;
- (5) Housing that is assisted under section 811 of the National Affordable Housing Act (42 U.S.C. 8013);
- (6) Housing financed by a loan or mortgage insured under section 221(d)(3) of the National Housing Act (12 U.S.C. 1715/(d)(3)) that bears interest at a rate determined under the proviso of section 221(d)(5) of such Act (12 U.S.C. 1715/(d)(5));
- (7) Housing insured, assisted, or held by HUD or by a State or local agency under section 236 of the National Housing Act (12 U.S.C. 1715z-1); or
- (8) Housing assisted by the Rural Development Administration under section 514 or section 515 of the Housing Act of 1949 (42 U.S.C. 1483, 1484).

G. PROHIBITION OF PORTABILITY

The ESG Rental Assistance Program provides rent subsidies only for eligible households residing in Dakota County. Exceptions to this provision will be made on a case-by-case basis. Documentation of such approval will detail the rationale for approving such exception.

The subsidy is not transferrable to any other housing unit without prior approval. Dakota County's portion of the rent assistance for participants receiving ESG Rental Assistance terminates automatically upon vacating the assisted unit.

SECTION VII - GRIEVANCE PROCEDURES

A. INFORMAL REVIEWS FOR APPLICANTS

1. Dakota County will provide applicants with the opportunity for an informal review of decisions denying:
 - a. Participation in the program
2. Informal reviews are not required for established policies and procedures such as:
 - a. Determination that a unit's rent is more than the FMR;
 - b. The unit does not pass inspection or;
 - c. The unit is deemed not rent reasonable.

3. Denial notice will describe:
 - a. The reasons for the decision
 - b. The family's right to informal review
 - c. The procedures and time frames for obtaining a review

B. INFORMAL HEARING FOR PARTICIPANTS

1. Dakota County will give the program participant an opportunity for an informal hearing to consider whether decisions relating to the individual circumstances of the participant are in accordance with law and Dakota County rules in the following cases:
 - a. A determination of the computation of the amount of housing assistance payment to the participant.
 - b. A decision to deny or terminate assistance on behalf of the participant.

Written notice of these determinations by Dakota County will state that if the participant does not agree with the decision, they may request an informal hearing on the decision within fourteen (14) calendar days of the date of notification, which may include USPS mail, emails, or other digital notification efforts.

A case manager will make three attempts to deliver the written notice if the notice is returned and will document each attempt.

2. Informal hearings are not required for established policies and procedures such as:
 - a. Maximum term of 24-month subsidy is reached
 - b. Refusal to attend/participate in case management
3. The guidelines for the informal hearing include:
 - a. Any person or persons designated by Dakota County, other than the person who made or approved the decision under review or a subordinate of that person, will conduct the hearing.
 - b. At his or her own expense, a lawyer or other representative may represent the participant.
 - c. Dakota County and the participant will have the opportunity to present evidence and question any witnesses.
 - d. The person who conducts the hearing shall issue a written decision, stating briefly the reasons for the decision, within fourteen (14) calendar days of the hearing. The participant promptly receives a copy of the hearing decision.

CHAPTER V - HMIS

Under this component, ESG funds may be used for ESG grantees and subrecipients' participation in the Homeless Management Information System (HMIS) collection and analyses of data on individuals and families who are homeless and at- risk of homelessness.

Eligible costs under ESG include:

- Contributing data to the HMIS designated by the CoC of Dakota County, including the purchase of software or software licenses.
- Costs for managing the HMIS system
- Cost to establish and operate a comparable database for victim services or legal service providers

Grantees and subrecipients shall participate in the HMIS per the ESG and CoC Interim Rule (24 CFR 576 and 578), unless otherwise excepted. HMIS provides an opportunity to document homelessness and helps to ensure coordination between service providers while avoiding duplication of services and client data. Dakota County will use ESG funds to support the use of the HMIS.

CHAPTER VI - OTHER FEDERAL REQUIREMENTS

A. NONDISCRIMINATION AND EQUAL OPPORTUNITY REQUIREMENTS

Federal law prohibits housing discrimination based on race, color, national origin, religion, sex, familial status, or disability. Eligibility for ESG assistance will be based upon the criteria noted in the various chapters and made available without regard to race, color, national origin, religion, to actual or perceived sexual orientation, gender identity, familial or marital status, or disability.

B. PROHIBITION OF INQUIRIES ON SEXUAL ORIENTATION OR GENDER IDENTITY

For the purpose of determining eligibility for ESG assistance or otherwise making such housing available, Dakota County prohibits inquiries regarding sexual orientation or gender identity. It does not prohibit any individual from voluntarily self-identifying sexual orientation or gender identity.

Prohibition on inquiries does not prohibit lawful inquiries of an applicant or occupant's sex where the housing provided or to be provided to the individual is temporary, emergency shelter that involves the sharing of sleeping areas or bathrooms, or inquiries made for the purpose of determining the number of bedrooms to which a household may be entitled.

C. DEBARRED, SUSPENDED, OR INELIGIBLE CONTRACTORS

The prohibitions at 2 CFR part 2424 apply on the use of debarred, suspended, or ineligible contractors.

CHAPTER VII - REPORTING AND RECORD KEEPING

As indicated in other sections, documentation must be collected and maintained in a participant file for compliance with ESG regulations. Records of payment and program participant records must be maintained for a minimum five (5) years after all funds from the fiscal year of ESG funds were expended.

Dakota County will collect the following information for each participant file (dependent upon assistance being provided) and will use the provided checklist in each ESG participant file.

- Referral (Either from Coordinated Assessment or Service Provider)
- Program eligibility determination
 - Proof of homelessness
 - written observation of outreach worker, or
 - written referral by another housing or service provider, or
 - certification by head of household seeking assistance
- Signed program participant agreement
- Completed HMIS assessment and release form
- Proof of client annual income and documentation for determination of income
- Lease documentation
- Certification of Fair Market Rent (FMR) and rent reasonableness
- Completed Habitability Inspection form
- Lead based paint notification
- Housing Assistance Payment Contract
- Case management – once per month
- Case plan to assist the program participant to retain permanent housing after the ESG assistance ends
- Date of re-evaluation of program eligibility and result of eligibility determination
 - Income cannot exceed 30% of AMI upon re-evaluation of eligibility
 - Participant continues to lack sufficient resources to retain housing without ESG funds

CHAPTER VIII - STANDARDS FOR PROGRAM EVALUATION

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, the number of persons who see an increase in total income, and the number of persons exiting with permanent housing. Dakota County will continue to consult with the local CoC on performance standards for evaluating ESG.

CHAPTER IX - STANDARDS FOR MAKING AWARDS

An application will require information regarding the services an organization would be able to provide, the cost of such services, and a budget for all program expenditures.

A Notice of Funding Availability (NOFA) will be distributed as widely as possible. The NOFA will go to all local agencies currently providing emergency shelter services, homelessness prevention services, and rapid re-housing services, and to all participants in the Continuum of Care. Announcement of the NOFA will be placed in local papers within the area covered by the Continuum of Care, and notice will be placed on the Dakota County website and Dakota County CDA website.

A due date for applications will be clearly publicized along with the NOFA. All potential applicants will be given approximately eight weeks after the initial announcement to submit their applications. Potential applicants will be provided with all requirements and responsibilities to be assumed with receipt of awards.

Once the application period has closed, applications will undergo a technical review by Dakota County Community Development Agency (DCCDA) staff, who will prepare a technical summary and analysis for the Technical Advisory Committee.

Applications will be reviewed with respect to applicants' abilities to provide shelter services or homelessness prevention and rapid re-housing services under the guidelines set forth by HUD and by the recipient (Dakota County).

The Technical Advisory Committee (TAC) will have five seats: one representative from DCCDA Administration, three representatives of the DCCDA Department of Community and Economic Development Department, and one representative from Dakota County Physical Development Division. The TAC will provide recommendations on activity funding.

TAC recommendations will be reviewed and commented on by the Dakota County Affordable Housing Coalition prior to review by the Dakota County Board of Commissioners committees, as part of the public consultation.

The Dakota County Board of Commissioners makes the final funding awards as part of the Annual Action Plan process. If the activities are approved for funding, the Dakota County CDA will enter into a contract with the approved applicant(s).

APPENDIX A: STANDARDS FOR EMERGENCY SHELTERS

Instructions: Place a check mark in the correct column to indicate whether the property is approved or deficient with respect to each standard. A copy of this checklist should be placed in the shelter's files.

Pass	Fail	Standard <i>(24 CFR part 576.403(b))</i>
		1. <i>Structure and materials:</i> a. The shelter building is structurally sound to protect the residents from the elements and not pose any threat to the health and safety of the residents. b. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance uses Energy Star and WaterSense products and appliances.
		2. <i>Access.</i> Where applicable, the shelter is accessible in accordance with: a. Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; b. The Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and c. Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35.
		3. <i>Space and security:</i> Except where the shelter is intended for day use only, the shelter provides each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
		4. <i>Interior air quality:</i> Each room or space within the shelter has a natural or mechanical means of ventilation. The interior air is free of pollutants at a level that might threaten or harm the health of residents.
		5. <i>Water Supply:</i> The shelter's water supply is free of contamination.
		6. <i>Sanitary Facilities:</i> Each program participant in the shelter has access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
		7. <i>Thermal environment:</i> The shelter has any necessary heating/cooling facilities in proper operating condition.
		8. <i>Illumination and electricity:</i> a. The shelter has adequate natural or artificial illumination to permit normal indoor activities and support health and safety. b. There are sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
		9. <i>Food preparation:</i> Food preparation areas, if any, contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
		10. <i>Sanitary conditions:</i> The shelter is maintained in a sanitary condition.
		11. <i>Fire safety:</i> a. There is at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors are located near sleeping areas. b. All public areas of the shelter have at least one working smoke detector. c. The fire alarm system is designed for hearing-impaired residents. d. There is a second means of exiting the building in the event of fire or other emergency.
		12. If ESG funds were used for renovation or conversion, the shelter meets state or local government safety and sanitation standards, as applicable.
		13. <u>Lead-based paint:</u> If the structure was built prior to 1978, and a child under the age of six or a pregnant woman will reside in the property, and the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is repaired by at least scraping and painting the surface with two coats of non-lead based paint. Defective paint surface means: applicable surface on which paint is cracking, scaling, chipping, peeling or loose. If a child under age six residing in the property has an Elevated Blood Level, paint surfaces must be tested for lead-based paint.

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

Property meets all of the above standards.

Property does not meet all of the above standards.

COMMENTS:

ESG Recipient Name: _____
ESG Subrecipient Name (if applicable): _____
Emergency Shelter Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____

Evaluator Signature: _____ Date of review: _____
Evaluator Name: _____

APPENDIX D

2023 DAKOTA COUNTY ANTI-DISPLACEMENT POLICY

PART I. MINIMIZING DISPLACEMENT

It is the goal of Dakota County to minimize displacement of persons from their homes and neighborhoods when utilizing Community Development Block Grant (CDBG) or HOME Investments Partnership Program (HOME) funds. Displacement has been defined as the involuntary movement of a household from a dwelling as a result of its acquisition, rehabilitation or demolition when funded in whole or in part with CDBG or HOME funds, or if funded with non-CDBG/HOME when the activity is a prerequisite for some other CDBG/HOME funded activity. Displacement also includes involuntary movement of a business from a commercial property. In an effort to minimize displacement of households, the following steps will be taken:

1. With the exception of lead-based paint hazard reduction, owner occupied properties will not be rehabilitated if displacement is expected to occur. To safely reduce the hazards of lead-based paint, the occupants must vacate the impacted areas until a clearance test determines the area is safe. When the impacted areas include the sole means of entry or all entries to the dwelling, the kitchen or food preparation areas, or the sole bathroom or all bathrooms, or the entire dwelling area, the occupants must completely vacate the unit until a successful clearance test is received after the completion of the lead-based hazard reduction work.

Relocation is voluntary. The homeowner will sign a waiver form acknowledging that they are relocating voluntarily, and that the CDA is not responsible for any costs associated with the relocation, other than a stipend payment of \$500.00 that is payable to the homeowner when it is necessary to vacate the residence for a continuous time of 24 hours (or one full day and one full night) during the course of the lead-based paint hazard reduction work.

2. Businesses will not receive loans for rehabilitation or expansion if any residential displacement would occur as a result of the rehabilitation or expansion unless such activities are essential for economic development of a community.
3. If acquisition or demolition activities require displacement of a household, the acquiring entity will follow the procedures established in Part II (Displacement Action Policies).
4. Code enforcement activities and neighborhood groups will not receive CDBG or HOME funds, therefore eliminating the possibility of displacement through code enforcement or through the activities of a neighborhood group.

PART II. DISPLACEMENT ACTION POLICIES

- A. Eligible households as defined by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (the Uniform Act) that are displaced as a result of CDBG or HOME funded activities will be eligible for moving and/or rental payments at levels as described in the Uniform Act.
 1. Persons displaced as a result of CDBG/HOME funded activities will be eligible for moving and/or rental payments at levels described in the Uniform Act.

2. Referrals will be made to agencies that furnish financial counseling, health and social services, or other services that may be helpful to displaced persons.
 3. Low- and moderate-income persons will be given a displacement priority for admission to Low Income Public Housing and Section 8 Housing Assistance Program in Dakota County.
 4. All affected persons will be informed of their rights under the policies and procedures set forth under the regulations in the Uniform Act, including their rights under Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968.
 5. The projects will be planned and implemented in a manner so as to minimize hardship to the site occupants and involve the least possible degree of displacement in accordance with the needs of the program and the persons displaced.
 6. Efforts will be made to provide those persons to be displaced as a result of the activities of the project an opportunity to obtain comparable replacement housing that is:
 - within their financial means and meets their needs;
 - reasonably accessible to their places of employment, potential employment, transportation and other commercial and public facilities; and
 - available on a non-discriminatory basis
 7. Displaced businesses will be eligible for benefits as required by the Uniform Act.
- B. Persons displaced through any rental rehabilitation activities will be assisted in accordance with the Uniform Act or through a process including the following actions:
1. Permanent displacement of a low-income person or family will not occur as a result of CDBG or HOME funded activities unless:
 - a. A rental assistance voucher or certificate is available to the person or family that allows them to move to a comparable affordable unit; or
 - b. An acceptable comparable affordable unit is located for the person or family without the provision for rental assistance, and the person or family willingly moves to such a unit; and
 - c. The acquiring entity follows the regulations of the Uniform Act.
 2. If it is necessary to temporarily displace tenants in order to accomplish the rehabilitation, it is the responsibility of the owner of the rental unit to reimburse the tenants for their expenses or inconvenience associated with such temporary displacement, according to applicable state and federal laws.

