REGULAR BOARD MEETING
August 20, 2019 – 3:30 p.m.
Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123

AGENDA

1. ROLL CALL
   A. Audience

   Anyone in the audience wishing to address the CDA Board on an item not on the agenda or an item on the consent agenda may come forward at this time. Comments are limited to five minutes.

2. APPROVAL OF AGENDA AND MEETING MINUTES
   ➢ July 23, 2019 Regular CDA Board Meeting Minutes

3. FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA
   CONSENT
   A. Authorize Application For Mainstream Voucher Program

   B. Approve Amendments To The Housing Choice Voucher Administrative Plan

4. CONSENT AGENDA
   A. Approve Record Of Disbursements – July 2019

   B. Authorization To Execute Partnership Agreement For CEO Next Business Institute Programming With Hennepin County Housing And Redevelopment Authority

   C. Authorization To Execute A Housing Trust Fund Tenant-Based Rental Assistance Program Grant Agreement Between The Dakota County Community Development Agency And Minnesota Housing Finance Agency

   D. Designate Dakota County Community Development Agency As Contract Manager And Fiscal Agent For Fair Housing Implementation Council And Authorize Executive Director To Execute Amended Cooperative Funding Agreements

   E. Approve Award Of HOME Funds And Authorize Execution Of Related Loan Documents To The Scott Carver Dakota CAP Agency For The Rehabilitation Of Property On Bryant Avenue, South St. Paul

5. REGULAR AGENDA
   A. Authorize The Levy Of A Special Benefit Tax Pursuant To Minn. Stat. 469.033, Subd.6 And 383D.41

   B. Adoption Of Dakota County Community Development Agency Fair Housing Policy

   C. Discussion Of Admissions Requirements For Proposed CDA Housing Developments

   D. Quarterly Update On The 2019 Economic Development Workplan – Informational

   E. Housing Development Update – Informational
6. INFORMATION

A. Status Report – Quarter 2, 2019

7. ADJOURNMENT

For more information, call 651-675-4432.

Dakota County CDA Board meeting agendas are available online at:
http://www.dakotacda.org/board_of_commissioners.htm

Next CDA Board Meeting:
September 17, 2019 – Regular Meeting starting at 3:30 p.m.
Dakota County CDA Boardroom, 1228 Town Centre Drive, Eagan, MN 55123
Commissioner Gerlach called the meeting to order at 3:32 p.m.

COMMISSIONER ROLL CALL

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CDA staff in attendance:
Tony Schertler, Executive Director
Kari Gill, Deputy Executive Director
Sara Swenson, Director of Administration and Communications
Kaili Braa, Assistant Director of Administration and Communications
Lisa Alfson, Director of Community and Economic Development
Maggie Dykes, Assistant Director of Community and Economic Development
Kathy Kugel, Housing Finance Coordinator
Karly Schoeman, Housing Finance Coordinator
Lisa Hohenstein, Director of Housing Assistance
Anna Judge, Director of Property Management
Ken Bauer, Director of Finance
Chris Meyer, Assistant Director of Finance
Amy Nelson, Assistant Property Manager
Jenna Setten, Assistant Property Manager
Hannah Marschall, Accountant

Others in attendance:
Jay Stassen, Dakota County
Erin Stwora, Dakota County
Madeline Kastler, Dakota County
Mike Waldo, Ron Clark Construction
Melodie Bridgeman, Ron Clark Construction
Kim Bretheim, LHB Architects
Mike Nelson, Habitat for Humanity
Ben Post, Habitat for Humanity
Rick Dallmeyer, Project for Pride in Living

AUDIENCE
No audience members addressed the Board at this time.

APPROVAL OF AGENDA AND MEETING MINUTES

19-6151 Approval Of Agenda And Meeting Minutes

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners that the agenda for the July 23, 2019 Regular CDA Board meeting be approved as written.

BE IT FURTHER RESOLVED, by the Dakota County Community Development Agency Board of
Commissioners that the minutes for the June 18, 2019, Annual and Regular CDA Board meetings be approved as written.

Motion: Commissioner Slavik  
Second: Commissioner Egan

Ayes: 6  
Nays: 0

Abstentions: 0

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FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA

No items.

CONSENT AGENDA

19-6152 Approve Record Of Disbursements – June 2019

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the June 2019 Record of Disbursements is approved as written.

19-6153 Approve Carryover Of Fiscal Year Ended June 30, 2019 Budget Authority To Fiscal Year Ending June 30, 2020

WHEREAS, the Dakota County CDA has adopted an operating budget for the Fiscal Year Ended June 30, 2019; and

WHEREAS, the CDA had $1,468,185 of uncompleted projects and work items relating to the operating budget for the Fiscal Year Ended June 30, 2019; and

WHEREAS, the CDA wishes to carry forward the unspent budget authority relating to these uncompleted projects and items to the operating budget for the Fiscal Year Ending June 30, 2020.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, that $1,468,185 of Fiscal Year Ended June 30, 2019 budget authority be carried forward to the operating budget for the Fiscal Year Ending June 30, 2020.

19-6154 Summary Of Conclusions Of Closed Executive Session To Hold Mid-Year Performance Review Of Executive Director

WHEREAS, the Open Meeting Law, Minn. Stat § 13D.05, permits a public body to close a meeting to evaluate the performance of an individual subject to its authority; and

WHEREAS, on June 18, 2019, the Dakota County CDA Board of Commissioners held a closed executive session to hold a discussion of the mid-year performance of the Executive Director; and

WHEREAS, the mid-year review of the Executive Director did not result in a rating and was conducted for update purposes only.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby reports that the review consisted of a discussion of the Executive Director's accomplishments and observations over the past six months and challenges and opportunities he and the Board foresee for the remainder of the year.
Approve Forgiveness And Conversion Of HOPE Loan Made To South St. Paul HRA

WHEREAS, the Dakota County Board of Commissioners and the Dakota County Community Development Agency (CDA) have entered into a Joint Powers Agreement relating to the HOPE program (HOPE); and

WHEREAS, the Joint Powers Agreement grants the CDA the authority to administer HOPE; and

WHEREAS, the CDA Board of Commissioners approved a $250,000 HOPE loan to the South St. Paul Housing and Redevelopment Authority (HRA) for the Nan McKay Highrise on February 12, 2002 (Resolution #02-3268) to assist with the replacement of original windows in the 131 units; and

WHEREAS, a public housing development, Nan McKay Highrise is subject to rules and restrictions promulgated by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, public housing use restrictions prohibit the repayment of the HOPE loan; and

WHEREAS, to be in compliance with HUD regulations, staff recommends the HOPE loan to South St. Paul HRA be converted into a grant.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That:

1. The Board hereby approves the forgiveness and conversion of the loan to South St. Paul HRA for the Nan McKay Highrise to a grant for the purpose of complying with HUD regulations.

2. The Board hereby authorizes and directs the Executive Director to execute and deliver on behalf of the CDA such documents as may be necessary or convenient to evidence such forgiveness and conversion.

Motion: Commissioner Slavik
Second: Commissioner Workman

Ayes: 6
Nays: 0
Abstentions: 0

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REGULAR AGENDA

Conduct A Public Hearing And Adopt The 2019 Qualified Mortgage Credit Certificate Program And Authorize The Filing Of Mortgage Credit Certificate Elections

Karly Schoeman presented:

WHEREAS, pursuant to Minnesota Statutes, Section 383D.41 and Chapters 462A and 462C (the “Act”), the Dakota County Community Development Agency (the “CDA”) is authorized to carry out programs for the financing of single family housing which is affordable to qualified low and moderate income persons and families within Dakota County, Minnesota (the “County”), including the issuance of mortgage credit certificates (the “MCCs”); and

WHEREAS, the CDA is an authorized issuer of “qualified mortgage bonds” described in Section 143 of the Internal Revenue Code of 1986, as amended (the “Code”), and receives volume cap under Section 146 of the Code and Minnesota Statutes, Chapter 474A.03, to issue such qualified mortgage bonds and other private activity bonds; and

WHEREAS, Section 25 of the Code and the regulations promulgated thereunder permit the CDA to
exchange its authority to issue qualified mortgage bonds and other private activity bonds for which it has volume cap (including any unused carry forward) in order to issue MCCs under a qualified mortgage credit certificate program; and

WHEREAS, the CDA, has previously established a program of issuing MCCs to assist qualified first-time homebuyers with acquiring eligible homes in the County, pursuant to the Act, which program has been renewed from time to time; and

WHEREAS, the CDA desires to establish a new 2019 Qualified Mortgage Credit Certificate Program (the “Program”) by electing to not issue qualified mortgage revenue bonds which it could otherwise issue to enable the CDA to provide MCCs in connection with the purchase by eligible homeowners of qualifying residences within the County; and

WHEREAS, the Act requires adoption of a housing finance program after a public hearing for which notice is published in a newspaper of general circulation in the County at least 15 days in advance of the hearing; and

WHEREAS, on July 5, 2019, notice of a public hearing regarding the proposed Program to be held on July 23, 2019, and notice of the proposed Program were published in the Dakota County Tribune; and

WHEREAS, beginning on July 3, 2019, such notices have also been displayed on the CDA website; and

WHEREAS, the related Program information will be filed with the Internal Revenue Service, Minnesota Management and Budget, and the Metropolitan Council, as applicable; and

WHEREAS, on the date hereof, the CDA conducted a public hearing on the proposed Program, a copy of which program is attached hereto as Attachment A, and the issuance of MCCs pursuant thereto; and

WHEREAS, the pursuant to Section 25 of the Code, as amended, the CDA proposes to elect not to issue its entitlement bond allocation (including from any unused carryforward from prior calendar years), in an amount not to exceed $12,000,000 (the “Nonissued Bond Amount”) to make MCCs available to qualifying homeowners.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That:

1. A public hearing has been conducted in accordance with applicable law and closed.

2. The CDA hereby finds, determines and declares that it is in the best interest of the citizens of the County that the CDA establish the Program.

3. The Program, including the findings and parameters set forth therein and attached hereto as Attachment A, is hereby in all respects approved and adopted. Such parameters are hereby approved in substance, with such changes and modifications as the Executive Director, the staff and counsel to the CDA deem necessary and advisable, and are incorporated by reference as part of this Resolution.

4. With respect to the Program, the Executive Director may establish one or more credit rates for the mortgage loans described therein, determine the program expiration date, select the types of mortgage loans for which MCCs may be issued, approve the terms and conditions on which participating lenders make loans that are eligible for MCC financing, and make other determinations as appropriate, all in accordance with the terms and provisions of Section 25 of the Code and the regulations thereunder and this Resolution, including the Program parameters. The Executive Director and CDA staff are hereby directed to further define the Program parameters as necessary to maximize the availability of lower cost financing to low-and moderate-income persons under the Program.