Relocation, Displacement, and Replacement Housing Plan for the 2023 Dakota County CDBG Program

In accordance with the requirements of 24 CFR 570.606 (c)(1)(iii), the following Plan has been prepared and shall be applicable to the activities listed herein funded through the Dakota County Community Development Block Grant Program (CDBG). This plan is public and is part of the Subrecipient Agreements between the Cities undertaking the activities and the Dakota County CDA governing administration of the CDBG Program.

The following activities involve vacant structures and/or voluntary transactions. If involuntary displacement occurs, the acquiring entity will follow provisions of the Uniform Act.

1. Proposed CDBG Activities Which Involve Acquisition, Demolition, or Conversion

There are no planned activities for Fiscal Year 2023 that involve acquisition, demolition, or conversion of structures.

2. Location and Type of Housing Units Affected; Actions to be Taken

Not applicable, see above. However, if an activity is created that results in the acquisition, demolition, or conversion of a structure, that property will be identified and the location published. It is anticipated that properties that may be acquired will be vacant or voluntarily acquired with no threat of condemnation or eminent domain by the City. If involuntary displacement does occur, the provisions of the Uniform Act will be followed.

3. Schedule for Project Implementation

Any activities that may occur under this project will generally occur between July 1, 2023 and June 30, 2024.

4. Replacement Units

Where units must be replaced in accordance with the regulations cited above, the cities will cooperate and coordinate with the Dakota County CDA and other groups/entities as appropriate, to provide replacement units that are created either on the sites cleared or at other locations within the participation area for the Dakota County CDBG Program. Please see attached list for replacement units already constructed or in planning stages.

5. Ten Year Affordability Assurance

The Family Housing units constructed, owned, and/or managed by Dakota County CDA are intended to be low- and moderate-income housing for the entire life of the units. Properties developed by private developers using tax credits must adhere to a fifteen (15) year period of affordability. If HOME funds assist with construction, units must remain affordable for twenty (20) years. Any unit used for the purpose of replacement housing will remain affordable for at least ten (10) years from the date of initial occupancy by the relocated household.

**DAKOTA COUNTY CDA REPLACEMENT UNITS
AVAILABLE FOR THE 2023 ANTI-DISPLACEMENT PLAN**

Note: More details and updates can be found at www.dakotacda.org.
All developments have accessible units.

1. Parkside – 122nd Street W., Burnsville
Twenty-two (22) units of low/moderate income rental housing for families opened for occupancy 1992. This development includes 1 two-bedroom accessible unit, 3 two-bedroom units, and 18 three-bedroom units. Dakota County CDA is the property manager.
2. Spruce Point – East of Hwy 52 off Chandler Lane, Inver Grove Heights
Twenty-four (24) units of low/moderate income rental housing for families opened for occupancy 1995. This development includes 1 two-bedroom accessible unit, 4 two-bedroom units, and 19 three-bedroom units. Dakota County CDA is the property manager.
3. Oak Ridge – South of Diffley Road and east of Johnny Cake Ridge Road, Eagan
Forty-two (42) units of low/moderate income rental housing for families opened for occupancy 1996. This development includes 2 two-bedroom accessible units, 18 two-bedroom units, and 22 three-bedroom units. Dakota County CDA is the property manager.
4. Pleasant Ridge – North Frontage Road, Hastings
Thirty-one (31) units of low/moderate income rental housing for families opened for occupancy 1997. This development includes 2 two-bedroom accessible units, 14 two-bedroom units, and 15 three-bedroom units. Dakota County CDA is the property manager.
5. Glenbrook – Germaine Avenue, Apple Valley
Thirty-nine (39) units of low/moderate income rental housing for families opened for occupancy in 1998. This complex contains 17 two-bedroom units and 22 three-bedroom units. Dakota County CDA is the property manager.
6. Cedar Valley – Dodd Road & Glacier Way, Lakeville
Thirty (30) units of low/moderate income rental housing for families opened for occupancy in 1998. This complex contains 1 one-bedroom accessible unit, 14 two-bedroom units, and 15 three-bedroom units. Dakota County CDA is the property manager.
7. Chasewood – 155th Street W., Apple Valley
Twenty-seven (27) units of low/moderate income rental housing for families opened for occupancy in 1999. This complex contains 14 two-bedroom units and 13 three-bedroom units. Dakota County CDA is the property manager.
8. Country Lane – Hamburg Avenue & 210th Street W., Lakeville
Twenty-nine (29) units of low/moderate income rental housing for families opened for occupancy in 2001. This complex contains 15 two-bedroom units and 14 three-bedroom units. Dakota County CDA is the property manager.
9. Hillside Gables – Lexington Avenue & I-35E, Mendota Heights
Twenty-four (24) units of low/moderate income rental housing for families opened for occupancy in 2001. This complex contains 1 one-bedroom accessible unit, 17 two-bedroom units, and 6 three-bedroom units. Dakota County CDA is the property manager.

10. Marketplace – South Frontage Road, Hastings
Twenty-eight (28) units of low/moderate income rental housing for families opened for occupancy in 2002. This development includes 14 three-bedroom units, 13 two-bedroom units, and 1 one-bedroom accessible unit. Dakota County CDA is the property manager.
11. Heart of the City –Travelers Trail E. at 125th Street E. & 1st Avenue, Burnsville
Thirty-four (34) units of low/moderate income rental housing for families opened for occupancy in 2003. This development includes 1 one-bedroom unit, 21 two-bedroom units, and 12 three-bedroom units. Dakota County CDA is the property manager.
12. Erin Place – Cedar Path, Eagan
Thirty-four (34) units of low/moderate income rental housing for families opened for occupancy in 2004. This development includes 24 two-bedroom units and 10 three-bedroom units. Dakota County CDA is the property manager.
13. Cedar Villas – Villa Parkway, Eagan
This development, owned by Shelter Corporation, was developed in conjunction with Erin Place with 104 units, including 60 two-bedroom units and 44 three-bedroom units. This development is a mix of both affordable and market rate units.
14. Prairie Crossing – Icefall Trail & Icefall Way, Lakeville
Forty (40) units of low/moderate income rental housing for families opened for occupancy in 2005. This development includes 20 two-bedroom units and 20 three-bedroom units. Dakota County CDA is the property manager.
15. Lafayette – 50th Street E., Inver Grove Heights
Thirty (30) units of low/moderate income rental housing for families opened for occupancy in 2006. This development includes 1 one-bedroom, 15 two-bedrooms, and 14 three-bedrooms. Dakota County CDA is the property manager.
16. West Village – South Frontage Road, Hastings
Twenty-one (21) units of low/moderate income rental housing for families opened for occupancy in 2007. This development includes 11 two-bedroom units and 10 three-bedroom units. Dakota County CDA is the property manager.
17. Carbury Hills – Connemara Trail, Rosemount
Thirty-two (32) units of low/moderate income rental housing for families opened for occupancy in 2008. This development includes 1 two-bedroom accessible unit, 23 two-bedroom units, and 8 three-bedroom units. Dakota County CDA is the property manager.
18. Twin Ponds – 223rd Street W., Farmington
Fifty-one (51) units of low/moderate income rental housing for families opened for occupancy in 2009 and was completed in 2012. This development includes 2 two-bedroom accessible units, 35 two-bedroom units, and 14 three-bedroom units. Dakota County CDA is the property manager.
19. Meadowlark – Holiday Avenue & 210th Street W., Lakeville
Forty (40) units of low/moderate income rental housing for families opened for occupancy in 2010. This development includes 6 one-bedroom units, 24 two-bedroom units, and 10 three-bedroom units. Dakota County CDA is the property manager.

20. Quarry View – Embry Path, Apple Valley
Forty-five (45) units of low/moderate income rental housing for families opened for occupancy 2011. This development includes 1 one-bedroom accessible unit, 31 two-bedroom units, and 13 three-bedroom units. Dakota County CDA is the property manager.
21. Northwood – Northwood, Eagan
Forty-seven (47) units of low/moderate income rental housing for families opened for occupancy in 2013. This development includes 2 one-bedroom accessible units, 22 two-bedroom units, and 10 three-bedroom units. Dakota County CDA is the property manager.
22. Inver Hills – College Trail & Bower Path, Inver Grove Heights
Twenty-four (24) units of low/moderate income rental housing for families opened for occupancy January 2014. This development includes 1 two-bedroom accessible unit, 13 two-bedroom units, and 10 three-bedroom units. Dakota County CDA is the property manager.
23. Riverview Ridge – Sibley Memorial Highway, Eagan
Twenty-seven (27) units of low/moderate income rental housing for families anticipated opened for occupancy in 2014. This development includes 2 two-bedroom accessible units, 15 two-bedroom units, and 10 three-bedroom units. Dakota County CDA is the property manager.
24. Lakeshore Townhomes - Jurdy Road & Shoreline Drive, Eagan
Fifty (50) units of low/moderate income rental housing for families opened for occupancy in 2015. This development includes 1 one-bedroom accessible unit, 2 two-bedroom accessible units, 2 one-bedroom units, 21 two-bedroom units, and 24 three-bedroom units. Dakota County CDA is the property manager.
25. Keystone Crossing – Keystone Avenue & 207th Street W., Lakeville
Thirty-six (36) units of low/moderate income rental housing for families opened for occupancy in 2017. This development includes 2 two-bedroom accessible units, 21 two-bedroom units, and 13 three-bedroom units. Dakota County CDA is the property manager.
26. Prestwick Place - Akron Avenue & 141st Street E., Rosemount
Forty (40) units of low/moderate income rental housing for families opened for occupancy in 2019. This development includes 6 one-bedroom units, 2 two-bedroom accessible units, 19 two-bedroom units, and 13 three-bedroom units. Dakota County CDA is the property manager.
27. Gateway Place – Annapolis Street & South Robert Street, West St. Paul
Fifty-four (54) units of low-income rental housing opened for occupancy in 2021. This development includes 21 studio units and 33 one-bedroom units. Dakota County CDA is the property manager.

Dakota County Community Development Agency		
Adopted: 12/15/2015	PROCUREMENT POLICY	Resolution #: 15-5648

Table of Contents

Section	Description	Page
1.0	Introduction	4
1.1	General	4
2.0	General Provisions	4
2.1	General	4
2.2	Application	4
2.3	Funding Source	4
2.4	Definition	5
2.5	Direct Payments List	5
2.6	Exclusions	5
2.7	Conflict Between Policies and Other Laws and Regulations	6
2.8	Changes in Laws and Regulations	6
2.9	Public Access to Procurement Information	6
3.0	Ethics in Public Contracting	6
3.1	General	6
3.2	Conflict of Interest	6
3.3	Gratuities, Kickbacks, and Use of Confidential Information	6
3.4	Prohibition Against Contingent Fees	7
4.0	Procurement Authority and Administration	7
4.1	Board of Commissioners	7
4.2	Executive Director	7
4.3	Department Heads	7
5.0	Procurement Planning	7
5.1	General	7
5.2	Minnesota's Cooperative Purchasing Venture (CPV)	8
6.0	Procurement Methods	8
6.1	Petty Cash Purchases	8
6.2	Small Purchase Procedures	8
6.3	Sealed Bids	9
6.4	Competitive Proposals	10
6.5	Noncompetitive Proposals	12
6.6	Cooperative Purchasing/Intergovernmental Agreements	13

PROCUREMENT POLICY

Table of Contents (cont'd)

Section	Description	Page
7.0	Independent Cost Estimate (ICE)	14
7.1	General	14
8.0	Cost and Price Analysis (CPA)	14
8.1	General	14
9.0	Solicitation and Advertising	15
9.1	Method of Solicitation	15
9.2	Time Frame	15
9.3	Form	15
9.4	Time Period for submission of Bids	16
9.5	Cancellation of Solicitations	16
9.6	Credit (or Purchasing) Cards	17
10.0	Bonding Requirements	17
10.1	General	17
11.0	Contractor Qualifications and Duties	18
11.1	Contractor Responsibility	18
11.2	Suspension and Debarment	19
11.3	Vendor Lists	19
12.0	Contract Pricing Arrangements	19
12.1	Contract Types	19
12.2	Options	19
13.0	Contract Clauses	20
13.1	Contract Pricing Arrangements	20
13.2	Required Forms	20
13.3	Required Contract Clauses	20
14.0	Contract Administration	20
14.1	General	20
15.0	Specifications	20
15.1	General	20
15.2	Limitation	21
16.0	Appeals and Remedies	21
16.1	General	21
16.2	Informal Appeals Procedure	21
16.3	Formal Appeals Procedure	21

PROCUREMENT POLICY

Table of Contents (cont'd)

Section	Description	Page
17.0	Assistance to Small and Other Businesses	22
17.1	Required Efforts	22
17.2	Goals	22
17.3	Definitions	23
18.0	Board Approval of Procurement Actions	23
18.1	Authority	23
19.0	Documentation	24
19.1	Required Records	24
19.2	Level of Documentation	24
19.3	Record Retention	24
20.0	Disposition of Surplus Property	24
20.1	General	24
21.0	Funding Availability	24
21.1	General	24
22.0	Self-Certification	24
22.1	Statement	24

PROCUREMENT POLICY

1.0 INTRODUCTION

1.1 General. Established for the Dakota County Community Development Agency (hereinafter, the “CDA”) by Action of the CDA Board of Commissioners (Board) on December 15, 2015, this Procurement Policy (Policy) complies with the Annual Contributions Contract (ACC) between the CDA and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR §200.317-326, *Procurement Standards*, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable state and local laws.

2.0 GENERAL PROVISIONS

2.1 General. The CDA shall:

2.1.1 Provide safeguards for maintaining a procurement system of quality and integrity;

2.1.2 Provide for the fair and equitable treatment of all persons or firms involved in purchasing by the CDA;

2.1.3 Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable and valuable prices available to the CDA;

2.1.4 Promote competition in contracting; and

2.1.5 Assure that CDA purchasing actions are in full compliance with applicable federal standards, HUD regulations and state and local laws.

2.2 Application. This Policy applies to all procurement actions of the CDA, except as noted under “Exclusions” below. Nothing in this Policy shall prevent the CDA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law.

2.3 Funding Source. The CDA receives funds from federal, non-federal and private funding sources. In its procurement activities, the CDA shall develop procedures to ensure compliance with applicable laws and regulations without necessarily imposing a higher standard than is necessary. Where a requirement in this Policy is based solely on federal requirements, the CDA’s Executive Director or their designee may, on a case-by-case basis for non-federally funded procurements, apply a less stringent standard than is outlined in the federal requirements, provided however that it is otherwise consistent with applicable Policies and all state and other legal requirements are met. When both HUD and non-Federal funds are used, the funds should be separately identified prior to procurement so

PROCUREMENT POLICY

that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total procurement. If funds can be separated, then regulations applicable to the source of funding may be followed.

- 2.4 Definition.** The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance; (3) consultant services; (4) Architectural and Engineering (A/E) services, (5) social services, and (6) other services.
- 2.5 Direct Payments List.** The Direct Payments List (also known as competitive exceptions) is a list of transactions which, by the nature of the transaction, are impractical or impossible to competitively bid because of market or other conditions, and are exempt from competitive bidding requirements. These transactions do not have to be justified as a Non-Competitive Procurement but may be obtained directly.
- 2.5.1** The Executive Director or their designee may establish a Direct Payments List without seeking approval of the Board of Commissioners, provided that the list is consistent with applicable statutory and regulatory requirements and that the list is made readily available to CDA employees.
- 2.5.2** In the event of ambiguity or uncertainty as to whether an item is or is not subject to competition and whether it should be placed on the Direct Payments List, the Executive Director or their Designee shall review the matter and make a final determination.
- 2.6 Exclusions.** This policy does not govern the following:
- 2.6.1** Real Estate Purchase and Sale Transactions. (Surveys, appraisals, environmental site assessments, and financing analysis are considered consultant services and are governed by these Policies);
- 2.6.2** Loan transactions and documents;
- 2.6.3** Subrecipient or sub-grantee agreements;
- 2.6.4** Employment contracts;
- 2.6.5** Limited partnership agreements;
- 2.6.6** Award of housing, vouchers or assistance to non-profit agencies; and
- 2.6.7** Housing Assistance Payment contracts.

PROCUREMENT POLICY

- 2.7 Conflict Between Policies and Other Laws and Regulations.** In the event of a conflict between these Policies and any applicable law or regulation, the law or regulation will prevail.
- 2.8 Changes in Laws and Regulations.** In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with these Policies, automatically supersede these Policies. The Executive Director or their designee shall make the appropriate modifications to the Policies to reflect these changes.
- 2.9 Public Access to Procurement Information.** Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Minnesota Data Practices Act.

3.0 ETHICS IN PUBLIC CONTRACTING

- 3.1 General.** The CDA hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct, etc., is consistent with applicable federal, state, or local law, including Minnesota Statutes Chapter 10, Ethics in Government.
- 3.2 Conflicts of Interest.** No employee, officer, Board member, or agent of the CDA shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. Such a conflict of interest would arise when the following have a financial interest in, or a tangible personal benefit from a firm considered for a contract:
- 3.2.1** An employee, officer, Board member, or agent involved in making the award; or
 - 3.2.2** Any member of his or her immediate family; or
 - 3.2.3** His/her partner; or
 - 3.2.4** An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.
- 3.3 Gratuities, Kickbacks, and Use of Confidential Information.** No officer, employee, Board member, or agent of the CDA shall ask for or accept gratuities, favors, or items of more than nominal value from any contractor, potential contractor, or party to any subcontract (also the acceptance of gifts is expressly prohibited under Minnesota Statutes, Chapter 10A 471.87 and 471.895), and shall not knowingly use confidential information for actual or anticipated personal gain.

PROCUREMENT POLICY

- 3.4 Prohibition Against Contingent Fees.** Contractors wanting to do business with the CDA must not hire a person to solicit or secure a contract for a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies.

4.0 PROCUREMENT AUTHORITY AND ADMINISTRATION

- 4.1 Board of Commissioners.** This Procurement Policy has been adopted by the CDA Board of Commissioners and any substantive policy changes to this Policy must be approved by the Board. In adopting this Policy, the Board of Commissioners authorizes the Executive Director or their designee to approve and implement appropriate Procurement Procedures that are consistent with this Policy. The Board shall hold the Executive Director responsible for ensuring the appropriateness of any Procurement Procedures adopted.

- 4.2 Executive Director.** As the Contracting Officer for the CDA, the Executive Director is responsible for the management of all procurement for the CDA and shall hold Department Heads and other staff accountable for complying with these Policies and related Procurement Procedures to be adopted administratively by the Executive Director or their designee. The Executive Director shall ensure that all procurement activities of the CDA are consistent with the best interests of the CDA and applicable laws and regulations.

- 4.2.1 Delegation.** The Executive Director may delegate in writing all procurement authority including contracting authority and expenditure authority as is considered necessary and appropriate to conduct the business of the CDA.

- 4.2.2 Procurement Procedures.** Further, and in accordance with this delegation of authority, the Executive Director shall, where necessary, establish operational procedures (such as a procurement manual or standard operating procedures) to implement this Policy.

- 4.2.3 Sanctions.** The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section 3.0 herein, consistent with federal, state or local law.

- 4.3 Department Heads.** Department Heads are responsible for managing the procurement-related activities of their department and for ensuring compliance with these Policies and related Procurement Procedures

5.0 PROCUREMENT PLANNING

- 5.1 General.** Planning is essential to managing the procurement function properly. Hence, the CDA will periodically review its record of prior purchases, as well as future needs, to:

PROCUREMENT POLICY

- 5.1.1 Find patterns of procurement actions that could be performed more efficiently or economically;
- 5.1.2 Maximize competition and competitive pricing among contracts and decrease the CDA's procurement costs;
- 5.1.3 Reduce CDA administrative costs;
- 5.1.4 Ensure that supplies and services are obtained without any need for re-procurement (i.e., resolving bid protests); and
- 5.1.5 Minimize errors that occur when there is inadequate lead time.

Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

- 5.2 **Minnesota's Cooperative Purchasing Venture (CPV).** For each contract for the purchase of supplies, materials, or equipment over \$25,000, the CDA shall consider the availability, price and quality of supplies, materials, or equipment available through the CPV before purchasing through another source.

6.0 PROCUREMENT METHODS

- 6.1 **Petty Cash Purchases.** Purchases under \$100 may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, the CDA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically.
- 6.2 **Small Purchase Procedures.** For any amounts above the Petty Cash ceiling, but not exceeding \$100,000, the CDA may use small purchase procedures. Under small purchase procedures, the CDA shall obtain a reasonable number of quotes (preferably three); however, for purchases using federal funds that do not exceed \$3,000 (or \$2,000 in the case of acquisitions and construction subject to the Davis-Bacon Act), also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. This Micro Purchase threshold is increased to purchases that do not exceed \$5,000 if the source of funds is non-Federal. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), electronically, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the CDA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The CDA shall not break down requirements

PROCUREMENT POLICY

aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

6.3 Sealed Bids. Sealed bidding, also known as Invitation for Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, the CDA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$100,000.

6.3.1 Conditions for Using Sealed Bids. The CDA shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

6.3.2 Solicitation and Receipt of Bids. An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

6.3.3 Bid Opening and Award. Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, which shall then be made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable, based on a cost or price analysis.

6.3.4 Mistakes in Bids. Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or electronic notice received in the office designated in the IFB prior to the time set for bid opening. After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake

PROCUREMENT POLICY

of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made. All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in bid prices or other provisions of bids prejudicial to the interest of the CDA or fair competition shall not be permitted.

6.4 Competitive Proposals. Unlike sealed bidding, the competitive proposal method, also known as Request For Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the CDA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

6.4.1 Conditions for Use. Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold.

6.4.2 Form of Solicitation. Other than A/E services, developer-related services and energy performance contracting, competitive proposals shall be solicited through the issuance of an RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any subfactors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after award. The CDA may assign price a specific weight in the evaluation factors or the CDA may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

6.4.3 Evaluation. The proposals shall be evaluated only on the factors stated in the RFP. Where not apparent from the evaluation factors, the CDA shall establish an Evaluation Plan for each RFP. Generally, all RFPs shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure

PROCUREMENT POLICY

statement. An Evaluation Report, summarizing the results of the evaluation, shall be prepared prior to award of a contract.

6.4.4 Negotiations. Negotiations shall be conducted with all offerors who submit a proposal determined to have a reasonable chance of being selected for award, unless it is determined that negotiations are not needed with any of the offerors. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations. Negotiations are exchanges (in either competitive or sole source environment) between the CDA and offerors that are undertaken with the intent of allowing the offeror to revise its proposal. These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give-and-take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal, and shall be conducted by the contracting officer with each offeror within the competitive range. The primary object of discussions is to maximize the CDA's ability to obtain best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposer's potential for award. The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer may inform an offeror that its price is considered by the CDA to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the CDA's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

6.4.5 Award. After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualifications, price and/or any other factors considered,

PROCUREMENT POLICY

are most advantageous to the CDA provided that the price is within the maximum total project budgeted amount established.

6.4.6 A/E Services. The CDA shall contract for A/E services using Qualifications-based Selection (QBS) procedures, utilizing a Request For Qualifications (RFQ). Sealed bidding shall not be used for A/E solicitations. Under QBS procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures shall not be used to purchase other types of services, other than Energy Performance Contracting and Developer services, though architectural/engineering firms are potential sources.

6.5 Noncompetitive Proposals.

6.5.1 Conditions for Use. Procurement by noncompetitive proposals (sole- or single-source) may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, and if one of the following applies:

6.5.1.1 The item is available only from a single source, based on a good faith review of available sources;

6.5.1.2 An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the CDA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary simply to meet the emergency;

6.5.1.3 HUD authorizes the use of noncompetitive proposals; or

6.5.1.4 After solicitation of a number of sources, competition is determined inadequate.

6.5.1.5 Professional services may be procured by noncompetitive proposals if such method is not prohibited by applicable laws and regulations. All professional service contracts procured in this fashion shall be subject to review on an annual basis by the Executive Director.

PROCUREMENT POLICY

6.5.2 Justification. Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole-source procurements. The justification, to be included in the procurement file, should include the following information:

- 6.5.2.1** Description of the requirement;
- 6.5.2.2** History of prior purchases and their nature (competitive vs. noncompetitive);
- 6.5.2.3** The specific exception in 2 CFR §200.320(g)(1)-(4) which applies;
- 6.5.2.4** Statement as to the unique circumstances that require award by noncompetitive proposals;
- 6.5.2.5** Description of the efforts made to find competitive sources (advertisement in trade journals or local publications, phone calls to local suppliers, issuance of a written solicitation, etc.);
- 6.5.2.6** Statement as to efforts that will be taken in the future to promote competition for the requirement;
- 6.5.2.7** Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
- 6.5.2.8** Price Reasonableness. The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing an analysis, as described in this Policy.

6.6 Cooperative Purchasing/Intergovernmental Agreements. The CDA may enter into Federal, state and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The CDA may use Federal or state excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.317 through §200.326 and applicable state and local requirements. In

PROCUREMENT POLICY

evaluating the use of a cooperative or intergovernmental agreement, the Executive Director or their designee shall review for reasonableness, as appropriate, the standards used in the competitive selection process conducted by the other agency.

7.0 INDEPENDENT COST ESTIMATE (ICE)

7.1 General. For all purchases above the Micro Purchase threshold, the CDA shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

8.0 COST AND PRICE ANALYSIS (CPA)

8.1 General. The CDA shall require assurance that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

8.1.1 Petty Cash and Micro Purchases. No formal cost or price analysis is required. Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

8.1.2 Small Purchases. A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

8.1.3 Sealed Bids. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where the CDA cannot reasonably determine price reasonableness, the CDA must conduct a cost analysis, consistent with federal guidelines, to ensure that the price paid is reasonable.

8.1.4 Competitive Proposals. The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient proposals are not received, the CDA must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, the CDA must

PROCUREMENT POLICY

conduct a cost analysis, consistent with Federal guidelines, to ensure that the price paid is reasonable.

- 8.1.5 Contract Modifications.** A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result in a total contract price in excess of \$100,000.

9.0 SOLICITATION AND ADVERTISING

9.1 Method of Solicitation.

- 9.1.1 Petty Cash and Micro Purchases.** The CDA may contact only one source if the price is considered reasonable.

- 9.1.2 Small Purchases.** Quotes may be solicited orally, electronically, E-Procurement, or by any other reasonable method.

- 9.1.3 Sealed Bids and Competitive Proposals.** Solicitation must be done publicly. The CDA must use one or more following solicitation methods, provided that the method employed provides for meaningful competition.

- 9.1.3.1** Advertising in newspapers or other print mediums of local or general circulations;

- 9.1.3.2** Advertising in various trade journals or publications (for construction);

- 9.1.3.3** E-Procurement. The CDA may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR §200.317 through §200.326, state and local requirements and the CDA's procurement policy.

- 9.2 Time Frame.** For purchases of more than \$100,000, the public notice should run not less than once each week for two consecutive weeks.

- 9.3 Form.** Notices/advertisements should state, at a minimum, the place, date and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items.

PROCUREMENT POLICY

9.4 Time Period for Submission of Bids. A minimum of 15 days shall generally be provided for preparation and submission of sealed bids and competitive proposals. However, the Executive Director may allow for a different time period if permissible by law and regulation.