5. Pursuant to Section 25 of the Code, the CDA elects not to issue mortgage revenue bonds in an amount, and at times, to be determined by the Executive Director from time to time, not exceeding the Nonissued Bond Amount. To effectuate the foregoing, the Executive Director is
directed to file such election or elections with the Internal Revenue Service, as required by the Code and the regulations.

Close the Public Hearing:

**Motion:** Commissioner Slavik  
**Second:** Commissioner Atkins

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Resolution:

**Motion:** Commissioner Atkins  
**Second:** Commissioner Egan

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**Conduct Public Hearing To Receive Comments And Authorize Executive Director To Execute Purchase And Loan Development Agreements For The Disposition Of Property Located At 415 5th Street West, Hastings; 617 3rd Street, Farmington; and 745 5th Avenue South, South St. Paul As Part Of The Neighborhood Stabilization Program**

Lisa Alfson presented.

WHEREAS, the Dakota County Community Development Agency (CDA) purchased property at 415 5th Street West, Hastings; 617 3rd Street, Farmington; and 745 5th Avenue South, South St. Paul using federal Neighborhood Stabilization Program (NSP) funding from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, pursuant to the CDA Acquisition and Disposition Policy and Minnesota Statute 469.105, a public hearing must be held on the proposed terms of the sale of the property; and

WHEREAS, pursuant to Minnesota Statute 469.105 a notice of the public hearing was published by the CDA in the Dakota County Tribune not less than 10 days nor more than 30 days prior to the date of the public hearing; and

WHEREAS, the CDA Board held a public hearing to consider the disposition of these properties by conveying the three properties to Twin Cities Habitat for Humanity, Inc. as eligible NSP Activities (Acquisition/Rehabilitation/Reconstruction); and

WHEREAS, the disposition of the properties meets certain provisions in the CDA Acquisition and Disposition Policy, including the sale of property at less than fair market value for affordable housing.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That:
1. The CDA hereby approves the disposition of property at 415 5th Street West in Hastings to the Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

2. The CDA hereby approves the disposition of property at 617 3rd Street in Farmington to the Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

3. The CDA hereby approves the disposition of property at 745 5th Avenue South in South St. Paul to the Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

4. The CDA will provide up to $25,000 in NSP funding to each project to assist with the homebuyer affordability gap and development value gap.

5. CDA staff are authorized to prepare, execute and deliver the corresponding purchase and loan development agreements between the CDA and the Twin Cities Habitat for Humanity, Inc.

Close the Public Hearing:

Motion: Commissioner Slavik
Second: Commissioner Workman

Ayes: 6  Nays: 0  Abstentions: 0

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Resolution:

Motion: Commissioner Egan
Second: Commissioner Atkins

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19-6159 Approve The Commitment Of A Portion Of The CDA's 2020 Low Income Housing Tax Credits

Kathy Kugel presented.

WHEREAS, pursuant to Minnesota Statutes Sections 462A.221 through 462A.225 (the “Act”), the Dakota County Community Development Agency (the “Agency”) is a suballocator of low income housing tax credits (“Tax Credits”); and

WHEREAS, in accordance with Section 42 of the Internal Revenue Code of 1986, as amended (the “Code”), by Resolution No. 19-6107, adopted by the Agency on February 26, 2019, following a public hearing for which notice was duly published, the Agency adopted a Qualified Allocation Plan for 2020 tax credits (the “Qualified Allocation Plan”) setting forth criteria governing the award of the Agency’s 2020 Tax Credits; and

WHEREAS, because the members of the Dakota County Board of Commissioners are the ex-officio members of the Agency, the approval of such Resolution by the Agency satisfies the requirement that the Qualified Allocation Plan be approved by the applicable elected representative of the Agency; and
WHEREAS, the Agency received three applications for the 2020 Tax Credits by the first-round deadline, which the applications were from:

1. Lexington Flats Limited Partnership, the developer of which is MWF Properties LLC, for the construction of a 50-unit multifamily development in Eagan known as Lexington Flats;
2. Prairie Estates, LLLP, the developer of which is Twin Cities Housing Development Corporation, for the acquisition and rehabilitation which will result in the preservation of a 40-unit federally subsidized townhome development in Inver Grove Heights, known as Prairie Estates; and
3. Wexford Place Limited Partnership, the developer of which is Connelly Development LLC, for the construction of a 49-unit multifamily development in Rosemount known as Wexford Place Apartments.

WHEREAS, pursuant to Minnesota Statutes § 462A.222, Subd. 3, any 2020 Tax Credits which are not committed by the Agency prior to Minnesota Housing Finance Agency’s (“MHFA”) second round of applications are required to be returned to MHFA.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, as follows:

1. The Agency hereby finds and determines that with respect to the Wexford Place Limited Partnership application that:
   a. The application for Tax Credits for Wexford Place Apartments is complete in all material respects.
   b. The allocation of Tax Credits requested by the applicant does not exceed the amount necessary for the financial feasibility of the project and its viability as a qualified low-income housing project throughout the 15-year compliance period.
   c. On the basis of the application submitted, the Tax Credit score for the Wexford Place Apartments was 95 points.

2. In making the determination set forth in 1b above the Agency considered: (a) the sources and uses of funds and the total financing planned for Wexford Place Apartments; (b) any proceeds or receipts expected to be generated by reason of tax benefits; (c) the percentage of the tax credit dollar amount used for project costs other than costs of the intermediaries; and (d) the reasonableness of the developmental and operational costs of the project.

3. The Agency has further determined that Wexford Place Limited Partnership received a partial award of Agency 2019 Tax Credits and MHFA Second Round 2019 Tax Credits; and the project demonstrates readiness to proceed by having all city approvals and all funding commitments in place (other than the Tax Credits the applicant is presently requesting).

4. The Agency hereby approves the commitment of $134,937 of its 2020 Tax Credits to Wexford Place Limited Partnership for the Wexford Place Apartments. The Agency will determine wither to make commitments with respect to the remaining $902,341 of 2020 Tax Credits to Lexington Flats Limited Partnership and/or Prairie Estates, LLLP at a later meeting. Such Tax Credit authority will not be returned to MHFA until after such determination has been made.

5. Staff is authorized to prepare, execute and deliver all documentation necessary or convenient to provide for the commitment of its 2020 Tax Credits pursuant to this resolution and the subsequent carryover and allocation of the same, based on findings made in accordance with the requirements of the Code as each such steps.

Motion: Commissioner Workman  Second: Commissioner Slavik

Ayes:  Nays: 0  Abstentions: 0

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INFO  Discussion Of Levy Funded Rental Assistance Pilot Program

Sara Swenson and Madeline Kastler provided information. This item will be back to the Board next month with a request for Board action.

19-6160 Discussion Of Next Steps For CDA Owned Land In West St. Paul (North Gateway Property) And Authorization For CDA Staff To Pursue Development Of The Site

Kari Gill and Kim Bretheim presented.

WHEREAS, the Dakota County Community Development Agency (CDA) and the City of West St. Paul have been redeveloping the area on both sides of Robert Street between Annapolis Street E. and Haskell Street E., known as the North Gateway, for more than 30 years; and

WHEREAS, the CDA issued a Request For Proposals in February 2018, seeking market-rate multi-family housing and/or mixed use proposals for the site and received no offers; and

WHEREAS, in October 2018, the CDA entered into an agreement with brokerage firm CBRE to actively market the CDA-owned land in the North Gateway; and

WHEREAS, the CDA has received three offers for developments with some level of affordable housing requiring various levels of public financing to becoming a reality; and

WHEREAS, the CDA is a housing developer with capacity and expertise to develop an affordable housing product on the North Gateway Property; and

WHEREAS, staff recommends the CDA draft plans to develop the site and work with City of West St Paul.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That staff is authorized to draft plans to develop the site and work with City of West St Paul.

BE IT FURTHER RESOLVED, That CDA staff, through its broker CBRE, is directed to inform the three offerors that the CDA plans to develop the site at this time.

Motion: Commissioner Egan  Second: Commissioner Slavik

Ayes: 6  Nays: 0  Abstentions: 0

Yes  No  Absent  Abstain

Slavik  X
Gaylord  X
Egan  X
Atkins  X
Workman  X
Holberg  X
Gerlach  X

INFO Housing Development Update - Informational

Kari Gill provided updates on current and upcoming development projects.
INFO  Executive Director’s Update – Informational

Tony Schertler provided updates.

ADJOURNMENT

19-6161  Adjournment

BE IT RESOLVED, that the Dakota County Community Development Agency Board of Commissioners hereby adjourns until Tuesday, August 20, 2019

Motion: Commissioner Atkins
Second: Commissioner Slavik

Ayes:  Nays: 0  Abstentions: 0

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Absent</th>
<th>Abstain</th>
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<tbody>
<tr>
<td>Slavik</td>
<td>X</td>
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<td>Holberg</td>
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<td>Cummings</td>
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The CDA Board meeting adjourned at 5:05 p.m.

CDA Board Chairperson
CDA Board Secretary
Authorize Application For Mainstream Voucher Program

Meeting Date: 8/20/2019
Department: Housing Assistance
Prepared By: Lisa Hohenstein
Contact: Lisa Hohenstein
Contact Phone: 651-675-4543

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other: New Voucher Allocation

PURPOSE/ACTION REQUESTED
- Authorize staff to apply for the Mainstream Voucher Program.

SUMMARY
On July 2, 2019, the U.S. Department of Housing and Urban Development (HUD) published a Notice of Funding Availability (NOFA) for the Mainstream Voucher Program. In the Consolidated Appropriations Act, 2018, HUD allotted $385 million for new mainstream vouchers to fund 18,000 families nationwide. There is $150 million available through this NOFA. The mainstream voucher program provides housing vouchers targeted to assist non-elderly persons with disabilities.

CDA staff will work with Dakota County Community Services to identify a targeted population and the number of vouchers to apply for prior to the application deadline of September 5, 2019.

RECOMMENDATION
A Board resolution authorizing the application for the NOFA is required. Staff recommends authorization to apply for the Mainstream Voucher Program to increase rent assistance options to address County Housing Business Plan goals/needs.