9.5 Cancellation of Solicitations.

9.5.1 An IFB, RFP, or other solicitation may be cancelled before bids/offers are due if:

9.5.1.1 The supplies, services or construction is no longer required;

9.5.1.2 The funds are no longer available;

9.5.1.3 Proposed amendments to the solicitation are of such magnitude that a new solicitation would be best; or

9.5.1.4 Other similar reasons.

9.5.2 A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:

9.5.2.1 The supplies or services (including construction) are no longer required;

9.5.2.2 Ambiguous or otherwise inadequate specifications were part of the solicitation;

9.5.2.3 All factors of significance to the CDA were not considered;

9.5.2.4 Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;

9.5.2.5 There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or

9.5.2.6 For good cause of a similar nature when it is in the best interest of the CDA.

9.5.3 The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.

PROCUREMENT POLICY

9.5.4 A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

9.5.5 If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specifications or the CDA's cost estimate. If both are determined adequate and if only one bid is received and the price is unreasonable, the Contracting Officer may cancel the solicitation and either

9.5.5.1 Re-solicit using an RFP; or

9.5.5.2 Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of the CDA's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

9.5.6 If problems are found with the specifications, the CDA should cancel the solicitation, revise the specifications and re-solicit using an IFB.

9.6 Credit (Purchasing) Cards. Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, the CDA shall adopt reasonable safeguards to assure that they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

10.0 BONDING REQUIREMENTS

10.1 General. The standards under this section apply to construction contracts that exceed \$100,000. There are no bonding requirements for small purchases or for competitive proposals. The CDA may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

10.1.1 Bid Bonds. For construction contracts exceeding \$100,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price.

PROCUREMENT POLICY

10.1.2 Payment Bonds. For construction contracts exceeding \$100,000, the successful bidder shall furnish an assurance of completion. This assurance may be any one of the following four:

10.1.2.1 A performance and payment bond in a penal sum of 100% of the contract price; or (in the case of contracts funded by HUD)

10.1.2.2 Separate performance and payment bonds, each for 50% or more of the contract price; or

10.1.2.3 A 20 % cash escrow; or

10.1.2.4 A 25 % irrevocable letter of credit.

These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State of Minnesota. Individual sureties shall not be considered. U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the states in which the company is licensed to do business. Use of companies on this circular is mandatory.

11.0 CONTRACTOR QUALIFICATIONS AND DUTIES

11.1 Contractor Responsibility

11.1.1 The CDA shall not award any contract until the prospective contractor, i.e., low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

11.1.1.1 Have adequate financial resources to perform the contract, or the ability to obtain them;

11.1.1.2 Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder's/offeror's existing commercial and governmental business commitments;

11.1.1.3 Have a satisfactory performance record;

11.1.1.4 Have a satisfactory record of integrity and business ethics;

11.1.1.5 Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

PROCUREMENT POLICY

11.1.1.6 Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

11.1.1.3 Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under HUD-imposed LDP.

11.1.2 If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.

11.2 Suspension and Debarment. Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies, e.g., Department of Labor for violation of labor regulations, when necessary to protect housing authorities in their business dealings. Prior to issuance of a contract, HA staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration (GSA) Excluded Parties Listing Service system and place within the applicable contract file a printed copy of the results of each such search.

11.3 Vendor Lists. All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

12.0 CONTRACT PRICING ARRANGEMENTS

12.1 Contract Types. Any type of contract which is appropriate to the procurement and which will promote the best interests of the CDA may be used, **provided the cost -plus-a-percentage-of-cost and percentage-of-construction-cost methods are not used.** All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and the CDA. For all cost reimbursement contracts, the CDA must include a written determination as to why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

12.2 Options. Options for additional quantities or performance periods may be included in contracts, provided that:

12.2.1 The option is contained in the solicitation;

12.2.2 The option is a unilateral right of the CDA;

PROCUREMENT POLICY

- 12.2.3 The contract states a limit on the additional quantities and the overall term of the contract;
- 12.2.4 The options are evaluated as part of the initial competition;
- 12.2.5 The contract states the period within which the options may be exercised;
- 12.2.6 The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- 12.2.7 The options may be exercised only if determined to be more advantageous to the CDA than conducting a new procurement.

13.0 CONTRACT CLAUSES

- 13.1 **Contract Pricing Arrangements.** All contracts shall identify the contract pricing arrangement as well as other pertinent terms and conditions, as determined by the CDA.
- 13.2 **Required Forms.** Additionally, the forms HUD-5369, 5369-A, 5369-B, 5369, 5370, 5370-C, and 51915-A, which contain all HUD-required clauses and certifications for contracts of more than \$100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by the CDA.
- 13.3 **Required Contract Clauses:** The CDA shall ensure that each contract executed by the CDA contains the required contract clauses described in Appendix II to 2 CFR Part 200 – Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

14.0 CONTRACT ADMINISTRATION

- 14.1 **General.** The CDA shall maintain a system of contract administration designed to ensure that Contractors perform in accordance with their contracts. These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18.

15.0 SPECIFICATIONS

- 15.1 **General.** All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the CDA's needs. Specifications shall be reviewed prior to issuing any solicitation to ensure

PROCUREMENT POLICY

that they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

15.2 Limitation. The following types of specifications shall be avoided:

15.2.1 Geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor if adequate competition is available);

15.2.2 Brand name specifications (unless the specifications list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any state licensing laws. Specifications shall be reviewed to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of the CDA's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

16.0 APPEALS AND REMEDIES

16.1 General. It is CDA policy to resolve all contractual issues informally and without litigation. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

16.2 Informal Appeals Procedure. The CDA shall adopt an informal bid protest/appeal procedure for contracts of \$100,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer.

16.3 Formal Appeals Procedure. A formal appeals procedure shall be established for solicitations/contracts of more than \$100,000.

16.3.1 Bid Protest. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contract receives notice of the contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at

PROCUREMENT POLICY

his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

- 16.3.2 Contractor Claims.** All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in CDA. Contractor claims shall be governed by the Changes clause in the form HUD-5370.

17.0 ASSISTANCE TO SMALL AND OTHER BUSINESSES

- 17.1 Required Efforts.** Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the CDA project are used when possible. Such efforts shall include, but shall not be limited to:

- 17.1.1** Including such firms, when qualified, on solicitation mailing lists;
- 17.1.2** Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 17.1.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 17.1.4** Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 17.1.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- 17.1.6** Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
- 17.1.7** Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

- 17.2 Goals.** May be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus

PROCUREMENT POLICY

area businesses, and Section 3 business concerns in CDA prime contracts and subcontracting opportunities.

17.3 Definitions.

- 17.3.1** A small business is defined as a business that is: independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR Part 121 should be used to determine business size.
- 17.3.2** A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
- 17.3.3** A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
- 17.3.4** A "Section 3 business concern" is as defined under 24 CFR Part 135.
- 17.3.5** A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

18.0 BOARD APPROVAL OF PROCUREMENT ACTIONS

- 18.1 Authority.** The Board appoints and delegates procurement authority to the Executive Director (ED) in the amount not to exceed \$100,000 and is responsible for ensuring that any procurement policies and procedures adopted are appropriate for the CDA. All procurements that exceed \$100,000 must have approval from the Board prior to award and/or contract execution.

PROCUREMENT POLICY

19.0 DOCUMENTATION

19.1 Required Records. The CDA must maintain records sufficient to detail the significant history of each procurement action. These records shall include, but shall not necessarily be limited to, the following:

19.1.1 Rationale for the method of procurement (if not self-evident);

19.1.2 Rationale of contract pricing arrangement (also if not self-evident);

19.1.3 Reason for accepting or rejecting the bids or offers;

19.1.4 Basis for the contract price;

19.1.5 A copy of the contract documents awarded or issued and signed by the Contracting Officer;

19.1.6 Basis for contract modifications; and

19.1.7 Related contract administration actions.

19.2 Level of Documentation. The level of documentation should be commensurate with the value of the procurement.

19.3 Record Retention. Records are to be retained as specified in the CDA's Record Retention Policies.

20.0 DISPOSITION OF SURPLUS PROPERTY

20.1 General. Property no longer necessary for the CDA's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable federal, state, and local laws and regulations.

21.0 FUNDING AVAILABILITY

21.1 General. Before initiating any contract, the CDA shall ensure that there are sufficient funds available to cover the anticipated cost of the contract or modification.

22.0 SELF-CERTIFICATION

22.1 Statement. The CDA self-certifies that this Policy, and the CDA's procurement system, complies with all applicable federal regulations, and as such, the CDA is exempt from prior HUD review and approval of individual procurement actions.

LIMITED ENGLISH PROFICIENCY (LEP) POLICY

Adopted July 2007

For more information, contact:

Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123
tel. 651-675-4400 • fax 651-675-4444

Section One – Plan Purpose

The Dakota County CDA Limited English Proficiency (LEP) Plan sets forth the policy for ensuring meaningful access by limited English proficient persons to programs and services provided by the CDA.

The Plan has been developed in accordance with Executive Order 13166 and guidance provided by the Department of Housing and Urban Development. The CDA will make reasonable efforts to provide or arrange free language assistance for LEP clients. This includes applicants, recipients and/or persons eligible for CDA programs.

Section Two – Definitions

Limited English Proficient (LEP): Persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be LEP, and may be entitled to language assistance with respect to a particular service, benefit, or encounter.

Interpretation: The act of listening to something in one language (source language) and orally translating it into another language (target language).

Translation: Is the replacement of written text from one language (source language) into an equivalent written text in another language (target language)

Meaningful Access: Meaningful access to programs and services is the standard of access required of federally funded entities to comply with Title VI's language access requirements. To ensure meaningful access for people with limited English proficiency, service providers must make available to applicants/recipients free language assistance that result in accurate and effective communication.

Section Three – Four Factor Analysis

In taking reasonable steps to ensure meaningful access to programs and services by LEP persons, the CDA shall determine need within its service jurisdiction by balancing the following four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the CDA.
- The frequency with which the CDA comes in contact with a particular language.
- The nature and importance of the program, activity or service to the person's life.
- The CDA's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable when the costs imposed substantially exceed the benefits.

In analyzing the eligible market area and program beneficiaries by using the four factors, the CDA may conclude that different language assistance measures are sufficient for different types of programs and/or activities. Measures employed will be based on what is considered necessary and reasonable.

Section Four – Language Assistance

CDA staff will take reasonable steps to provide the opportunity for meaningful access by LEP clients who have difficulty communicating in English. The CDA has the discretion to determine whether language assistance is needed, and if so, the type of assistance necessary to provide meaningful access.

The Agency has identified two methods of providing meaningful access:

Interpreter Services

Oral interpretation services may be provided through the use of informal and formal interpreters including bilingual staff, telephone interpretation services, contracted in-person interpreters, and informal interpreter networks.

Informal: Depending on the circumstances, timing and subject matter the use of informal interpreters may be appropriate. Examples of informal interpreters include the LEP client's family members, friends, or advocates. CDA employees should be aware that staff should never require, suggest, or encourage a LEP client to use family members or friends as interpreters. However, a LEP person may use an informal interpreter of their own choosing and expense in place of or as a supplement to the free language assistance offered by the CDA. Due to issues of confidentiality and competency, informal interpreters must be over the age of 18. Further, the CDA may also have a formal interpreter present, even if the LEP person has requested use of an informal interpreter.

Formal: Formal interpreters may include contract vendors and CDA staff. The CDA shall maintain contracts with professional interpreting services and determine, based on client need, the best source for such services. This service shall be free to clients. Contract interpretation services include:

State of Minnesota: Under State of Minnesota Cooperative Purchasing Venture (CPV) guidelines, the CDA has access to statewide master contracts with qualified vendors of spoken language interpreter services.

Dakota County Community Services: Dakota County Community Services has developed contracts with agencies to provide oral interpretation, written translation and American Sign Language to assist with clients who have limited English proficiency.

Dakota County CDA Listing: The CDA has developed a list of commonly used interpreters.

Competency of Interpreters: To provide effective services to LEP persons, the CDA will use competent interpreters. Competency to interpret does not necessarily mean formal certification as an interpreter but competency requires that interpreters:

- Demonstrate proficiency in and ability to communicate information accurately in both English and in the other language and identify and use the appropriate mode of interpreting.
- Have fundamental knowledge in both languages of any specialized terms or concepts.
- Understand and adhere to their role as interpreters without deviating into a role outside of interpreting such as counselor or legal advisor.
- Demonstrate a solid understanding and compliance with MN Data Privacy laws.

Means of providing: If a client asks for or indicates otherwise a need for language assistance, the CDA will determine whether or not the client is LEP and that language assistance is necessary to provide meaningful access. Interpretation that is needed and reasonable shall be provided at a time and place that avoids the effective denial of the service or benefit.

Documentation of Use: CDA staff shall document in the client's case file or record when an interpreter is used or when a client makes use of another form of language assistance.

If the client has been offered free interpretive services and chooses to utilize their own interpreter, the client must sign a waiver indicating that they are giving up their right to free interpreter services. The waiver will be in effect for the time period indicated on the form.

Translation Services

The CDA will weigh the costs and benefits of translating documents for LEP groups, considering the expense of translating the documents, the barriers to meaningful translation of technical housing information, the likelihood of frequent changes in documents, the existence of multiple dialects within a single language group, the literacy rate of an LEP group and other relevant factors. The CDA will undertake the examination when an eligible LEP group constitutes 5 percent of an eligible client group or 1,000 persons, whichever is less.

As opportunities arise, the CDA may work with other housing authorities to share the costs of translating common documents.

Section Five – Notification

Client Notification

The CDA will provide notification of free language services by providing notice in appropriate languages explaining how LEP persons can receive assistance. Examples of client notification may include:

- Use of the Minnesota Department of Human Services Language Block (#1) at initial points of contact such as the CDA's main lobby, briefing room and other key office locations such as cubicles where client meetings occur.

- Use of the Minnesota Department of Human Services Language Block (#4) in documents such as letters and applications.

Staff Notification

The CDA will provide notification to staff regarding the obligation to provide meaningful access to information and services for LEP persons. Examples of staff notification may include:

- Explanation of requirements at new employee orientation.
- Training sessions for supervisors and other staff who need to communicate with LEP clients regarding the LEP plan details and the requirement to offer free language assistance.