EXPLANATION OF FISCAL/FTE IMPACT
None at this time. If awarded funding, the CDA will incorporate it into the agency’s overall budget.
Resolution No. 19-XXXX

Authorize Application For Mainstream Voucher Program

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has made $150 million available to provide housing assistance to non-elderly persons with disabilities through the Mainstream Voucher Program; and

WHEREAS, the Dakota County CDA meets the eligibility requirement to apply for the Mainstream Voucher Program.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That staff is authorized to submit an application for funding under HUD’s Mainstream Voucher Program.
Approve Amendments To The Housing Choice Voucher Administrative Plan

Meeting Date: 8/20/2019  
Department: Housing Assistance  
Prepared By: Lisa Hohenstein  
Contact: Lisa Hohenstein  
Contact Phone: (651) 675-4543

Fiscal/FTE Impact:

☐ None  
☒ Amount included in current budget  
☐ Budget amendment requested  
☐ FTE included in current complement  
☐ New FTE(s) requested  
☐ Other:

PURPOSE/ACTION REQUESTED

• Approve amendments to the Housing Choice Voucher Administrative Plan.

SUMMARY
The Dakota County Community Development Agency (CDA), as an administrator of the federal Housing Choice Voucher (HCV) program, is required to adopt and maintain an administrative plan to delineate the mandatory and discretionary policies used to govern the program. The Housing Choice Voucher Administrative Plan includes policies for other State and locally funded rental assistance programs.

At the July 2019 CDA Board meeting, staff presented options for a levy funded temporary tenant-based rental assistance initiative targeted to households living at Dakota Woodlands. CDA staff worked with Dakota County Community Services to develop program guideline criteria (Attachment A) which will be part of the Housing Choice Voucher Administrative Plan.

RECOMMENDATION
Staff recommends adoption of the amendments to the Housing Choice Voucher Administrative Plan adding a section for the new levy funded rent assistance initiative.

EXPLANATION OF FISCAL/FTE IMPACT
Funds for this program are included in FYE20.
Resolution No. 19-XXXX

Approve Amendments To The Housing Choice Voucher Administrative Plan

WHEREAS, the Dakota County Community Development Agency (CDA), as an administrator of the federal Housing Choice Voucher (HCV) program, is required to adopt and maintain an administrative plan to delineate the mandatory and discretionary policies used to govern the program; and

WHEREAS, the Dakota County CDA’s HCV Administrative Plan includes policies for other State and locally funded rental assistance programs; and

WHEREAS, the Dakota County CDA has added a levy funded temporary tenant-based rental assistance initiative and is proposing amendments to the HCV Administrative Plan to provide policy guidelines for this new program.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the amendments to the Housing Choice Voucher Administrative Plan are approved.

Executive Director’s Comments:
- [ ] Recommend Action
- [ ] Do Not Recommend Action
- [ ] Reviewed-No Recommendation
- [ ] Reviewed-Information Only
- [ ] Submitted at Commissioner Request

Strategic Plan Priorities:
- [ ] Focused Housing Programs
- [ ] Collaboration
- [ ] Development/Redevelopment
- [ ] Financial Sustainability
- [ ] Operational Effectiveness

Executive Director

Department Director
PART VI: LEVY RENTAL ASSISTANCE

18-VI.A. OVERVIEW
The CDA will administer tenant-based rental assistance, using CDA Special Benefit Levy funds, for eligible referrals from Dakota County Community Services. This program will continue to be administered, subject to annual budget renewal.

18-VI.B. ELIGIBILITY
The Levy Rental Assistance Program was designed to provide temporary tenant-based rental assistance to eligible households until they transition to the Housing Choice Voucher Program. An eligible household must be a Dakota Woodlands resident, eligible per Dakota County Social Services policy.

Due to the temporary nature of this program, referrals must be:

- On Dakota County CDA’s Housing Choice Voucher waiting list
- Agree to transition to the Housing Choice Voucher waiting list upon selection
- Eligible for the Housing Choice Voucher Program by meeting the following prescreening criteria:
  - Income at or below 50% AMI based on household size
  - Use the tenant-based rental assistance in Dakota County
  - Pass criminal background screening

18-VI.C. OUTREACH AND REFERRALS
The CDA operates the Levy Rental Assistance Program throughout Dakota County, Minnesota.

The Levy Rental Assistance Program was designed to assist a targeted population who are linked to case management services for the first year of program participation. Dakota County Social Services will provide eligible clients for referral to the CDA to receive tenant-based rental assistance.

18-VI.D. APPLICATIONS, WAITING LIST AND TENANT SELECTION
Dakota County Social Services will maintain a waiting list for assistance. Dakota County CDA will request a program referral when assistance is available. The Dakota County CDA will issue a housing voucher that will allow the applicant to search for housing for 120 days. If, after 120 days, the applicant has not secured a qualified housing unit, the opportunity to utilize this program will end.

In preparation for admission to the Housing Choice Voucher Program, the Dakota County CDA will collect birth certificates (when applicable) and Social Security cards for all household members.
18-VI.E. INCOME AND SUBSIDY DETERMINATIONS

Income will be determined and verified in accordance with Chapters 6 and 7 of the Housing Choice Voucher Administrative Plan. Assets will not be verified for the Levy Rental Assistance Program.

Due to the temporary nature of the Levy Rental Assistance Program, until the Housing Choice Voucher is available, the same calculation will be used to establish the level of subsidy. The participant portion will be calculated at 30% of gross income. However, if the gross rent exceeds the payment standard, the participant may pay more than, but not too exceed 40% of their gross income toward rent. Levy rental assistance can only be used for Housing Assistance Payments (HAP), not application fees or security deposits.

18-VI.F. HOUSING QUALITY STANDARDS (HQS)

All units rented under the Levy Rental Assistance Program must meet HQS at the initial lease term and annually thereafter. Inspections will be made in accordance with Chapter 8. All units assisted under the Levy Rental Assistance Program must be determined reasonable, in accordance with Chapter 8. The inspections will be the responsibility of the CDA.

Levy Rental Assistance Program applicants and participants will be assisted in finding appropriate housing by Dakota County Social Services.

18-VI.G. MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

Families will be responsible for selecting their own rental housing. Families may locate suitable housing anywhere in Dakota County. Levy Rental Assistance is not portable to other jurisdictions.

18-VI.H. SPECIAL HOUSING TYPES

Homeownership is not an option under the Levy Rental Assistance Program.

18-VI.I. PROGRAM ADMINISTRATION

Levy Rental Assistance referrals will be given 120 days search time. If the referral has not secured a housing unit within 120 days, the referral will be canceled.

If a referral does not pass the prescreening eligibility for the Housing Choice Voucher Program, it will be denied. A referral that has been denied for the Levy Rental Assistance Program, will be offered the informal review process, described in Chapter 16.

If, during eligibility processing, the referral is negatively discharged from Dakota Woodlands, the Dakota County CDA will discontinue processing the household for assistance.

The Dakota County CDA will consider approving a lease term, other than 12-months, (i.e. month-to-month) If a lease term, other than 12-months, is approved, a copy of the most recent lease must be provided to the Dakota County CDA. Regardless of the lease term, annually, the Dakota County CDA will conduct an annual update by requiring an updated lease, Housing Assistance Payment (HAP) contract, and HQS inspection.

During program participation, all changes in household composition, income and assets are required to be reported to the Dakota County CDA within 30 days. If the change reported is an
income decrease, an adjustment will be processed, if applicable. If the reported change is an increase, the Dakota County CDA will evaluate the increase to ensure that it meets the $500/month threshold. If the change does not meet this threshold, no change will be required.

If, at any time during program participation, it is determined that the household is not eligible for the Housing Choice Voucher Program notice will be provided, a notice in writing, stating that the Levy Rental Assistance Program will terminate in 60 days. If a program participant is evicted through an eviction action filing, or termination notice by the landlord, Levy Rental Assistance will terminate when the lease agreement ends.

The CDA will apply the policies in this Plan that are not addressed in the Levy Rental Assistance Program Policies.
Approve Record Of Disbursements – July 2019

Meeting Date: 8/20/2019  
Department: Finance  
Prepared By: Chris Meyer  
Contact: Ken Bauer  
Contact Phone: 651-675-4450

Fiscal/FTE Impact:  
☐ None  
☒ Amount included in current budget  
☐ Budget amendment requested  
☐ FTE included in current complement  
☐ New FTE(s) requested  
☐ Other:

PURPOSE/ACTION REQUESTED  
• Approve Record of Disbursements for July 2019

SUMMARY  
In July 2019, the Dakota County Community Development Agency (CDA) had $8,174,017.82 in disbursements and $421,181.47 in payroll expenses. Attachment A provides the breakdown of disbursements. Additional detail is available from the Finance department.

RECOMMENDATION  
Staff recommends approval of the Record of Disbursements for July 2019.

EXPLANATION OF FISCAL/FTE IMPACT  
These disbursements are included in the Fiscal Year Ending June 30, 2019 budget.
Resolution No. 19-XXXX

Approve Record Of Disbursements – July 2019

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the July 2019 Record of Disbursements is approved as written.
# Dakota County CDA
## Record of Disbursements
### For the month of July 2019

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<th>Date</th>
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<td><strong>Total Disbursements</strong></td>
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<td><strong>Total Payroll</strong></td>
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Disbursement detail is available in the Finance Office

Chairperson
Authorization To Execute Partnership Agreement For CEO Next Business Institute Programming With Hennepin County Housing And Redevelopment Authority

Meeting Date: 8/20/2019
Department: Community & Economic Development
Prepared By: Lisa Alfson
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
☐ None
☒ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Authorize the execution of the partnership agreement for CEO Next Business Institute Programming with Hennepin County Housing and Redevelopment Authority (HRA).

SUMMARY
CEO Next Business Institute Programming (CEO Next), formerly known as the regional economic gardening program, aims to connect seasoned businesses with strategic research, facilitated CEO discussions, and access to a team of specialists that provide expert knowledge in their respective fields. Participating businesses do not pay any monetary amount but are required to attend at least six of the eight CEO roundtables, three of the four forums, and about 60 hours over the course of the program collaborating with their research team. The program is about eight months in duration, anticipated to begin October 2019.

Eligible businesses are defined as second-stage businesses, employing between 10 and 99 full-time employees and generating annual revenue or working capital of between $1 million and $50 million. Other requirements for participating businesses include:
• Be a for-profit company that has been headquartered in the metro for at least the past two years;
• Demonstrate growth in employment and/or revenue during two of the past five years; and
• Provide products or services beyond the local area to regional, national or global markets.

The CEO Next contract is administered by the Hennepin County HRA with services provided by the Edward Lowe Foundation. This program was presented to the CDA Board as part of the Q1 Economic Development Update in April 2019 and $30,000 was included in the FYE20 budget to participate in this economic development activity. This amount of funding secures the opportunity for three Dakota County businesses to participate in the 2019/2020 CEO Next program ($10,000 per participating business).

RECOMMENDATION
Staff recommends the Board authorize the execution of the partnership agreement (Attachment A) with Hennepin County HRA. The County Attorney’s office has reviewed the agreement.