Section Six – Evaluation and Monitoring

From time to time, the CDA will review the LEP Policy to determine its overall effectiveness. The review may consider the following areas:

- Changes in the current LEP populations;
- Changes in the frequency of encounters with LEP language groups;
- The nature and importance of agency activities to LEP persons;
- The availability of resources including technological advances, additional resources, and costs imposed;
- Whether existing assistance is meeting the needs of LEP persons;
- Whether staff knows and understands the LEP plan;
- Whether identified sources for assistance are still available and viable.

**BOARD OF COUNTY COMMISSIONERS
DAKOTA COUNTY, MINNESOTA**

May 9, 2023

Resolution No. 23-196

Motion by Commissioner Slavik

Second by Commissioner Hamann-Roland

Approval Of Dakota County Fiscal Year 2023 Action Plan For Community Development Block Grant, HOME Investment Partnerships, And Emergency Solutions Programs And Substantial Amendments To Fiscal Year 2022 CDBG Program And Fiscal Year 2020-2022 HOME Program Budgets

WHEREAS, Dakota County is an Entitlement County for funds through the Community Development Block Grant (CDBG) Program and Emergency Solutions Grant (ESG) Program and a Participating Jurisdiction for the HOME Investment Partnerships (HOME) Program; and

WHEREAS, Dakota County's Participating Jurisdiction status under the HOME Program pertains to a multi-jurisdiction consortium created in 1992 that includes Anoka, Washington, and suburban Ramsey Counties and the City of Woodbury (HOME Consortium); and

WHEREAS, Dakota County is designated as the "Lead Agency" for the HOME Consortium, responsible for certain administrative and reporting functions of the HOME Program; and

WHEREAS, the Dakota County Community Development Agency (CDA) administers the CDBG, ESG, and HOME programs on behalf of Dakota County, thereby requiring agreements between the U.S. Department of Housing and Urban Development (HUD) and Dakota County for the CDBG, ESG, and HOME funds and between Dakota County and the Dakota County CDA for CDBG, ESG, and HOME program administration; and

WHEREAS, HUD further requires the development and submission of the Fiscal Year (FY) 2023 One-Year Action Plan that proposes the allocation of the annual CDBG, HOME, and ESG funds to local governments and housing providers in the County; and

WHEREAS, CDA staff has worked with participating communities and agencies to identify CDBG, HOME, and ESG activities for FY 2023; and

WHEREAS, the proposed activities for HUD funds meet the housing and community development priorities identified in the approved 2020–2024 Five-Year Consolidated Plan; and

WHEREAS, the Dakota County FY 2023 CDBG allocation is \$1,961,800 with \$400,000 of anticipated program income; the Dakota County FY 2023 HOME allocation is \$1,043,109 (Consortium total of \$2,766,061), including program income; and the Dakota County FY 2023 ESG allocation is \$167,767; and

STATE OF MINNESOTA
County of Dakota

	YES		NO
Slavik	<u> X </u>	Slavik	_____
Atkins	<u> X </u>	Atkins	_____
Halverson	<u> X </u>	Halverson	_____
Droste	<u> X </u>	Droste	_____
Workman	<u> X </u>	Workman	_____
Holberg	<u> X </u>	Holberg	_____
Hamann-Roland	<u> X </u>	Hamann-Roland	_____

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 9th day of May 2023, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 9th day of May 2023.

Jeni Reynolds

Clerk to the Board

WHEREAS, CDA staff recommends allocating FY 2023 CDBG funds to 26 eligible activities for cities and townships, four Countywide activities, and one grant administration activity as follows: affordable housing rehab (62%), public services (15%), neighborhood revitalization (6%), planning (4%), and grant administration (12%); and

WHEREAS, CDA staff recommends allocating FY 2023 HOME funds to four eligible activities as follows: affordable rental housing (63%), affordable homeowner housing (10%), Community Housing Development Organization (CHDO) activities (14%), and grant administration (13%); and

WHEREAS, CDA staff recommends allocating FY 2023 ESG funds to five eligible activities as follows: emergency shelter operations (58%), rapid re-housing activities (12%), homelessness prevention activities (20%), Homeless Management Information System (HMIS) (2.5%), and grant administration (7.5%); and

WHEREAS, HUD requires a public notice be published and a public hearing be held to receive comments and inform the public on the Dakota County FY 2023 Annual Action Plan; and

WHEREAS, public notice of a minimum 30-day public comment period was published in the *Dakota County Tribune* and the *Star Tribune* on March 16, 2023, and a public hearing notice was published in the same publications on April 14, 2023; and

WHEREAS, the Dakota County Board of Commissioners conducted a public hearing on April 25, 2023, to receive comments on the FY 2023 Action Plan, and no comments were received at the hearing nor were comments submitted to the CDA; and

WHEREAS, the City of Northfield requests a substantial amendment to the City’s 2022 CDBG Program to cancel the City’s Park Improvements activity, create the FY 2022 Homebuyer Assistance activity, and transfer \$29,461 from the Park Improvements activity to the Homebuyer Assistance activity; and

WHEREAS, Anoka and Ramsey counties request substantial amendments to the FY 2020–2022 HOME Program budgets for various affordable housing activities; and

WHEREAS, public notice of the substantial amendments was placed in the *Dakota County Tribune* and *Star Tribune* on March 16, 2023, in accordance with the approved Citizen Participation Plan process, and no public comments were received on the proposed amendments.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners approves the Dakota County Fiscal Year 2023 Annual Action Plan for submission to the Department of Housing and Urban Development and hereby approves the 2023 Residential Anti-Displacement and Relocation Assistance Plan, the 2023 Written Standards for the ESG program, and the 2023 Citizen Participation Plan; and

BE IT FURTHER RESOLVED, That the County Board Chair is hereby authorized to sign the application to the Department of Housing and Urban Development for Fiscal Year 2023 Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant Programs and the Local Government and Specific Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant Certifications; and

STATE OF MINNESOTA
County of Dakota

	YES		NO
Slavik	<u> X </u>	Slavik	_____
Atkins	<u> X </u>	Atkins	_____
Halverson	<u> X </u>	Halverson	_____
Droste	<u> X </u>	Droste	_____
Workman	<u> X </u>	Workman	_____
Holberg	<u> X </u>	Holberg	_____
Hamann-Roland	<u> X </u>	Hamann-Roland	_____

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 9th day of May 2023, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 9th day of May 2023.



Clerk to the Board

BE IT FURTHER RESOLVED, That the County Board Chair is hereby authorized to execute Fiscal Year 2023 Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant agreements with the Department of Housing and Urban Development for the acceptance of Community Development Block Grant funds totaling \$1,961,800, HOME Investment Partnership funds totaling \$2,766,061 for the Consortium with \$1,043,109 distributed to Dakota County including program income, and Emergency Solutions Grant funds totaling \$167,767; and a subrecipient agreement with the Dakota County Community Development for the administration of the Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant Programs, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Community Development Agency Director of Community and Economic Development is hereby designated as the certifying officer for environmental reviews for the Community Development Block Grant, HOME Investment Partnerships, Emergency Solutions Grant, and Capital Fund Programs; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby approves the substantial amendments to the City of Northfield's 2022 CDBG Program and Anoka and Ramsey counties' 2020–2022 HOME Program budgets.

STATE OF MINNESOTA
County of Dakota

	YES		NO
Slavik	<u> X </u>	Slavik	_____
Atkins	<u> X </u>	Atkins	_____
Halverson	<u> X </u>	Halverson	_____
Droste	<u> X </u>	Droste	_____
Workman	<u> X </u>	Workman	_____
Holberg	<u> X </u>	Holberg	_____
Hamann-Roland	<u> X </u>	Hamann-Roland	_____

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 9th day of May 2023, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 9th day of May 2023.



Clerk to the Board

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF DAKOTA

Debbie Schwalba being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:
DAKOTA

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 01/20/2023 and the last insertion being on 01/20/2023.

MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: Debbie Schwalba
Designated Agent

Subscribed and sworn to or affirmed before me on 01/20/2023 by Debbie Schwalba.

Darlene M MacPherson
Notary Public



Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

\$999.99 per column inch

Ad ID 1285440

**DAKOTA COUNTY
NOTICE TO ANNOUNCE
PUBLIC MEETING**

Notice is hereby given that a public meeting will be held on February 22, 2023 at 5:00 p.m. by the Dakota County Community Development Agency on behalf of the Dakota County HOME Consortium (Consortium) for the purpose of receiving comments from the general public concerning the Dakota County HOME Consortium Fiscal Year (FY) 2023 Annual Action Plan. The FY 2023 Annual Action Plan combines into a single submission the planning and application aspects as well as details of all proposed activities using funds from the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Programs for the Consortium. The Consortium consists of Anoka County, Dakota County, suburban Ramsey County, Washington County, and the City of Woodbury.

This meeting will provide an overview of the Consortium-wide CDBG, HOME, and ESG programs and an opportunity for the public to offer comments on potential activities for the FY 2023 Annual Action Plan.

The meeting will be held via Zoom and will not be held in person. Any member of the public wishing to provide comments on the FY 2023 Action Plan can use the following link:

<https://us02web.zoom.us/j/87819901868?pwd=UTVoNmZlQmxHK3BCNk5ETiZxcFRwUT09>

Persons wishing additional information on the public meeting, the FY 2023 Annual Action Plan, or the proposed or previous use of Consortium CDBG, HOME, or ESG funds should contact the following respective Consortium representative:

For Dakota County:
Maggie Dykes,
Dakota County Community
Development Agency at
651-675-4464 or
mdykes@dakotacda.org

For Anoka County:
Renee Sande at
763-324-4613 or
renee.sande@co.anoka.mn.us

For suburban Ramsey County:
Max Holdhusen at
651-431-8199 or
Max.holdhusen@co.ramsey.mn.us

For Washington County:
Angie Shuppert,
Washington County Community
Development Agency at
651-379-9551 or
AngieS@washingtoncountycda.org

For the City of Woodbury:
Janelle Schmitz at
651-414-3438 or
janelle.schmitz@woodburymn.gov

Published in the
Dakota County Tribune
January 20, 2023
1285440

AFFIDAVIT OF PUBLICATION



STATE OF MINNESOTA)
COUNTY OF HENNEPIN)

650 3rd Ave. S, Suite 1300 | Minneapolis, MN | 55488

Terri Swanson, being first duly sworn, on oath states as follows:

- 1. (S)He is and during all times herein stated has been an employee of the Star Tribune Media Company LLC, a Delaware limited liability company with offices at 650 Third Ave. S., Suite 1300, Minneapolis, Minnesota 55488, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

Table with 4 columns: Dates of Publication, Advertiser, Account #, Order #. Row 1: StarTribune, 03/16/2023, DAKOTA COUNTY COMMUNITY DEVELOPM, 1000368678, 452880

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$1724.80

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Terri Swanson

Subscribed and sworn to before me on: 03/16/2023

Diane E. Rak Kleszyk



Notary Public

Financial system fears go global, roiling markets



SETH WENIG • Associated Press

Concern over the health of Credit Suisse added to a sense of dread that more bank instability could be lurking.

Turmoil was set off by a panic over the health of Credit Suisse bank.

By JOE RENNISON and JASON KARAIAAN
New York Times

Fear about the unseen risks to the financial system rippled across the world on Wednesday, breaking the brief calm that had settled over markets the day before and deepening concerns about the potential for a banking crisis to threaten the economy.

Wednesday's turmoil was set off by a panic over the

health of Credit Suisse, the 166-year-old Swiss bank that has been reeling from years of mismanagement and poor risk control; on Tuesday, the bank had warned of problems in its accounting practices. Although different to the woes of the U.S. banks that collapsed in recent days, concern about Credit Suisse served only to add to a sense of dread that more problems could be lurking. Late in the day Wednesday, Switzerland's central bank said it would step in if it needed to.

Although the S&P 500 ended with a decline of just 0.7%, after recovering from a larger fall earlier in the day,

trading in bond and commodities markets signaled that investors were worried about the economy: Oil prices slid to their lowest levels in more than a year, while yields on U.S. government bonds also lurched downward.

"This is morphing into a bigger deal," Priya Misra, head of global rates strategy at TD Securities, said, explaining the drastic moves in markets Wednesday. "If this is not resolved quickly, we should talk about a deep recession as the base case — nobody was talking about a deep recession before."

The moves dumbfounded some investors, who consider the economies in the United States and elsewhere as more solid than the turmoil suggests. They attributed the chaotic trading to the fact that investors were worried that it might be difficult to spot risks lurking after an unusually fast increase in interest rates over the past year. The moves also highlighted the fragility of the financial markets when investors lose their grasp of what could happen next.

This year was already going to be an unpredictable one for the economy and the markets, coming after a tumultuous

2022, but "that uncertainty has only gone higher," said Dan Ivascyn, the chief investment officer of Pimco, the bond-fund manager with roughly \$2 trillion in assets.

Wall Street has been on edge ever since the collapse of Silicon Valley Bank and Signature Bank, which were seized by regulators after suffering devastating runs on deposits.

Credit Suisse's shares plunged to a new low after the bank's largest shareholder, Saudi National Bank, ruled out providing it more money as it struggles with its latest turnaround plan. The Swiss National Bank said it stood ready to support Credit Suisse if necessary, but not before shares across Europe were also hard hit.

Rating agencies have noted that the European banks have less exposure to the same risks that took down small lenders in the United States, while investors took some comfort from the swift action taken by authorities around the world.

"We think there is a reasonable chance you see some stabilization," said Ivascyn. "But there are going to be after-shocks. We think we are in a volatile environment for the next several months."

Emerging inventors get a helping hand

ST. ANTHONY from DI and others to celebrate 100 patents issued over a decade to area small entrepreneurs.

"Minnesota has been a shining model because of the dedication of the lawyers in the community providing pro bono service," said Brent, also an engineer and patent lawyer. "We're putting a spotlight on entrepreneurs and the resources available."

Getting a patent issued can take a couple of years and \$10,000 or more for small inventors. And female entrepreneurs and entrepreneurs of color tend to be undercapitalized.