EXPLANATION OF FISCAL/FTE IMPACT
Included in FYE20 budget.
WHEREAS, CEO Next Business Institute Programming (CEO Next), formerly known as the regional economic gardening program, is a program aimed at helping second stage businesses grow; and

WHEREAS, this activity supports agency economic development strategies; and

WHEREAS, the CDA has included $30,000 in its FYE20 budget to participate in CEO Next; and

WHEREAS, this funding will allow three Dakota County businesses the opportunity to participate in the program; and

WHEREAS, the Hennepin County Housing and Redevelopment Authority (HRA) manages the regional contract for CEO Next.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners. That the Executive Director is authorized to execute a partnership agreement with Hennepin County HRA for the CEO Next program.
PARTNERSHIP AGREEMENT FOR CEO NEXT BUSINESS INSTITUTE PROGRAMMING

THIS AGREEMENT is by and between Hennepin County Housing and Redevelopment Authority, Minnesota (“HCHRA”) and Dakota County Community Development Agency, Minnesota (“DCCDA”), both political subdivisions of the State of Minnesota, (“Parties”).

RECITALS:

WHEREAS, The Parties recognize a need for inter-governmental cooperation to promote strategic and sustained growth of second-stage growth companies and the creation of jobs in Hennepin County and in Dakota County; and

WHEREAS, the Parties desire to implement CEO Next Business Institute Programming (“Program”) administered by the HCHRA with the services of the Edward Lowe Foundation as a means of assisting with such growth; and

WHEREAS, the Parties desire to share in the cost of the Program and divide the duties and responsibilities associated with it and agree that selection of the companies to participate in the Program will be boundary neutral and based on best candidates and business needs.

NOW THEREFORE, the Parties agree as follows:

1. Term and Cost of the Agreement

DCCDA agrees to contribute resources to the HCHRA for the Program for up to three consecutive program years starting on July 23, 2019 and ending on June 30, 2022.

The initial period for the agreement consists of a two year term (“Program Year 1”); one year for service delivery and one year for reporting for the DCCDA financial contribution not-to-exceed amount of Thirty Thousand Dollars ($30,000.00). Contingent upon factors such as the availability of funds as determined by the DCCDA in its sole discretion on an annual basis, DCCDA may elect to participate in Program Year 2 and Program Year 3 by contributing to the HCHRA up to Thirty Thousand Dollars ($30,000.00) for each additional Program Year for a total not-to-exceed amount of Ninety Thousand Dollars ($90,000.00) for all Program years. DCCDA shall notify HCHRA by May 1, 2020 and May 1, 2021 if it elects to participate in Program Year 2 and Program Year 3, respectively.

2. Scope of Services

The Parties will cooperate in the implementation of the Program to provide practical tools and techniques designed specifically for growing regional second stage companies to twenty four (24) selected core companies including:
- Custom Research: provide at least fifty (50) hours per CEO of the selected core companies;
- CEO Roundtable Sessions: eight (8) half-day sessions for the CEOs of the twenty-four (24) selected core companies; and
- CEO Forum Events: eight (8) sessions for CEOs of the selected core companies and up to thirty (30) additional companies per session.

3. **Duties of HCHRA**

HCHRA shall perform the following duties:

a. Execute a contract with the Edward Lowe Foundation to provide and implement the Program for second stage companies in the target area.
b. Provide financial contributions toward the cost of the total regional Program in the sum of Ninety Thousand Dollars ($90,000.00) for Program Year 1 and additional resources for Program Years 2 and 3 in its sole discretion.
c. Manage and coordinate the Program, including acting as fiscal agent.
d. Maintain records of activities, e.g., inquiries, leads, contacts, growth achieved, etc., in order to measure performance and effectiveness.
e. Market and promote the Program throughout Hennepin County, including identifying potential companies and recruiting identified companies.

4. **Duties of DCCDA**

DCCDA shall perform the following duties:

a. Pay to HCHRA the sum of Thirty Thousand Dollars ($30,000) for its financial contribution toward the cost of the total regional Program for Program Year 1, and the sum of Thirty Thousand Dollars ($30,000) for each additional Program Year in which it elects to participate.
b. Market the Program in Dakota County, including identifying potential companies and recruiting identified companies.
c. Maintain records of activities, e.g., inquiries, leads, contacts, growth achieved, etc., in order to measure performance and effectiveness.

5. **Authorized Agents**

The authorized agent of Dakota County, for purposes of this Agreement, is:
The authorized agent for HCHRA, for purposes of this Agreement, is:

Patricia Fitzgerald
Community and Economic Development Manager
Hennepin County Community Works
7014th Avenue South, Suite 400
Minneapolis, MN 55415
612-543-0864

6. **County and State Audit**

Pursuant to Minn. Stat. § 16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the Parties relative to this agreement shall be subject to examination by each County and the State Auditor. Complete and accurate records of the work performed pursuant to this agreement shall be kept by the Parties for a minimum of six years following termination of this agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the Parties regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed.

7. **Termination**

Notwithstanding any provision of this Agreement, either Party may withdraw from this Agreement before the end date of June 30, 2021. Notice shall be effective upon delivery to the authorized agent of a copy of the resolution of the Party’s governing body indicating its intent to withdraw from this Agreement.

8. **Effect of Termination**

Termination of this Agreement shall not discharge any liability, responsibility or right of any Party which arises from the performance of or failure to adequately perform said terms prior to the effective date of termination.

9. **Indemnification**

Each Party to this Agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party, its officers, employees or agents. Each Party hereby agrees to indemnify, hold harmless and defend the other, its officers, employees or agents, against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney’s fees which the other Party, its officers, employees or agents may sustain, incur or be required to pay, arising out of or by reason of any act or omission of the indemnifying Party, its officers, employees or agents, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement. Liability of the Parties shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws.
Under no circumstances, however, shall a Party be required to pay on behalf of itself and the other Party, any amounts in excess of the limits on liability established in Minnesota Municipal Tort Liability Act, Minn. Stat. Ch. 466, applicable to any one Party. The limits of liability for one or both of the Parties may not be added together to determine the maximum amount of liability for any Party.

10. **Insurance**

Each Party shall maintain public liability coverage protecting itself, its Board, officers, agents, employees and duly authorized volunteers against any unusual and customary public liability claims in amounts which shall, at a minimum, comply with Minn. Stat. § 466.04 and the Workers’ Compensation law and shall be in accordance with Minnesota statutory requirements. Said policies shall be kept in effect during the entire term of this Agreement. The Parties may satisfy this requirement through a program of self-insurance.

11. **Data Practices**

The Parties, their agents, employees and any of its subcontractors, in providing all services hereunder, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as amended, and Minn. Rules promulgated pursuant to chapter 13. The Parties agree that each shall indemnify and hold the other County, its officers, department heads and employees harmless from any claims resulting from the performing County’s unlawful disclosure, failure to disclose or use of data protected under state and federal laws.

12. **Severability**

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the Parties unless such invalidity or non-enforceability would cause the agreement to fail its purpose. One or more waivers by either Party of any provision, term, condition or covenant shall not be construed by the other Party as a waiver of a subsequent breach of the same by the other Party.

13. **Amendments**

No amendment to this Agreement shall have any force or effect unless reduced to writing. Amendments shall be authorized and executed in the same manner as this Agreement.

14. **Entire Agreement**

The entire agreement of the Parties is contained herein and this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof.
IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed intending to be bound thereby.

HENNEPIN COUNTY HOUSING AND REDEVELOPMENT AUTHORITY
STATE OF MINNESOTA

Reviewed by the County Attorney’s Office

By: _______________________________
   Chair of Its Board
   Date: __________________________

ATTEST:

By: _______________________________
   Deputy/Clerk of County Board
   Date: __________________________

By: _______________________________
   Executive Director
   Date: __________________________

By: _______________________________
   Deputy Executive Director
   Date: __________________________

Recommended for Approval:

By: _______________________________
   Director, Community Works
   Date: __________________________
DAKOTA COUNTY COMMUNITY
DEVELOPMENT AGENCY

By_________________________

Date___________________, 2019

Attest ______________________

Date ___________________, 2019

__________________________

Date____________________, 2019
About the program

Recognizing the impact growing businesses make on the local economy, Hennepin, Ramsey, Scott and Dakota counties along with the City of St. Paul established a resource program for second stage businesses. The purpose of the program is to help growing companies make a larger impact by offering business research and support at no cost.

Leverage the power of peer learning

The CEO roundtable provides a confidential forum where participants can share challenges and experiences with a small cohort of other non-competing industry CEOs. The roundtables meet one time per month for a half of a day during the program year (October until June) and are led by an experienced facilitator.

Get just-in-time expertise

Unlike larger businesses, many smaller businesses need to shore up their internal infrastructure while preparing to grow profitably. CEOs and their businesses are connected with a team of topical experts and research specialists who will spend up to 45 hours addressing areas of human resources, operations and supply chain, accounting and finance, global trade, sales and marketing, succession planning, secondary market research, online marketing and customer prospecting.

CEO forum events

Monthly, CEOs meet to hear from a guest speaker—typically an entrepreneur who has grown their business. They share their successes and struggles while answering audience questions.

What businesses are eligible to apply?

The program serves CEOs of for-profit, privately held businesses with 10 to 99 employees and annual revenues between $1M and $50M that are past start up stage and have an appetite for growth.

Contacts

Hennepin County
Mary Matze
Office: 612-348-9812
Email: mary.matze@hennepin.us
Hennepin.us/businessassistance

Ramsey County
Rick Howden
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Email: rick.howden@co.ramsey.mn.us
www.ramseycounty.us/businesses/workforce-business-development/economic-gardening-program

Scott County
Stacy Crakes
Office: 952-496-8613
Email: scrakes@scottfss.org
www.scottcountymn.gov/1196/Economic-Gardening

City of St. Paul
Marcq Sung
Office: 651-266-6615
Email: marcq.sung@ci.stpaul.mn.us

Dakota County
Lisa Alfson
Office: 651-675-4467
Email: jalfson@dakotacda.state.mn.us
Authorization To Execute A Housing Trust Fund Tenant-Based Rental Assistance Program Grant Agreement
Between The Dakota County Community Development Agency And Minnesota Housing Finance Agency

Meeting Date: 8/20/2019
Department: Housing Assistance
Prepared By: Sarah Rensenbrink
Contact: Lisa Hohenstein
Contact Phone: 651-675-4543

Fiscal/FTE Impact:
× None
□ Amount included in current budget
□ Budget amendment requested
□ FTE included in current complement
□ New FTE(s) requested
□ Other: Grant Term 10/1/19-9/30/21

PURPOSE/ACTION REQUESTED
• Authorization to execute a Housing Trust Fund Tenant-Based Rental Assistance Grant Agreement between the Dakota County Community Development Agency (CDA) and Minnesota Housing Finance Agency (MHFA).

SUMMARY
The Dakota County CDA was awarded renewal funding for the Housing Trust Fund Tenant-Based Rental Assistance Program (HTF), in the amount of $1,023,357, an increase of $166,357 from the current grant. This amount includes funding for the Housing Trust Fund, Housing Trust Fund Long-Term Homeless and Housing Trust Fund Re-entry Assistance Programs, which will be combined into one program/grant, effective October 1, 2019. An additional $5,000 was awarded for housing navigation funds. Funding for these programs is awarded on a biennium basis.

The Housing Trust Fund Tenant-Based Rental Assistance Program provides rental subsidies, security deposits and other housing related expenses to income eligible families and individuals who have experienced homelessness, with a priority for serving those with the greatest barriers to housing stability. Rental assistance is provided, in partnership, with services funded through other sources to help participants achieve housing stability and transition to permanent sustainable housing opportunities.

RECOMMENDATION
A Board resolution to execute the grant agreements is required by MHFA. Staff recommends authorizing the Executive Director to execute the agreement for the stated amount and sign any additional or future documents.

EXPLANATION OF FISCAL/FTE IMPACT
The CDA will serve 56 households through the Housing Trust Fund Rent Assistance Program. The grant amount awarded to the CDA is $1,028,357 for the period October 1, 2019 through September 30, 2021 and is included in the FYE20 budget and will be included in the FYE21 budget.
Resolution No. 19-XXXX

Authorization To Execute A Housing Trust Fund Tenant-Based Rental Assistance Program Grant Agreement Between The Dakota County Community Development Agency And Minnesota Housing Finance Agency

WHEREAS, Minnesota Housing Finance Agency has combined the Housing Trust Fund, Housing Trust Fund Long-Term Homeless and Housing Trust Fund Re-entry Assistance Programs into one grant (Housing Trust Fund Tenant-Based Rental Assistance Program), effective October 1, 2019; and

WHEREAS, Minnesota Housing Finance Agency has awarded the Dakota County Community Development Agency $1,028,357 for the Housing Trust Fund Rent Assistance Program for the biennium period of October 1, 2019 to September 21, 2021; and

WHEREAS, this funding will assist 56 households who have experienced homelessness, with a priority for serving those with the greatest barriers to housing stability.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is hereby authorized to execute the grant agreement for the Housing Trust Fund Tenant-Based Rental Assistance Program in the amount of $1,028,357; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute any additional, or future, documents related to the Housing Trust Fund Tenant-Based Rental Assistance Program grant.
Designate Dakota County Community Development Agency As Contract Manager And Fiscal Agent For Fair Housing Implementation Council And Authorize Executive Director To Execute Amended Cooperative Funding Agreements

Purpose/Action Requested

- Designate Dakota County Community Development Agency (CDA) as the contract manager and fiscal agent for the Fair Housing Implementation Council (FHIC).
- Authorize Executive Director to execute amended cooperative funding agreements.

Summary

The FHIC was established July 2002 to coordinate efforts of its participating members to comply with their obligations to affirmatively further fair housing throughout the Twin Cities metro housing market area. Many of the participating members administer federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funding, as well as, other programs which require them to certify to the U.S. Department of Housing and Urban Development (HUD) that they will affirmatively further fair housing through the operation of their housing and community development programs and initiate fair housing activities to overcome impediments to fair housing choice. Current participating members include: the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington; the cities of Bloomington, Eden Prairie, Minneapolis, Plymouth, Saint Paul and Woodbury; and the Metropolitan Council.

Ramsey County most recently served as FHIC contract manager and fiscal agent, overseeing work contracted with FHIC funding to implement actions approved by the FHIC to address impediments to fair housing. Prior to Ramsey County serving as contract manager and fiscal agent, Hennepin County held the role. Dakota County CDA is now being asked to serve as the contract manager and fiscal agent. As part of this transfer of roles, an amendment to the current Cooperative Funding Agreement (Agreement) between the FHIC participating members and Ramsey County has been drafted (Attachment A). Additionally, a separate agreement between Ramsey County and Metropolitan Council needs to also be amended to acknowledge Dakota County CDA as the contract manager and fiscal agent for the FHIC (Attachment B). The amendments will also remove the City of Coon Rapids as a FHIC participating member (because they have chosen to rejoin the Anoka County HUD Consolidated Plan program) and adds that the members will contribute funds to hire a consultant to complete an AI.

The period of the agreements is from July 1, 2015 through June 30, 2020 and is intended to run concurrently with the period covered by each participating member’s required five-year Consolidated Plan (strategic plan for CDBG, HOME, and Emergency Solutions Grant (ESG) funds). A new Cooperative Funding Agreement will be entered into spring 2020 for the next Consolidated Plan period beginning July 1, 2020 and ending June 30, 2024.

Recommendation

Staff recommends the Board designate the Dakota County CDA as the contract and fiscal agent for the FHIC and authorize the Executive Director to execute the amended agreements.

Explanation of Fiscal/FTE Impact

The federal programs (CDBG, HOME and ESG) administered by the CDA currently covers the costs to participate as a member of the FHIC and will be expended to serve as the FHIC contract manager and fiscal agent.
Resolution No. 19-XXXX

Designate Dakota County Community Development Agency As Contract Manager And Fiscal Agent For Fair Housing Implementation Council And Authorize Executive Director To Execute Amended Cooperative Funding Agreements

WHEREAS, the Fair Housing Implementation Council (FHIC) was established July 2002 to facilitate and initiate implementation of affirmative activities having metro-wide significance identified in regional Analyses of Impediments to fair housing choice (AI) and the related Fair Housing Action Guide; and

WHEREAS, each FHIC participating member, Anoka County HRA, Carver County CDA, Dakota County CDA, Hennepin County, Ramsey County, Scott County CDA, Washington County CDA, the City of Coon Rapids, the City of Minneapolis, the City of St. Paul, the City of Woodbury (collectively referred to as the Jurisdictions), is a grantee of certain federal funding from the U.S. Department of Housing and Urban Development (HUD), or is acting on behalf of one or more federal grantees that is required to submit a Consolidated Plan to HUD and/or a certification that it will affirmatively further fair housing by assuming the responsibility of fair housing planning; and

WHEREAS, the FHIC Cooperative Funding Agreement, effective December 21, 2015, and subsequent amendment to the Agreement, was by the Jurisdictions with Ramsey County serving as contract manager and fiscal agent, and the FHIC Cooperative Funding Agreement, effective December 21, 2015, was by the Metropolitan Council with Ramsey County serving as the contract manager and fiscal agent (collectively the Agreements); and

WHEREAS, the period of the Agreements is from July 1, 2015 through June 30, 2020 and is intended to run concurrently with the period covered by each Jurisdiction’s Consolidated Plan; and

WHEREAS, the Dakota County CDA has agreed to replace Ramsey County as contract manager and fiscal agent for work to be contracted with funds provided through these Agreements and subsequent amendments to implement actions approved by the FHIC to address impediments to fair housing in the seven-county metropolitan area; and

WHEREAS, the City of Coon Rapids has officially elected to rejoin the Anoka County Consolidated Plan program and is consequently removed as a Jurisdiction; and

WHEREAS, the Jurisdictions and the Metropolitan Council agreed to contribute funds to facilitate and initiate implementation of affirmative activities having metro-wide significance identified in the FHIC’s AI and related Fair Housing Action Guide; and

WHEREAS, the Jurisdictions and the Metropolitan Council also agree to contribute to the cost of a consultant retained by FHIC to produce an AI.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Agreements are amended to replace Ramsey County with the Dakota County CDA to serve as contract manager and fiscal agent, remove the City of Coon Rapids as a Jurisdiction, add the hiring of the consultant to produce an AI as approved by the FHIC, and update Attachment A to show the minimum contributions made and committed by each Jurisdiction and the Metropolitan Council.
SECOND AMENDMENT TO THE COOPERATIVE FUNDING AGREEMENT
FOR FAIR HOUSING ENFORCEMENT ACTIVITIES

This is an amendment to the COOPERATIVE FUNDING AGREEMENT, effective December 21, 2015, (“Agreement”) between Anoka County HRA, Carver County CDA, Dakota County CDA, Hennepin County, Ramsey County, Scott County CDA, Washington County CDA, the City of Coon Rapids, the City of Minneapolis, the City of St. Paul, the City of Woodbury (collectively referred to as the “Jurisdictions”), with Ramsey County initially serving as contract manager and fiscal agent. The Jurisdictions formed the Fair Housing Implementation Council (“FHIC”) to facilitate and initiate fair housing activities; and

WHEREAS, the Jurisdictions agreed to contribute funds to facilitate and initiate implementation of affirmative activities having metro-wide significance identified in the FHIC’s Regional Analysis of Impediments To Fair Housing Choice (“AI”) and the related Fair Housing Action Guide; and

WHEREAS, each Jurisdiction agreed pursuant to the Agreement to contribute funds in amounts estimated annually in conjunction with each Jurisdiction’s Annual Action Plan and described under the heading “Jurisdiction Contributions and Payment Method” in the Agreement to implement regional fair housing actions; and

WHEREAS, the City of Coon Rapids has officially elected to rejoin the Anoka County HUD Consolidated Plan program and is consequently removed as a Jurisdiction; and

WHEREAS, the Jurisdictions have agreed that the Dakota County CDA will replace Ramsey County as contract manager and fiscal agent under the Agreement; and

WHEREAS, the minimum contribution of funds contributed and committed by each Jurisdiction under the Agreement for the 2019-2020 Fiscal Year is shown in Exhibit A, attached hereto;

NOW THEREFORE, the Agreement is amended to remove the City of Coon Rapids as a Jurisdiction, to replace Ramsey County with Dakota County CDA as contract manager and fiscal agent under the Agreement, and add Attachment A to show the minimum contributions made and committed by each Jurisdiction for the 2019-2020 Fiscal Year.

IN WITNESS WHEREOF, the constituent members of the Jurisdictions have caused this amendment to be executed by their duly authorized representatives.