"There is support and we're looking at a more inclusive ecosystem and here's a way to join in at minimal cost if you are under-resourced," Brent said.

The Pro Bono Patent Program operates through 23 regional programs, including LegalCorps, and works with outfits such as Brown Venture Group, Launch Minnesota, Forge North, Bank of America, BETA and University of Minnesota MN Cup. LegalCorps provides free assistance in non-litigation business law.

The patent office says women are 13% of U.S. inventors. However, 43% of those who use its regional pro bono services, including LegalCorps, are women. In addition, 35%



Provided photo
Abenezer Ayana is working on a technology to improve Braille literacy for the blind.

identify as Black, 14% as Hispanic American and 5.7% as Asian American.

Jim Patterson, founder of Minneapolis-based intellectual-property firm Patterson Thunte, started the patent pro bono program at LegalCorps after he met with the director of the Patent Office at Mitchell Hamline School of Law in 2010.

"Lawyering is a profession and we are obligated to give back," said Patterson, also a U.S. Naval Academy-minted engineer.

As many as 70 of the 150 volunteer LegalCorps lawyers are engaged annually on intellectual property projects in which the inventor seeks to protect the technology or process from

being copied. After a patent is achieved, those lawyers often help the clients with commercial connections.

"This is about attorneys who believe in their profession and want to lift up all of us," Patterson said. "We codify the information about your technology, get a patent and help get it commercialized. It's rewarding to see some of these small entrepreneurs and inventors get traction in our economy."

Abenezer Ayana, an immigrant and rookie software architect at Accenture, has been working in his free time with others on a novel technology to improve Braille literacy for the blind. "We've created a working prototype and just got a patent," he said.

Ayana's team met with LegalCorps through a University of St. Thomas connection. "Our team came from low-income backgrounds," he said. "LegalCorps was invaluable."

Lynn Pingol, a construction industry veteran whose MaKee Co. helps women and minority contractors secure contracts, recently benefited from a LegalCorps IP lawyer.

Pingol also has invented a software application for a second small business, called DBE-Center.com.

It connects businesses to

contractors through a "procurement data management system and method" that uses codes that drill down to a specific task, such as concrete foundations or sidewalks.

"It gives the small businesses a platform where they can be found," Pingol said.

Minneapolis IP lawyer Daniel Bruzzone referred Pingol to LegalCorps and did the Center patent work pro bono. She recently was notified that the patent will soon be awarded to protect her work.

Pingol, a single mom, decided to move to the Twin Cities after getting a MnDOT contract for MaKee while also working on the new venture with son Keegan, 21, and her late daughter.

She moved after the Las Vegas murder of her 21-year-old daughter, MaKayla Rhiner, by a former boyfriend who was sentenced to life in prison in 2018.

"My daughter had died and I was struggling at the bottom of the pit," Pingol said. "Daniel and LegalCorps saved the patent. I was going to shelve the project."



Neal St. Anthony has been a Star Tribune business columnist and reporter since 1984. He can be contacted at nstanthony@startribune.com.

Proposed facility looks to Legislature for help

BIOFUELS from DI funding to create a bioindustrial "pilot innovation facility" operated by BioMADE.

In an unveiling Wednesday before the Senate Jobs and Economic Development Committee, Friedman described the proposed operations as a "brewery" for chemical products using crops.

"You refine those products to some sort of intermediary product," said Friedman. "And that sugar syrup gets fed to bugs."

Rather than fermenting IPAs or milk stouts, the microorganisms feeding on agricultural feedstocks might create rubber or a range of chemicals that can be used in sustainable aviation to clothing pigments to laundry soap pods.

Currently, the world's leading bioindustrial manufacturing facilities reside in Europe. They're often generated by technology developed in the U.S.

"We had a leading technology developed in labs here in Minnesota," Florian Schat-

tenmann, Cargill's chief technology officer, said. "But we couldn't scale them at that intermediate, semi-commercial scale [in the U.S.]"

Schattemann said the company, instead, found a facility in Italy.

In the most recent federal omnibus spending bill, Congress and the Biden administration approved \$300 million to spur biomanufacturing facilities.

U.S. Rep. Betty McCollum, a Democrat representing St. Paul, said such an investment is an important national security backstop, given recent economic volatility.

"If there's anything we've learned over the last few years, between COVID and what's happened in the war in Ukraine," McCollum said, "it's supply chain."

McCollum suggested other states — from Ohio to California — may also look to bid on the federal matching grant, upping the competitive stakes for Minnesota.

According to BioMADE's

Friedman, the campus would span between 500 and 1,000 acres, replete with water treatment, electricity, and rail access.

That initial facility may need only 10 acres, said Friedman. But startups could further build-out operations — "over the fence, across the street," he said — on the larger campus as they expand.

Sen. Rich Draheim, R-Madison Lake, said he supported creating new manufacturing jobs in Minnesota, but wanted to see further details in the bill.

"I would recommend some tax incentives to keep industry here," he said.

The BioMADE campus would be the latest in large-scale agribusiness developments in the state. The University of Minnesota recently purchased 750 acres of land in Mower County toward an ag research complex outside Austin.

Christopher Vondracek • 612-673-4811
Twitter: @ChrisVondracek

Injunction sought for plant

CHILD LABOR from DI David Ross, the company's vice president of human resources.

Ross suggested that employees may have circumvented their hiring process by providing false identification documents showing the workers as at least 18 years old.

According to the court filing, state labor regulators searched the Madelia facility the night of Jan. 26 and into the early morning hours of Jan. 27, following a tip that minors were working the overnight shift.

Some of the employees interviewed acknowledged needing to go to high school in the morning.

Under the Minnesota Child

Labor Standards Act, minors are not allowed to work occupations deemed hazardous, which includes most employment at meat-processing facilities. State law also prohibits minors under the age of 16 from working after 9 p.m. During the investigation, state investigators observed "young" employees working after 11 p.m., according to the court document.

After a subpoena of records from a local school district, regulators said they determined as many as eight children were employed by Tony Downs.

A further review of the company's injury log revealed one of the employed minors was

injured while on the job.

The court document further alleges the violations are continuing.

"DLI was also informed that Tony Downs was aware of the issue," said the court filing, which lists Nicole Blissenbach, commissioner of the MDLI, as plaintiff.

The government has asked for the district judge to stop Tony Downs from employing minors, alleging multiple violations of state labor law.

The allegations follow a federal investigation this fall by the U.S. Labor Department's Wage and Hour division that turned up dozens of minors employed illegally at Minnesota slaughterhouses.

Christopher Vondracek • 612-673-4811
Twitter: @ChrisVondracek

CLASSIFIEDS + PUBLIC NOTICES

STARTRIBUNE.COM/CLASSIFIEDS
• 612.673.7000 • 800.927.9233

Probates

STATE OF MINNESOTA
COUNTY OF HENNEPIN
DISTRICT COURT
FOURTH JUDICIAL DISTRICT
PROBATE
MENTAL HEALTH DIVISION
Court File No. 27-PA-PR-22-964
In re the Estate of:
Gayle L. Smiley,
Decedent.

NOTICE AND ORDER FOR HEARING ON PETITION FOR FORMAL DESCENT OF PROPERTY

IT IS ORDERED AND NOTICE IS GIVEN that due to the COVID-19 pandemic and pursuant to Minnesota Supreme Court Order ADM20-8001 a hearing will be held remotely on April 3, 2023 at 11:30 a.m. by this Court. A Petition for Determination of Descent has been filed with this Court. The Petitioner represents that the Decedent died more than three years ago, leaving property in Minnesota and requests the probate of Decedent's last Will, if any, and the descent of such property be determined and assigned by this Court to the persons entitled to the property. Any objections to the Petition must be filed with the court prior to the hearing. If proper, and no objections are filed or raised, the Petition may be granted. If you wish to appear at the remote Zoom hearing, please call (612) 348-6000 so that arrangements can be made for you to appear. If you object to the relief sought, you must file a written objection with the court by 4:30 p.m. on March 31, 2023. Due to the pandemic, in person objections are not currently being accepted. Written objections not filed by the ordered date and time will not be considered. Written objections may be filed with the required filing fee one of three ways:

- 1) Mailed to Hennepin County District Court, Probate/Mental Health Division, 300 South Sixth Street - C4 Govt. Ctr., Minneapolis, MN 55487-0340; or
 - 2) Electronically filed using the electronic filing system; or
 - 3) Emailed as a PDF attachment to HennepinCountyProbateCourt@courts.state.mn.us.
- IT IS FURTHER ORDERED that notice shall be given by:
- 1) publication once a week for two consecutive weeks in a legal newspaper in Hennepin County, the last publication to be at least ten (10) days before the deadline for objections; and 2) mailing via U.S. Postal Service a copy of this Notice and Order, which will be considered at least fourteen (14) days prior to the deadline for objections to all interested persons as defined in Minnesota Statutes § 524.1401, and persons who have filed a demand for notice pursuant to Minnesota Statutes § 524.3-204. Any charitable beneficiary may request notice of the probate proceedings be given to the attorney January 4, 2023.

By The Court:
The Honorable Michael K. Browne
Judge of District Court,
Probate Division
Self-Represented Petitioner (Pro-Se)
Princeton Young
PO Box 492063
Atlanta, GA 30349
(651) 226-9942
pyoung1559@gmail.com

NOTICE TO ANNOUNCE START OF PUBLIC COMMENT PERIOD

This notice is to announce the beginning of a minimum 30-day public comment and review period for the following items:

- The Dakota County Community Development Agency's (CDA) draft of the Dakota County Consortium's Fiscal Year (FY) 2023 Annual Action Plan
- Proposed amendments to the Dakota County CDBG 2022 Program Budget for the City of Northfield
- Proposed amendments to the HOME Investment Partnership (HOME) Program Budget for Program Years 2020, 2021, 2022, and any available program income.

The purpose of the public comment period is to receive comments from the general public concerning the proposed housing and community development needs and objectives of Dakota County and the Dakota County HOME Consortium, and the proposed use of FY 2023 Community Development Block Grant (CDBG) funds, HOME Investment Partnerships (HOME) funds, Emergency Solutions Grant (ESG) funds, and Program Income derived from CDBG and HOME. The FY 2023 Action Plan will also include amendments to the Dakota County HOME Consortium Citizen Participation Plan, the Anti-Displacement Plan, and the Written Standards for the ESG program. A public hearing for the FY 2023 Action Plan is proposed to be scheduled for April 25, 2023.

The following summaries include the final allocations of funding from the Department of Housing and Urban Development.

The following is a summary of the proposed uses for the FY 2023 CDBG Program (\$1,961,800) and Program Income (approximately \$400,000).

- Dakota County: \$234,367 for Countywide home improvement loans; \$100,000 for housing counseling, and housing information and referral services; \$65,000 for well sealing grants; \$5,000 for fair housing landlord trainings; and \$235,416 for general grant administration.
- Program Income: Approximately \$400,000 in revolving loan funds for home improvement loans.
- Small Cities & Townships - \$20,000 to Empire for a parks master plan; \$15,000 to Vermillion Township for subdivision ordinance updates; and \$35,000 to New Trier for city ordinance updates.
- Apple Valley - \$139,492 for home improvement loans; and \$21,000 for senior public services.
- Burnsville - \$183,335 for home improvement loans; and \$53,000 for youth public services.
- Eagan - \$131,841 for home improvement loans; and \$40,000 for senior and youth public services.
- Farmington - \$42,130 for home improvement loans; and \$5,000 for senior services.
- Hastings - \$61,029 for assessment abatement.
- Inver Grove Heights - \$117,077 for home improvement loans.
- Lakeville - \$88,272 for home improvement loans; \$15,000 for an economic development plan; \$25,000 for senior transportation; and \$20,000 for senior services.
- Mendota Heights - \$20,675 for home improvement loans.
- Northfield - \$21,000 for downpayment assistance and \$31,720 for a home rehabilitation program.
- Rosemount - \$37,534 for home improvement loans.
- South St Paul - \$83,418 for home improvement loans.
- West St Paul - \$115,494 for home improvement loans.

The following is a summary of the proposed uses for the 2023 ESG (\$167,767).

- \$20,000 for rapid re-housing assistance.
- \$32,912 for homelessness prevention.
- \$98,167 for emergency shelter operations.
- \$4,105 for Homeless Management Information System (HMIS) services.
- \$12,583 for general administration of the ESG program

The following is a summary of the proposed uses for the 2023 HOME Entitlement (\$2,630,806) and Program Income (estimated \$135,254.50). The percentage shares are subject to change.

- Dakota County (36.81% Share), \$1,099,960 and \$33,148.72 in Program Income for the following uses:
 - o Affordable Rental Housing Development: \$626,300 in entitlement funds and \$29,782.82 in program income.
 - o Affordable Homeowner Housing: \$100,000 in entitlement funds.
 - o Community Development Housing Organization (CHDO): \$145,260 in entitlement funds for an affordable housing development at a site to be determined.
 - o Administration: \$138,400 in entitlement funds and \$3,365.90 in program income for the administration of HOME funded projects and HOME Consortium-related responsibilities.
- Anoka County (23.55% Share) has \$2,884,196.17 of 2020, 2021, 2022 and 2023 HOME funds including Program Income:
 - o Twin Cities Habitat for Humanity Affordable Homeownership 2023 activity - two homes, \$195,000 of 2020 HOME funds and program income
 - o Twin Cities Habitat for Humanity Affordable Homeownership 2022 activity - two homes, \$190,000 of 2020 HOME funds and program income
 - o Affordable Rental Housing Development activities - \$2,057,654.17 of 2020, 2021, 2022 and 2023 HOME funds and program income
 - o Affordable Homeownership activities - \$300,000 of 2021, 2022 and 2023 HOME funds and program income
 - o Community Development Housing Organization (CHDO): \$92,933 in entitlement funds for affordable rental housing development.
 - o Grant Administration: \$48,609 in entitlement funds for the administration of HOME funded projects.
- Ramsey County (23.15% Share) - \$593,806 in entitlement funds and \$99,481.69 in program income for the following uses:
 - o Gladstone Affordable Rental 2021 activity - additional \$197,472.41 of 2021 HOME funds and program income
 - o Affordable Rental Housing Development: \$456,774 in entitlement funds and \$91,829.26 in program income.
 - o Community Development Housing Organization (CHDO): \$91,355 in entitlement funds for affordable rental housing development.
 - o Grant Administration: \$45,677 in entitlement funds and \$7,652.43 in program income for the administration of HOME funded projects.
- Washington County (12.87% Share) - \$253,939 in entitlement funds for the following uses:
 - o Affordable Rental Housing Development: \$253,939 in entitlement funds.
 - o Community Development Housing Organization (CHDO): \$50,788 in entitlement funds for affordable rental housing development.
 - o Grant Administration: \$25,394 in entitlement funds for the administration of HOME funded projects.
- City of Woodbury (3.62% Share) - \$19,285 in entitlement funds for the following uses:
 - o Community Development Housing Organization (CHDO): \$14,285 in entitlement funds for affordable rental housing development.
 - o Grant Administration: \$5,000 in entitlement funds for the administration of HOME funded projects.