Dakota County CDA

By: ______________________________

Signature

Name (print): Tony Schertler
Title: Executive Director

Date: ______________________________
Ramsey County

By: ______________________________
   Julie Kleinschmidt
   Its: Ramsey County Manager

Approved as to Form:

Assistant Ramsey County Attorney
Ramsey County Attorney’s Office

Date ______________________________

4839-6318-4287.2
Anoka County HRA

By: __________________________________
   Signature

Name (print): ________________________

Title: ______________________________

Date: ______________________________
Carver County CDA

By: ________________________________
    Signature

Name (print): ________________________

Title: ______________________________

Date: ______________________________
Hennepin County

By: ________________________________
   Signature

Name (print): _________________________

Title: _______________________________

Date: _______________________________
Scott County CDA

By: ________________________________
   
   Signature

Name (print): _________________________

Title: _______________________________

Date: _______________________________
Washington County CDA

By: ______________________________
    Signature

Name (print): _________________________

Title: _______________________________

Date: _______________________________
City of Minneapolis

By: ________________________________
   
   Signature

Name (print): _______________________

Title: ______________________________

Date: ______________________________
City of St. Paul

By: ________________________________
   Signature

Name (print): _________________________

Title: _______________________________

Date: _______________________________
City of Woodbury

By: _______________________________
   Signature

Name (print): ______________________
Title: ______________________________
Date: ______________________________
ATTACHMENT A

[TO COME]
AMENDMENT TO THE COOPERATIVE FUNDING AGREEMENT
FAIR HOUSING IMPLEMENTATION COUNCIL

This is an amendment to the COOPERATIVE FUNDING AGREEMENT, effective December 21, 2015 (“Agreement”) between Ramsey County, Minnesota (“Ramsey County”) and the Metropolitan Council (the “Council”). The term of the Agreement is from July 1, 2015 through June 30, 2020.

WHEREAS, Anoka County HRA, Carver County CDA, Dakota County CDA, Hennepin County, Ramsey County, Scott County CDA, Washington County CDA, the City of Coon Rapids, the City of Minneapolis, the City of St. Paul, and the City of Woodbury (collectively referred to as the “Jurisdictions”) are grantees of certain federal funding from the U.S. Department of Housing and Urban Development (“HUD”), or are acting on behalf of one or more federal grantees that are required to submit a Consolidated Plan to HUD and/or a certification that they will affirmatively further fair housing by assuming the responsibility of fair housing planning; and

WHEREAS, the Jurisdictions formed the Fair Housing Implementation Council (“FHIC”) to facilitate and initiate implementation of affirmative activities having metro-wide significance identified in the FHIC’s Regional Analysis of Impediments To Fair Housing Choice (“AI”) and the related Fair Housing Action Guide; and

WHEREAS, Ramsey County initially agreed to serve as contract manager and fiscal agent for work to be contracted with funds provided by the Jurisdictions under a separate cooperative funding agreement, effective December 21, 2015 (as amended, the “Jurisdictions’ CFA”) and with funds provided by the Council under the Agreement to implement actions approved by the FHIC to address impediments to fair housing in the seven-county metropolitan area; and

WHEREAS, the Jurisdictions have agreed that the Dakota County CDA will replace Ramsey County as contract manager and fiscal agent under the Jurisdictions’ CFA, and the Council and Ramsey County have agreed that the Dakota County CDA will replace Ramsey County as contract manager and fiscal agent under the Agreement for the duration of its term;

NOW THEREFORE, the Agreement is amended to replace Ramsey County with Dakota County CDA as contract manager and fiscal agent under the Agreement, and Dakota County CDA hereby assumes any and all duties and obligations of Ramsey County as contract manager and fiscal agent under the Agreement.
IN WITNESS WHEREOF, the Metropolitan Council, Ramsey County, and the Dakota County CDA have caused this amendment to be executed by their duly authorized representatives.

**Metropolitan Council**

By: ______________________________

Signature

Name (print): _______________________

Title: ______________________________

Date: ______________________________

**Ramsey County**

(initial contract manager and fiscal agent)

By: ______________________________

Signature

Name (print): _______________________

Title: ______________________________

Date: ______________________________

**Dakota County CDA**

(successor contract manager and fiscal agent)

By: ______________________________

Signature

Name (print): Tony Schertler

Title: Executive Director

Date: ______________________________
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
REQUEST FOR BOARD ACTION

Approve Award Of HOME Funds And Authorize Execution Of Related Loan Documents To The
Scott Carver Dakota CAP Agency For The Rehabilitation Of Property On Bryant Avenue, South St. Paul

Meeting Date: 8/20/2019
Department: Community & Economic Development
Prepared By: Kathy Kugel
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED
- Approve the award of HOME Community Housing Development Organization (CHDO) funds to the Scott Carver Dakota CAP Agency (SCDCAP) for the rehabilitation of 1011 Bryant Avenue in South St. Paul.
- Authorize the execution of related loan documents with the SCDCAP.

SUMMARY
Dakota County has an agreement with the U.S. Department of Housing and Urban Development (HUD) to execute and implement the HOME Investment Partnerships Program (HOME Program), with a goal of expanding the supply of decent, safe, affordable housing for those of very-low and low-income. Dakota County has a sub-recipient agreement with the Dakota County Community Development Agency (CDA) to administer the HOME Program and has delegated to the CDA the rights, duties and obligations to disburse, monitor and administer funds under the HOME Program, in a manner consistent with the terms and conditions imposed on the CDA by said agreement, Dakota County resolution, HUD regulations, and the HOME Program.

The HOME Program requires that 15 percent of a jurisdiction’s HOME allocation be used for eligible HOME activities by nonprofit organizations that qualify as a CHDO. On August 13, 2019 the SCDCAP Board approved the remaining items needed to certify SCDCAP as a CHDO for the Dakota County HOME Consortium. CDA staff will review the information for accuracy and then complete the CHDO certification process. The award of CHDO funds is contingent upon SCDCAP being certified as a CHDO.

SCDCAP has requested HOME CHDO funds in the amount up to $425,000 to rehabilitate a two-story walk-up apartment building with eight units of one- and two-bedrooms located at 1011 Bryant Avenue in South St. Paul. Attachment A is a site map and picture of the property. The rehabilitation will include improvements and replacements completed on the roof including chimney repair, exterior stucco improvements, boiler replacement, driveway replacement and additional interior improvements and repairs.

The Dakota County Board of Commissioners approved the creation of the 1011 Bryant CHDO activity as part of the 2019 Action Plan on May 21, 2019 (Attachment B, Resolution #19-547), which allocated Program Year 2017 and 2018 HOME CHDO funds to the rehabilitation of the property.

The Environmental Review process has been completed for the activity and the activity is categorically exempt per Section 58.34(a)(12), which means funds may be committed to the activity. The general HOME loan will be structured at a 1% annual interest rate with full forgiveness after the 15-year period of affordability. Additionally, the HOME funds include additional restrictions on the property, including a corresponding covenant to secure HOME unit lease requirements.

The property currently provides permanent supportive housing for very low-income households, and SCDCAP will continue to partner with Dakota County Social Services and other community partners for intake, assessment, placement, case management and follow-up services for the tenants.

RECOMMENDATION
Staff recommends awarding up to $425,000 in available HOME Consortium CHDO 2017 and 2018 Program Year funds to SCDCAP and execution of the related loan documents for the acquisition and rehabilitation of 1011 Bryant Avenue in South St. Paul.

EXPLANATION OF FISCAL/FTE IMPACT
HOME Program CHDO funds are available in 2017 and 2018 Action Plan Program Years.
Resolution No. 19-XXXX

Approve Award Of HOME Funds And Authorize Execution Of Related Loan Documents To The Scott Carver Dakota CAP Agency For The Rehabilitation Of Property On Bryant Avenue, South St. Paul

WHEREAS, Dakota County has an agreement with the U.S. Department of Housing and Urban Development (HUD) to execute and implement the HOME Investment Partnerships Program (HOME Program), with a goal of expanding the supply of decent, safe, affordable housing for those of very low and low income; and

WHEREAS, Dakota County has a subrecipient agreement with the Dakota County Community Development Agency (CDA) to administer the HOME Program and has delegated to the CDA the rights, duties and obligations to disburse, monitor and administer funds under the HOME Program, in a manner consistent with the terms and conditions imposed on the CDA by said agreement, Dakota County resolution, HUD regulations and the HOME Program; and

WHEREAS, the HOME Program requires that 15 percent of a jurisdiction’s HOME allocation be used for eligible HOME activities by nonprofit organizations that qualify as a Community Housing Development Organizations (CHDO); and

WHEREAS, the commitment of HOME CHDO funds is contingent upon the Scott Carver Dakota CAP Agency (SCDCAP) being certified as a CHDO for the Dakota County HOME Consortium, which is expected to occur soon after the SCDCAP Board meeting on August 13, 2019; and

WHEREAS, the Dakota County Board approved the 2019 Annual Action Plan allocating 2017 ($210,809.20), 2018 ($376,939.05) and 2019 ($371,417.06) HOME CHDO funds to SCDCAP for the purpose of rehabilitating three rental properties located at 1011 Bryant Avenue, 541 12th Avenue and 215 South Street in South St. Paul; and

WHEREAS, the SCDCAP is requesting the HOME CHDO funds of an amount up to $425,000 for the rehabilitation of 1011 Bryant Avenue in South St. Paul; and

WHEREAS, the HOME Program requires the execution of a HOME agreement that outlines the terms, conditions and restrictions of the HOME assisted activities; and

WHEREAS, the loan(s) will be structured at a 1.0% annual interest rate with full forgiveness after the 15-year period of affordability; and

WHEREAS, the activity has been determined to be exempt per Section 58.34(a)(12) and the HOME funds may be committed to the activity.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That an award of HOME CHDO funds to the SCDCAP in an amount up to $425,000 is approved for the rehabilitation of 1011 Bryant Avenue in South St. Paul.

BE IT FURTHER RESOLVED, That staff is authorized to prepare, execute, and deliver all documentation necessary or convenient to provide for the commitment of the HOME CHDO funds between the Dakota County CDA as a sub-recipient of Dakota County and the SCDCAP as the owner of the property, and the CDA Board Chair and the Executive Director are authorized to execute said documents upon such release.

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Executive Director's Comments:
- [x] Recommend Action
- [ ] Do Not Recommend Action
- [ ] Reviewed-No Recommendation
- [ ] Submitted at Commissioner Request

Strategic Plan Priorities:
- [ ] Focused Housing Programs
- [ ] Collaboration
- [ ] Development/Redevelopment
- [ ] Financial Sustainability
- [ ] Operational Effectiveness

Executive Director

Department Director
Attachment A.

1011 Bryant Avenue, South St. Paul (8 units)
Boards of county commissioners
Dakota County, Minnesota

May 21, 2019
Motion by Commissioner Egan
Second by Commissioner Slavik

Resolution No. 19-547

VOTE

Slavik Yes
Gaylord Yes
Egan Yes
Atkins Yes
Workman Yes
Holberg Yes
Gerlach Yes

Approval of Dakota County Fiscal Year 2019 One-Year Action Plan for Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant Programs

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

WHEREAS, HUD requires the development and submission of the Dakota County Fiscal Year (FY) 2019 Annual Action Plan (2019 Action Plan) that proposes allocation of the annual CDBG, HOME, and ESG funds to local governments and housing providers in Dakota County; and

WHEREAS, CDA staff has worked with participating communities to identify CDBG, HOME, and ESG activities for FY 2019; and

WHEREAS, the proposed activities for the HUD funds meet the housing and community development priorities identified in the approved Five-Year Consolidated Plan (2015–2019); and

WHEREAS, HUD released the grant amounts for the three entitlement programs for FY 2019 on April 12, 2019; and

WHEREAS, the County’s CDBG allocation is $1,887,578; the County’s HOME allocation is $958,620 (Consortium total of $2,667,009) including program income; and the County’s ESG allocation is $164,742 for FY 2019; and

WHEREAS, the 2019 Action Plan proposes funding 29 CDBG eligible activities for the 12 cities with populations more than 10,000 with direct allocation funding, five CDBG eligible activities with competitive pool funds for cities and townships with populations less than 10,000, and four Countywide activities with FY 2019 CDBG funds; and

WHEREAS, CDA staff recommends allocating FY 2019 HOME funds to three activities as follows: preservation of an existing multi-family affordable housing development in the City of Inver Grove Heights (74%), Community Housing Development Organization (CHDO) activities (13%), and grant administration (13%); and

WHEREAS, CDA staff recommends allocating FY 2019 ESG funds to three activities as follows: rapid re-housing activities (76.5%), emergency shelter operations (16%), and grant administration (7.5%); and

I, Jennifer 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 21st day of May, 2019, now on file in the County Administration Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 28th day of May, 2019.

Jennifer Reynolds
Clerk to the Board
WHEREAS, the County is required to submit the 2019 Action Plan to HUD by June 10, 2019; and

WHEREAS, HUD requires the designation of a certifying officer for environmental reviews associated with the CDBG, HOME, and ESG activities, and HUD also requires that environmental reviews associated with Capital Fund activities be signed by the highest-ranking County official or designee for CDBG, HOME, and ESG; and

WHEREAS, HUD requires a public notice be published and a public hearing be held to receive comments and inform the public on the 2019 Action Plan that outlines the strategies and objectives for the proposed allocation of FY 2019 CDBG, HOME and ESG funds; and

WHEREAS, the Dakota County Board of Commissioners conducted a public hearing on April 23, 2019, to receive comments on the 2019 Action Plan, and no comments were received at the hearing nor were comments submitted to the CDA.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the Dakota County Fiscal Year 2019 Annual Action Plan for submission to the Department of Housing and Urban Development and hereby approves the 2019 Residential Anti-Displacement and Relocation Assistance Plan and the 2019 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 2019 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

BE IT FURTHER RESOLVED, That the County Board Chair is hereby authorized to execute Fiscal Year 2019 Community Development Block Grant, Emergency Solutions Grant, and HOME Investment Partnerships agreements with the Department of Housing and Urban Development for the acceptance of Community Development Block Grant funds of $1,887,578, HOME Investment Partnership funds of $2,667,009 for the Consortium and $958,620 to Dakota County including program income, and Emergency Solutions Grant funds of $164,742 and a subrecipient agreement with the Dakota County Community Development Agency 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.

I, Jennifer 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 21st day of May, 2019, now on file in the County Administration Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 28th day of May, 2019.

Jennifer Reynolds
Clerk to the Board
Authorize The Levy Of A Special Benefit Tax Pursuant To Minn. Stat. 469.033, Subd.6 And 383D.41

Meeting Date: 8/20/2019
Department: Community & Economic Development
Prepared By: Karly Schoeman
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
☐ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☒ Other: Will be included in FYE21

PURPOSE/ACTION REQUESTED
• Authorize levy funds for 2020.
• Approve an initial budget for the use of the 2019 levy.

SUMMARY
The Dakota County Community Development Agency (CDA) is authorized to levy a Special Benefit Tax of up to 0.0185 percent of the total estimated market value (EMV) within Dakota County, per MN Statute 469.033, subd.6. In accordance with the MN Property Tax Administrative Guide, Housing and Redevelopment Authority levy rates are applied to the assessed value for the previous year - values assessed in 2018 and payable in 2019 for the CDA’s 2020 levy request. MN statute also requires the CDA to obtain County approval for the levy amount requested and to file a levy budget with the County.

The previous year’s final countywide estimated market value, as confirmed by the Dakota County Assessor’s Office, is $49,925,540,600. CDA staff are proposing the 2020 levy request at 0.0176 percent of EMV. This proposed levy is estimated to provide $8,786,895 to the CDA during calendar year 2020.

The majority of the CDA levy funds are pledged to support the Senior Housing Development Program’s annual debt service payment, as required by the common bond indenture. The remaining funds are available for CDA initiatives in support of its mission and will be budgeted through the FYE21 annual budget process. Attachment A is an initial 2020 levy budget to be provided to the County Treasurer/Auditor in compliance with MN statute. This initial 2020 levy certification is due by September 30, 2019.

RECOMMENDATION
CDA staff recommends setting the CDA levy at 0.0176 percent of Estimated Market Value.

EXPLANATION OF FISCAL/FTE IMPACT
Funds approved for the 2020 levy would be received in July and December of 2020, with any delinquent funds received in February 2021, and will be budgeted in the CDA’s FYE21 operating budget, which runs from July 1, 2020 – June 30, 2021.
Resolution No. 19-XXXX

Authorize The Levy Of A Special Benefit Tax Pursuant To Minn. Stat. 469.033, Subd.6 And 383D.41

WHEREAS, the Dakota County Community Development Agency (CDA) is organized and existing under Minnesota Statutes, Section 383D.41, as amended (Enabling Act); and

WHEREAS, pursuant to the Enabling Act, the CDA has all the powers and duties of a housing and redevelopment authority under the provisions of the Municipal Housing and Redevelopment Act, Minnesota Statutes, Sections 469.001 to 469.047 (HRA Act), those powers of an Economic Development Authority under Minnesota Statutes, Sections 469.090 to 469.1081 (EDA Act) expressly granted by the Dakota County Board, and the authority to levy the special benefit tax with the approval of the Dakota County Board as permitted under the HRA Act at such higher limits as may be permitted under either the HRA Act or the EDA Act; and

WHEREAS, pursuant to the Enabling Act, for the purpose of applying the provisions of the HRA Act to the CDA, Dakota County (County) is deemed to have all powers and duties of a municipality under the HRA Act and the Board of Commissioners of the County is deemed to have all powers and duties of a governing board of a municipality under the HRA Act; and

WHEREAS, by Resolution 94-926, dated December 6, 1994 the Dakota County Board authorized the CDA to levy and collect the Special Benefit Tax Levy authorized by the HRA Act without subsequent annual approval of the County; and

WHEREAS, the HRA levy limit at the time of Resolution 94-926 was 0.0144 percent of estimated market value and the CDA has subsequently requested approval by the County Board of Commissioners for any levy request above 0.0144 percent of estimated market value; and

WHEREAS, the CDA Board has before it, for its consideration, a copy of an initial budget for the use of 2020 levy proceeds, based on a Special Benefit Tax of 0.0176 percent of estimated market value, for the payment of debt service for the CDA's Senior Housing Program and other CDA initiatives.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That:

Section 1. The Year 2020 levy budget of $8,786,895 presented for consideration by the Board of Commissioners of the CDA is hereby in all respects approved.

Section 2. Staff of the CDA are hereby authorized to forward the budget of the CDA to the County as required by Section 469.033, Subdivision 6 of the HRA Act, and to request approval by the County of the $1,597,617 portion of the levy allocable to the difference between 0.0144 percent and 0.0176 percent of estimated market value.

Section 3. There is hereby levied pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 a special benefit tax in the amount of the sum of (a) the lesser of 0.0144 percent of the estimated market value within the County or $7,189,278 and (b) subject to approval of the County, an additional levy in the amount of the lesser of 0.0032 percent of the estimated market value within the County or $1,597,617 for a total of 0.0176 percent of the estimated market value within the County or $8,786,895.
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<tr>
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<tr>
<td>✗ Recommend Action</td>
<td>✗ Focused Housing Programs</td>
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<tr>
<td>□ Do Not Recommend Action</td>
<td>□ Collaboration</td>
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<td>□ Reviewed-No Recommendation</td>
<td>□ Development/Redevelopment</td>
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<td>□ Reviewed-Information Only</td>
<td>□ Financial Sustainability</td>
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<td>□ Submitted at Commissioner Request</td>
<td>□ Operational Effectiveness</td>
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Executive Director

Department Director
2020 Special Benefit Tax Levy Budget
Dakota County Community Development Agency

Program: Housing Development and Enhancement Programs

Objective: To provide quality, affordable housing for low- to moderate-income households and support economic development initiatives in Dakota County.

Budget Detail:

**Senior Rental Housing**  
$5,600,000  
Funds will be used for the payment of debt service for the development of affordable housing for seniors by the CDA.

**CDA Initiatives**  
$3,186,895  
Funds will be used in support of CDA initiatives to further the mission of the CDA and budgeted through the CDA’s FYE21 budget process.

**TOTAL BUDGET REQUEST**  
$8,786,895
Adoption Of Dakota County Community Development Agency Fair Housing Policy

Meeting Date: 8/20/2019
Department: Community & Economic Development
Prepared By: Lisa Alfson
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
☑ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Adopt a Fair Housing Policy for the Dakota County Community Development Agency (CDA).

SUMMARY
For FYE20, the CDA is forecasted to receive $23.9 million in intergovernmental funds, which is the largest funding source for the agency. The vast majority of these funds are directly received from the U.S. Department of Housing and Urban Development (HUD) for a variety of housing programs and activities. All housing program dollars require that the recipient (CDA) agree to affirmatively further fair housing.

Affirmatively Furthering Fair Housing (AFFH) is a legal requirement that obligates federal agencies and federal grantees to further the purposes of the Fair Housing Act. This obligation to affirmatively further fair housing has been in the Fair Housing Act since it was signed into law in 1968. Federal grantees cannot discriminate against protected classes of persons, e.g. the elderly, minorities, the disabled, etc., in the programs and activities of recipients receiving federal/HUD funding.

The CDA adheres to the Fair Housing Act and AFFH for all programs and activities administered by the agency. The purpose of the proposed CDA Fair Housing Policy is to have a centralized location that lists all CDA fair housing practices, with references allowing interested parties to research details for each program area.

RECOMMENDATION
Staff recommends adoption of the Fair Housing Policy.