The FY 2022 CDBG Program Budget will be amended to cancel the City of Northfield Park Improvements activity, create the FY 2022 Homebuyer Assistance activity, and transfer \$29,461 from the Park Improvements activity to the Homebuyer Assistance activity.

Written and/or oral comments may be submitted to the following:
Maggie Dykes, Assistant Director of Community and Economic Development
Dakota County CDA
1228 Town Centre Drive, Eagan, MN 55123
mdykes@dakotacda.org
651-675-4464. Fax: 651-287-8020.
MN Relay Service: 1-800-627-3529.

This information is also available on the CDA's website at www.dakotacda.org. Written comments will be accepted now through April 21, 2023.

StarTribune Business
 Thursday, March 16, 2023
Dakota County Community Development...
 Advertiser: 0000452880-01
 Agency: N/A
 Section-Page-Zone(s): D-3-All
 Description:
 Ad Number: 0000452880-01
 Insertion Number: N/A
 Size: 2 Col x 13.56 in
 Color Type: 0

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA) ss
COUNTY OF DAKOTA

Brandi Botts being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
(B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 03/17/2023 and the last insertion being on 03/17/2023.

MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: [Signature] Designated Agent

Subscribed and sworn to or affirmed before me on 03/17/2023 by Brandi Botts.

[Signature] Notary Public



Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space:
\$999.99 per column inch

Ad ID 1299630

DAKOTA COUNTY NOTICE TO ANNOUNCE START OF PUBLIC COMMENT PERIOD

This notice is to announce the beginning of a minimum 30-day public comment and review period for the following items:

- The Dakota County Community Development Agency's (CDA) draft of the Dakota County Consortium's Fiscal Year (FY) 2023 Annual Action Plan
Proposed amendments to the Dakota County CDBG 2022 Program Budget for the City of Northfield
Proposed amendments to the HOME Investment Partnership (HOME) Program Budget for Program Years 2020, 2021, 2022, and any available program income.

The purpose of the public comment period is to receive comments from the general public concerning the proposed housing and community development needs and objectives of Dakota County and the Dakota County HOME Consortium, and the projected use of FY 2023 Community Development Block Grant (CDBG) funds, HOME Investment Partnerships (HOME) funds, Emergency Solutions Grant (ESG) funds, and Program Income derived from CDBG and HOME. The FY 2023 Action Plan will also include amendments to the Dakota County HOME Consortium Citizen Participation Plan, the Anti-Displacement Plan, and the Written Standards for the ESG program. A public hearing for the FY 2023 Action Plan is proposed to be scheduled for April 25, 2023.

The following summaries include the final allocations of funding from the Department of Housing and Urban Development.

The following is a summary of the proposed uses for the FY 2023 CDBG Program (\$1,961,800) and Program Income (approximately \$400,000).

- Dakota County: \$234,367 for Countywide home improvement loans; \$100,000 for housing counseling, and housing information and referral services; \$65,000 for well sealing grants; \$5,000 for fair housing landlord training; and \$235,416 for general grant administration.
Program Income: Approximately \$400,000 in revolving loan funds for home improvement loans.
Small Cities & Townships - \$20,000 to Empire for a parks master plan; \$15,000 to Vermillion Township for subdivision ordinance updates; and \$35,000 to New Trier for city ordinance updates.
Apple Valley - \$139,492 for home improvement loans; and \$21,000 for senior public services.
Burnsville - \$183,335 for home improvement loans; and \$53,000 for youth public services.
Eagan - \$131,841 for home improvement loans; and \$40,000 for senior and youth public services.
Farmington - \$42,130 for home improvement loans; and \$5,000 for senior services.
Hastings - \$61,029 for assess-

- ment abatement.
Inver Grove Heights - \$117,077 for home improvement loans.
Lakeville - \$88,272 for home improvement loans; \$15,000 for an economic development plan; \$25,000 for senior transportation; and \$20,000 for senior services.
Mendota Heights - \$20,675 for home improvement loans.
Northfield - \$21,000 for down-payment assistance and \$31,720 for a home rehabilitation program.
Rosemount - \$37,534 for home improvement loans.
South St Paul - \$83,418 for home improvement loans.
West St Paul - \$115,494 for home improvement loans.

The following is a summary of the proposed uses for the 2023 ESG (\$167,767).

- \$20,000 for rapid re-housing assistance.
\$32,912 for homelessness prevention.
\$98,167 for emergency shelter operations.
\$4,105 for Homeless Management Information System (HMIS) services.
\$12,583 for general administration of the ESG program

The following is a summary of the proposed uses for the 2023 HOME Entitlement (\$2,630,806) and Program Income (estimated \$135,254.50). The percentage shares are subject to change.

- Dakota County (36.81% Share), \$1,099,960 and \$33,148.72 in Program Income for the following uses:
Affordable Rental Housing Development: \$626,300 in entitlement funds and \$29,782.82 in program income.
Affordable Homeowner Housing: \$100,000 in entitlement funds.
Community Development Housing Organization (CHDO): \$145,260 in entitlement funds for an affordable housing development at a site to be determined.
Administration: \$138,400 in entitlement funds and \$3,365.90 in program income for the administration of HOME funded projects and HOME Consortium-related responsibilities.
Anoka County (23.55% Share) has \$2,884,196.17 of 2020, 2021, 2022 and 2023 HOME funds including Program Income:
Twin Cities Habitat for Humanity Affordable Homeownership 2023 activity - two homes, \$195,000 of 2020 HOME funds and program income
Twin Cities Habitat for Humanity Affordable Homeownership 2022 activity - two homes, \$190,000 of 2020 HOME funds and program income
Affordable Rental Housing Development activities - \$2,057,654.17 of 2020, 2021, 2022 and 2023 HOME funds and program income
Affordable Homeownership activities - \$300,000 of 2021, 2022 and 2023 HOME funds and program income
Community Development Housing Organization (CHDO): \$92,933 in entitlement funds for affordable rental housing develop-

- ment.
Grant Administration: \$48,609 in entitlement funds for the administration of HOME funded projects.
Ramsey County (23.15% Share) - \$593,806 in entitlement funds and \$99,481.69 in program income for the following uses:
Gladstone Affordable Rental 2021 activity - additional \$197,472.41 of 2021 HOME funds and program income
Affordable Rental Housing Development: \$456,774 in entitlement funds and \$91,829.26 in program income.
Community Development Housing Organization (CHDO): \$91,355 in entitlement funds for affordable rental housing development.
Grant Administration: \$45,677 in entitlement funds and \$7,652.43 in program income for the administration of HOME funded projects.
Washington County (12.87% Share) - \$253,939 in entitlement funds for the following uses:
Affordable Rental Housing Development: \$253,939 in entitlement funds.
Community Development Housing Organization (CHDO): \$50,788 in entitlement funds for affordable rental housing development.
Grant Administration: \$25,394 in entitlement funds for the administration of HOME funded projects.
City of Woodbury (3.62% Share) - \$19,285 in entitlement funds for the following uses:
Community Development Housing Organization (CHDO): \$14,285 in entitlement funds for affordable rental housing development.
Grant Administration: \$5,000 in entitlement funds for the administration of HOME funded projects.

The FY 2022 CDBG Program Budget will be amended to cancel the City of Northfield Park Improvements activity, create the FY 2022 Homebuyer Assistance activity, and transfer \$29,461 from the Park Improvements activity to the Homebuyer Assistance activity.

Written and/or oral comments may be submitted to the following: Maggie Dykes, Assistant Director of Community and Economic Development
Dakota County CDA
1228 Town Centre Drive, Eagan, MN 55123
madykes@dakotacda.org
651-675-4464.
Fax: 651-287-8020.
MN Relay Service: 1-800-627-3529.

This information is also available on the CDA's website at www.dakotacda.org. Written comments will be accepted now through April 21, 2023.

Published in the
Dakota County Tribune
March 16, 2023
1299630

Notice of Public Hearing at Dakota County Board of Commissioners

AFFIDAVIT OF PUBLICATION



STATE OF MINNESOTA)
COUNTY OF HENNEPIN)

650 3rd Ave. S, Suite 1300 | Minneapolis, MN | 55488

Terri Swanson, being first duly sworn, on oath states as follows:

1. (S)He is and during all times herein stated has been an employee of the Star Tribune Media Company LLC, a Delaware limited liability company with offices at 650 Third Ave. S., Suite 1300, Minneapolis, Minnesota 55488, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

<u>Dates of Publication</u>	<u>Advertiser</u>	<u>Account #</u>	<u>Order #</u>
StarTribune 04/12/2023	DAKOTA COUNTY COMMUNITY DEVELOPM	1000368678	454845

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: **\$302.40**

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Terri Swanson

Subscribed and sworn to before me on: 04/12/2023

Diane E. Rak Kleszyk



Notary Public

CLASSIFIEDS + PUBLIC NOTICES

STAR TRIBUNE.COM/CLASSIFIEDS • 612.673.7000 • 800.927.9233

Dakota County Community Development
N/A
D-4-A11
PUBLIC HEARIN...

Advertiser:
Agency:
Section-Page-Zone(s):
Description:

Ad Number: 0000454845-01
Insertion Number: N/A
Size: 1 Col x 4.71 in
Color Type: 0

324 Collectibles

COIN SHOW APRIL 16TH, 9-4. New location: 266 Hardman Ave N. South St Paul (1 mi N of 494). 651-269-5846

NEWPORT MODEL TRAIN SALE April 15, 9-2pm. Woodbury High School, 2665 Woodlane Dr. Kids under 12 free.

TOY TRAIN SHOW & SALE Sat 4/15, 9-3pm. St. Cloud River's Edge Convention Center, 10 4th Ave S.

395 Misc. For Sale & Wanted

FREON WANTED: Certified buyer looking to buy R11, R12, R22 & more! Call Xio at 312-697-1976.

404 Dogs

Aussiedoodle F1 b up to date on vaccinations and deworming. Hypoallergenic. Call 698-385-7081 for info.

Aussiedoodle Puppies For Sale! Web- www.dutchbarnpuppies.com Phone: 309-386-9594

Bernese Mountain Dog Puppies Registered pups. 1 male & 1 female avail. \$1,000 763-227-7353

Bichon-Shih Tzu Mix Pups Non-Sped. Vet Ck, H Guar, Ready NOW \$800+up www.ardyleb.com 612-760-1096

Border Collies 8 weeks, vet checked, vaccinated, dewormed. Farm, family raised. SW MN \$400 508-553-1094

Bulldogge, Old English Easter Special. rare colors, shots, papers. \$1,000 612-669-0909

Cavapoo & Cavalier pups all colors Bouncing Bernedoodles. \$07-251-1909

Cockapoo Puppies \$700-1200 Very cute & sweet! www.puppyplace.biz 712-441-5997

English Springer Spaniel Pups AKC Vet checked, dewormed, farm & family raised. \$600 612-524-2997

German Shepherd AKC Pups sable & bi-color. UTO shots, wormed. \$1515-571-6418 or 515-571-4738

GERMAN SHEPHERD PUPS AKC. Exc temp. Genetic guar ante. 715-537-5413. www.jerland.com

Golden Retriever AKC Puppies born February 19th. Family raised, vet checked first puppy shot. Guaranteed. Ready to go April 19th. Parents on site. Call or text 507-525-1062. \$1,000 507-525-1062

Golden Retriever Reg. 6 M, 5 F, shots, wormed, vet chkd, fim 75r \$5. 5800 Text/call: 715-773-1675

Golden Saint Bernard We have a litter of 8 pups. 4 weeks. Vet checked and 1st shots. \$400 320-334-9592

LAB puppies, AKC yellow/black. Ready to go \$550/each cash. Call/text Becky 218-491-1364

LAB PUPS AKC reg., shots and dewormed. Black & yellow. F \$450 M \$400. 612-401-1032 612-401-1032

Labrador Retrievers AKC chocolate & yellow males & females shots wormed & dewormed \$400 320-243-4347

LHASA APSO AKC 11 wks, trained, guaranteed. Repeatable breeder. \$1500 & up. 918-407-5688 St. Paul.

MALTESE PUPPIES Females \$500, Males \$400. Family raised, 1st shots, references avail. 712-441-1863

Maltese Purebred, 2 M, 1 F Pups. Born 12/27/22. Fam friendly, shots wormed. \$600. Text/call: 715-773-1675

Masterdog Puppies (Mastiff x Lab) Great Family Dogs. Home raised, Massachusetts. \$200-267-8034

MORKIES & ACA YORKIES \$500-\$1000 Shots Vet Guarantee Pups2pets.net Hinkley Area (612)390-2497

Poodles Standard AKC Puppies. Tuxedo Male, Silver Females and Males, Black Females. Tails Docked Dew Claws Removed. Extremely Sweet. \$1,600 320-298-7898

Sheepadoodles F1 Vet checked, wormed, 1st shots, 404 F. \$1,000 call/text 641-860-1068

Shepadoodle Sweet female, F1, 12 wks, potty training, non shed \$800 Ridgeviewpuppies@gmail.com

Shih Tzu Adorable Shih Tzu puppies! Males \$500 Females \$750. Ready to home. Call or text (763) 614-9118 for photos and info.

Weimaraner Silver Weimaraners 11 weeks old. 4 available. 1st shots. homes starting April 14th. Mother and Father both very sweet and intelligent. Great family or hunting dogs. \$800 651-528-3553

Request for Proposals
Innovation Studio Equipment
NSU Research & Technology Park

The NDSU Research & Technology Park, a 501(c)(3) organization, is requesting proposals for its Innovation Studio i.e. makerspace, to be located in Fargo, North Dakota. Interested firms may receive the submittal instructions by visiting the Innovation Studio website located at www.ndsuninnovationsstudio.com. This project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration and therefore is subject to the Federal laws and regulations associated with that program.

Questions regarding the content of the submittal instructions should be directed to Dave Sauvageau, Innovation Studio Manager at dave.sauvageau@ndsurtp.com.

One (1) hard copy of the completed proposal must be received by 10:00 a.m., Central Standard Time on April 20, 2023 and addressed to Dave Sauvageau, Innovation Studio Manager, NDSU Research & Technology, 1854 NDSU Research Circle North, Fargo, ND 58102 and marked "Package 7" in the lower left-hand corner of the envelope.

NOTICE OF A PUBLIC HEARING

Notice is hereby given that on April 25, 2023, 7:00 p.m. at City Hall, 3301 Silver Lake Road, the City Council will hold a public hearing to solicit public response an application for a new on-sale liquor license for The Dive Sports Bar and Grill located at 3701 Stinson Blvd. Per Ordinance 112.06, The City Council shall conduct a public hearing on the application for a new on-sale intoxicating liquor license with a reasonable period following receipt of a complete application and completion of the a background investigation.

Those persons having an interest, are encouraged to attend. Oral testimony will be accepted on the above subject at this meeting. Written comments may be taken at the St. Anthony Village City Hall, 3301 Silver Lake Road, St. Anthony Village, Minnesota 55418 until the date of the hearing. Questions may be directed to the City Clerk at 612-782-3313.

The City Council agenda and packet item relating to this application will be made available prior to the meeting online at www.savmn.com

Nicole Miller
City Clerk

Garage Sales - Minneapolis

2023 Star Tribune
Citywide/Neighborhood
Garage Sale Calendar

PUBLICATION DATE:
Sunday, May 21, 2023

Call 612-673-7000 or email placeads@startribune.com to promote your sale in the calendar.

Deadline: May 16, 5pm

Garage Sales - NW, SW & W Suburbs

MOUND HUBE COLLECTIBLES GARDEN WAREHOUSE SALES 3932 Blumenshine Ave. Grand Fort St. Anthony Village, MN 55418. 9a-3p. 1000's of collectibles!

216 General Announcements

Former Reuter, Inc.
employees please contact Derek Warnke at 314-437-0767 if you worked at Reuter, Inc. located in St. Louis Park, MN or Hopkins, MN, between 1963-1970.

320 Art & Art Goods

PURCHASING FINE ART & LIMITED EDITION PRINTS. 612-501-8998 MODFINEART@GMAIL.COM

Garage Sales - Minneapolis

2023 Star Tribune
Citywide/Neighborhood
Garage Sale Calendar

PUBLICATION DATE:
Sunday, May 21, 2023

Call 612-673-7000 or email placeads@startribune.com to promote your sale in the calendar.

Deadline: May 16, 5pm

Garage Sales - NW, SW & W Suburbs

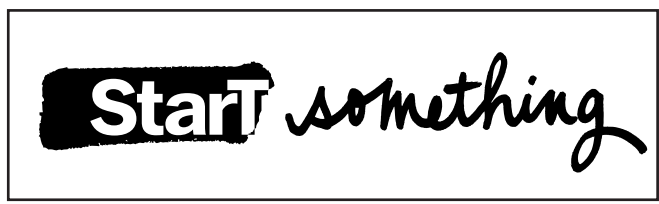
MOUND HUBE COLLECTIBLES GARDEN WAREHOUSE SALES 3932 Blumenshine Ave. Grand Fort St. Anthony Village, MN 55418. 9a-3p. 1000's of collectibles!

216 General Announcements

Former Reuter, Inc.
employees please contact Derek Warnke at 314-437-0767 if you worked at Reuter, Inc. located in St. Louis Park, MN or Hopkins, MN, between 1963-1970.

320 Art & Art Goods

PURCHASING FINE ART & LIMITED EDITION PRINTS. 612-501-8998 MODFINEART@GMAIL.COM



324 Collectibles

COIN SHOW APRIL 16TH, 9-4. New location: 266 Hardman Ave N. South St Paul (1 mi N of 494). 651-269-5846

NEWPORT MODEL TRAIN SALE April 15, 9-2pm. Woodbury High School, 2665 Woodlane Dr. Kids under 12 free.

TOY TRAIN SHOW & SALE Sat 4/15, 9-3pm. St. Cloud River's Edge Convention Center, 10 4th Ave S.

395 Misc. For Sale & Wanted

FREON WANTED: Certified buyer looking to buy R11, R12, R22 & more! Call Xio at 312-697-1976.

404 Dogs

Aussiedoodle F1 b up to date on vaccinations and deworming. Hypoallergenic. Call 698-385-7081 for info.

Aussiedoodle Puppies For Sale! Web- www.dutchbarnpuppies.com Phone: 309-386-9594

Bernese Mountain Dog Puppies Registered pups. 1 male & 1 female avail. \$1,000 763-227-7353

Bichon-Shih Tzu Mix Pups Non-Sped. Vet Ck, H Guar, Ready NOW \$800+up www.ardyleb.com 612-760-1096

Border Collies 8 weeks, vet checked, vaccinated, dewormed. Farm, family raised. SW MN \$400 508-553-1094

Bulldogge, Old English Easter Special. rare colors, shots, papers. \$1,000 612-669-0909

Cavapoo & Cavalier pups all colors Bouncing Bernedoodles. \$07-251-1909

Cockapoo Puppies \$700-1200 Very cute & sweet! www.puppyplace.biz 712-441-5997

English Springer Spaniel Pups AKC Vet checked, dewormed, farm & family raised. \$600 612-524-2997

German Shepherd AKC Pups sable & bi-color. UTO shots, wormed. \$1515-571-6418 or 515-571-4738

GERMAN SHEPHERD PUPS AKC. Exc temp. Genetic guar ante. 715-537-5413. www.jerland.com

Golden Retriever AKC Puppies born February 19th. Family raised, vet checked first puppy shot. Guaranteed. Ready to go April 19th. Parents on site. Call or text 507-525-1062. \$1,000 507-525-1062

Golden Retriever Reg. 6 M, 5 F, shots, wormed, vet chkd, fim 75r \$5. 5800 Text/call: 715-773-1675

Golden Saint Bernard We have a litter of 8 pups. 4 weeks. Vet checked and 1st shots. \$400 320-334-9592

LAB puppies, AKC yellow/black. Ready to go \$550/each cash. Call/text Becky 218-491-1364

LAB PUPS AKC reg., shots and dewormed. Black & yellow. F \$450 M \$400. 612-401-1032 612-401-1032

Labrador Retrievers AKC chocolate & yellow males & females shots wormed & dewormed \$400 320-243-4347

LHASA APSO AKC 11 wks, trained, guaranteed. Repeatable breeder. \$1500 & up. 918-407-5688 St. Paul.

MALTESE PUPPIES Females \$500, Males \$400. Family raised, 1st shots, references avail. 712-441-1863

Maltese Purebred, 2 M, 1 F Pups. Born 12/27/22. Fam friendly, shots wormed. \$600. Text/call: 715-773-1675

Masterdog Puppies (Mastiff x Lab) Great Family Dogs. Home raised, Massachusetts. \$200-267-8034

MORKIES & ACA YORKIES \$500-\$1000 Shots Vet Guarantee Pups2pets.net Hinkley Area (612)390-2497

Poodles Standard AKC Puppies. Tuxedo Male, Silver Females and Males, Black Females. Tails Docked Dew Claws Removed. Extremely Sweet. \$1,600 320-298-7898

Sheepadoodles F1 Vet checked, wormed, 1st shots, 404 F. \$1,000 call/text 641-860-1068

Shepadoodle Sweet female, F1, 12 wks, potty training, non shed \$800 Ridgeviewpuppies@gmail.com

Shih Tzu Adorable Shih Tzu puppies! Males \$500 Females \$750. Ready to home. Call or text (763) 614-9118 for photos and info.

Weimaraner Silver Weimaraners 11 weeks old. 4 available. 1st shots. homes starting April 14th. Mother and Father both very sweet and intelligent. Great family or hunting dogs. \$800 651-528-3553

MORTGAGE FORECLOSURES

NOTICE OF MORTGAGE FORECLOSURE SALE
THE RIGHT TO VERIFICATION OF THE DEBT AND IDENTITY OF THE ORIGINAL CREDITOR WITHIN THE TIME PROVIDED BY LAW IS NOT AFFECTED BY THIS ACTION. NOTICE IS HEREBY GIVEN, that default has occurred in conditions of the following described mortgage: DATE OF MORTGAGE: November 25, 2006
MORTGAGOR: George H Nikko, and purchaser, Christopher Nikk with MORTGAGEE: Mortgage Electronic Registration Systems, Inc., as nominee for Countrywide Home Loans, Inc., its successors and assigns. DATE AND PLACE OF RECORDING: Recorded December 6, 2006 Sherburne County Recorder, Document No. 638036 as modified by Order recorded December 31, 2011. RESIDENTIAL MORTGAGE: Assigned to: Bank of America, N.A., successor by merger to BAC Home Loans Servicing, LP (under Countrywide Home Loans) MORTGAGE, recorded October 31, 2011 Recorded November 4, 2011, as Document No. 739270. And thereafter assigned to Caliber Home Loans, Inc. as trustee for FCB Trust, not in its individual capacity, but solely as trustee for BCAT 2015-14BTT Dated September 3, 2015 Document No. 934096. And thereafter assigned to Wilmington Savings Fund Society, FSB, not in its individual capacity, but solely as trustee of BCAT 2020-1114 Dated June 3, 2020 Recorded June 12, 2020. Document No. 893447. And thereafter assigned to: MCLP Asset Company, Inc. Dated November 18, 2021 Recorded December 13, 2021, as Document No. 913448. And thereafter assigned to U.S. Bank Trust National Association, not in its individual capacity but solely as owner trustee for RC2 2 Acquisition Trust. Dated December 2, 2021 Recorded December 13, 2021, as Document No. 934096. TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc. TRANSACTION AGENT'S MORTGAGE IDENTIFICATION NUMBER ON MORTGAGE: 1000157-0007548515
LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON MORTGAGE: Countrywide Home Loans, Inc. RESIDENTIAL MORTGAGE SERVICER: Selene Finance LP MORTGAGED PROPERTY ADDRESS: 3611 74th Street Southeast, Clear Lake, MN 55319 TAX PARCEL I.D.#: 15-000-4119
LEGAL DESCRIPTION OF PROPERTY: That part of Government Lot Six (6), Section Four (4), Township Thirty-four (34), Range Thirty (30), North of the center of the Township described as follows: Beginning on the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet North of the beginning of the road, said Northeastly line of way line with the Northwesterly line of Lot Ten (10), in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which is Four Hundred (400) feet North of the Northeastly line of way line of the Military Road as now located at a point which is Six Hundred (600) feet North of the Northeastly line of way line of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of way line of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwesterly of the intersection of said line of way line with the Northwesterly line of Lot 10, in Long Lake Park, in Section 4, thence Northeastly Seven Hundred (700) feet to a line of way line point on the shore of Long Lake which Four Hundred (400) feet North of the Northeastly line of the Military Road as now located at a point which is Six Hundred (600) feet Northwester

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF DAKOTA) ss

Rhonda Herberg being duly sworn on an oath, states or affirms that he/she is the Publisher's Designated Agent of the newspaper(s) known as:

Dakota County Tribune

with the known office of issue being located in the county of:

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.
- (B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 04/14/2023 and the last insertion being on 04/14/2023.

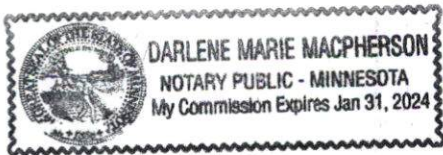
MORTGAGE FORECLOSURE NOTICES

Pursuant to Minnesota Stat. §580.033 relating to the publication of mortgage foreclosure notices: The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

By: *Rhonda Herberg*
Designated Agent

Subscribed and sworn to or affirmed before me on 04/14/2023 by Rhonda Herberg.

Darlene M MacPherson
Notary Public



Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:
\$999.99 per column inch

Ad ID 1305923

DAKOTA COUNTY NOTICE TO ANNOUNCE PUBLIC HEARING

Notice is hereby given that the Dakota County Board of Commissioners will hold a public hearing on the 25th day of April, 2023 at 9:00 a.m. in the County Board Room of the Dakota County Administration Center, 1590 West Highway 55, Hastings, MN, for the purpose of receiving comments from the general public on the Dakota County Fiscal Year (FY) 2023 Annual Action Plan. The FY 2023 Annual Action Plan is a document mandated by the U.S. Department of Housing and Urban Development (HUD) that outlines local affordable housing and community development needs and identifies strategies for addressing them using funds from the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) Programs for Dakota County.

You may submit comments for the public hearing via email to CountyAdmin@co.dakota.mn.us. Persons wishing additional information on the public hearing, the FY 2023 Annual Action Plan, or the proposed or previous use of Dakota County CDBG, HOME, or ESG expenditures should contact Maggie Dykes of the Dakota County Community Development Agency (CDA) at 651-675-4464 or mdykes@dakotacda.org

An executive summary and the list of proposed uses of the 2023 CDBG, HOME, and ESG funds is available on the Dakota County CDA web site at www.dakotacda.org and on the County website at www.dakotacounty.us. Upon request, the Dakota County CDA will make every attempt to make the information available in alternative formats.

Published in the
Dakota County Tribune
April 14, 2023
1305923