EXPLANATION OF FISCAL/FTE IMPACT
None.
Resolution No. 19-XXXX

Adoption Of Dakota County Community Development Agency Fair Housing Policy

WHEREAS, the Dakota County Community Development Agency (CDA) is the recipient of intergovernmental funds that require the CDA to affirmatively further fair housing; and

WHEREAS, Affirmatively Furthering Fair Housing (AFFH) is a legal requirement that obligates federal agencies and federal grantees to further the purposes of the Fair Housing Act; and

WHEREAS, the obligation to affirmatively further fair housing has been in the Fair Housing Act since it was signed into law in 1968; and

WHEREAS, the CDA implements a variety of external and internal practices in our various roles as developer, landlord, and funder to comply with AFFH and the Fair Housing Act; and

WHEREAS, the CDA Fair Housing Policy is a centralized location for all CDA fair housing practices.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the CDA Fair Housing Policy is adopted.
Dakota County CDA Fair Housing Policy

I. PURPOSE/VISION
Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendment Act of 1988, establishes federal policy for providing fair housing throughout the United States. The intent of Title VIII is to assure equal housing opportunities for all citizens. Local governments that receive community development funds under Title I of the Housing and Community Development Act of 1974 are obligated to certify that they will affirmatively further fair housing. The seven classes protected under the federal Fair Housing Act include: color, disability, familial status, national origin, race, religion, and sex. The Minnesota Human Rights Act has the same fair housing protections as Title VIII with the addition of creed, age, marital status, public assistance status, and sexual orientation.

The Dakota County Community Development Agency (CDA) resolves to promote fair housing and the opportunity for low- and moderate-income families of all races, ethnicities, national origins, religions, ethnic backgrounds, and with all types of disabilities to participate in CDA programs and services.

To comply with these obligations or requirements, the CDA has developed this Fair Housing Policy.

II. FAIR HOUSING POLICY STATEMENT
It is the policy of the Dakota County CDA to ensure that fair and equal housing opportunities are available to all persons in all housing opportunities and development activities funded by the CDA regardless of race, color, religion, gender, sexual orientation, marital status, status of regard to public assistance, familial status, national origin, or disability. This shall be done through external policies that provide meaningful access to all constituents and fair housing informational and referral services; internal practices and procedures that do not discriminate and that affirmatively further fair housing; housing finance policy as a funder of affordable housing developments; and through the landlord role of affordable rental housing operated and managed by the CDA.

III. EXTERNAL PRACTICES
A. Fair Housing Officer. Dakota County CDA has designated the following person as the Fair Housing Officer:

   Administrative Coordinator
   1228 Town Centre Drive
   Eagan, MN 55123
   651-675-4434
   info@dakotacda.state.mn.us
The Fair Housing Officer is responsible for providing public information regarding this policy and applicable federal and state fair housing requirements and resources, and referral of all fair housing complaints. While not expected to be an “expert” in fair housing laws or to conduct any investigation or bring any enforcement actions, the Officer will be familiar with state and federal fair housing laws and the state and federal agencies that handle complaints.

B. Meaningful Access to Online Information. Dakota County CDA will have information about fair housing and its Fair Housing Officer displayed on its website. The website will also have links to various fair housing resources, including the Department of Housing and Urban Development, Minnesota Department of Human Rights, Southern Minnesota Regional Legal Services, and others. The website will also link to state and federal fair housing complaint forms and the State of Minnesota Olmstead Plan.

C. In-Person Information. Dakota County CDA will provide fair housing information to anyone requesting such information at the CDA office building (1228 Town Centre Drive, Eagan, MN 55123). Information provided will include:

   I. A list of fair housing enforcement agencies
   II. Fair Housing Complaint Information

Multi-language Fair Housing posters will be prominently displayed in the front lobby of the CDA office as well as smaller posters in staff cubicles where staff meet with program participants. The CDA will continue to supply additional posters to the other service organizations. The Fair Housing symbol will be displayed on all CDA brochures as well as on the CDA website.

D. Languages. Material in other languages can be requested and handled on an individual basis.

E. Promotion of Fair Housing Month. April is National Fair Housing month and is a time to promote fair housing awareness. The Dakota County CDA will engage in marketing strategies to reach protected groups using conventional methods such as newspapers and other media, flyers, as well as personal contact and mailings.

F. Landlord Education. The Dakota County CDA will strive to host landlord/owner training annually for local landlords and rental property owners to discuss a variety of issues related to rental housing and the Housing Choice Voucher (HCV) program. Fair housing and equal access to housing will be discussed in the trainings. Trainings will be instructed by contract attorneys that specialize in fair housing law to ensure that the landlords and property owners receive the most current, accurate information regarding fair housing.

In addition, the Dakota County CDA will strive to offer regularly scheduled workshops about the Housing Choice Voucher Program for rental property owners and landlords that provide tools, tips and information on requirements and policies, in addition to fair housing information.

G. FHIC Member. Dakota County CDA is a member of the Fair Housing Implementation Council (FHIC), which is a collaborative group representing the Twin Cities metropolitan area entitlement jurisdictions (recipient of federal funding from the U.S. Department of Housing & Urban Development) and other governmental agencies. The purpose of the FHIC is to facilitate and initiate implementation of activities having metro-wide significance identified in the regional Analysis of
Impediments to Fair Housing Choice (AI). Examples of fair housing activities funded in the past by FHIC members include educating individuals on fair housing rights and supporting organizations to create fair housing videos.

IV. INTERNAL PRACTICES
Dakota County CDA commits to the following steps to promote awareness and sensitivity to fair housing issues in all of its government functions.

A. Staff Training. The Dakota County CDA will regularly train staff and elected officials on fair housing considerations, including working with people with disabilities and limited English proficiency constituents.

B. Community Engagement. The Dakota County CDA commits to ongoing community engagement. Specifically, the Dakota County CDA commits to conversations with communities regarding potential affordable housing projects.

C. Analysis of Impediments. An analysis of impediments to Fair Housing Choice (AI) is required of local jurisdictions and organizations that receive federal housing funds which provides a review of barriers to fair housing choice. It serves as the basis for fair housing planning and provides information to policy makers, housing providers, lenders and the public. The CDA is required to complete an AI every five years and does so in conjunction with the FHIC.

V. HOUSING FINANCE TOOLS
The CDA is committed to assist in the financing of affordable rental housing and homeownership for low to moderate income households. The CDA will consider assisting in the development, acquisition, and substantial rehabilitation or acquisition and preservation of multifamily rental housing facilities or homeownership with a variety of local, state, and federal funding sources. It is the policy of the CDA to ensure fair housing requirements are adhered to for all CDA-financed projects.

VI. CDA RENTAL HOUSING PROGRAMS
The Dakota County CDA is a developer, owner, and operator of affordable rental housing units throughout Dakota County. As a landlord, the CDA ensures the Agency’s rental housing programs shall be in compliance with all non-discrimination, equal opportunity, and fair housing laws and practices, as specified in the Admissions and Continued Occupancy Policies (ACOP) that can be found on the Dakota County CDA website (www.dakotacda.org). ACOPs are reviewed, revised, and approved on an as needed basis by the CDA Board of Commissioners.

CDA adheres to fair housing requirements regarding rental housing issues, including Title VIII and the Human Rights Act that makes it unlawful to: (i) discriminate in the selection/acceptance of applicants in the rental of housing units; (ii) discriminate in terms, conditions or privileges of the rental of a dwelling unit; (iii) engage in any conduct relating to the provision of housing that otherwise make unavailable or denies the rental of a dwelling unit; (iv) make or publish (or have anyone else make or publish) advertisements that indicate preferences or limitations based on any of the protected classes; (v) tell a person that because of race, etc., a dwelling unit is not available when it is; and (vi) deny access to, or
Discrimination Complaints
If an applicant or tenant family believes that any family member has been discriminated against by the CDA, the family should advise the CDA (specifically the Property Management Department). The U.S. Department of Housing and Urban Development (HUD) requires the CDA to make every reasonable attempt to determine whether the applicant or tenant family's assertions have merit and take any warranted corrective action. In all cases, the CDA may advise the family to file a fair housing complaint if the family feels they have been discriminated against under the Fair Housing Act. Upon receipt of a housing discrimination complaint, the CDA is required to:

- Provide written notice of the complaint to those alleged and inform the complainant that such Dakota County CDA Public Housing ACOP notice was made.
- Investigate the allegations and provide the complainant and those alleged with findings and either a proposed corrective action or an explanation of why corrective action is not warranted.
- Keep records of all complaints, investigations, notices, and corrective actions.

Applicants or resident families who believe that they have been subject to unlawful discrimination may notify the CDA either orally or in writing (preferred). The CDA will attempt to remedy discrimination complaints made against the CDA and will conduct an investigation into all allegations of discrimination. Complainant's may also choose to contact the local HUD office.

For all the fair housing details associated with the CDA rental housing programs, please review all current ACOPS on www.dakotacda.org.

Adopted by CDA Board of Commissioners: _________
Discussion Of Admissions Requirements For Proposed CDA Housing Developments

Meeting Date: 8/20/2019
Department: Administration
Prepared By: Sara Swenson
Contact: Tony Schertler
Contact Phone: 651-675-4433

Fiscal/FTE Impact:
☒ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Discussion of admissions requirements for proposed projects on CDA properties in Inver Grove Heights and West St. Paul.

SUMMARY
As CDA staff continue to work on architectural plans and discussions with cities on developing CDA owned sites in Inver Grove Heights and West St. Paul, the targeted population that will be served by these developments and rent structure needs to be determined to complete financial feasibility models.

Karly Schoeman and Tony Schertler will present data and options at the Board meeting for discussion.

RECOMMENDATION
N/A – Informational Only

EXPLANATION OF FISCAL/FTE IMPACT
N/A
Quarterly Update On The 2019 Economic Development Workplan - Informational

Meeting Date: 8/20/2019
Department: Community & Economic Development
Prepared By: Lisa Alfson
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED
- Update on the 2019 Economic Development Workplan.

SUMMARY
The 2019 Economic Development (ED) Workplan was adopted by the CDA Board of Commissioners on November 27, 2018 (Resolution #18-6067). The ED Workplan is comprised of nine new activities to assist with advancing the Dakota County Economic Development Strategy (Attachment A).

Staff will provide an update on progress made in the second quarter of 2019 on the activities in the ED Workplan (Attachment B). Also attached are second quarter updates from the Open To Business program (Attachment C).

RECOMMENDATION
Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACT
None.

Supporting Documents:
Attachment A: ED Workplan
Attachment B: Q2 ED Workplan Progress Report
Attachment C: Open To Business Q2 Updates

Previous Board Action(s):
#18-6067; 11/27/2018

Executive Director’s Comments:
- Recommend Action
- Item Type-Consent
- Do Not Recommend Action
- Item Type-Discussion
- Reviewed-No Recommendation
- Item Type-Informational
- Reviewed-Information Only
- Submitted at Commissioner Request

Strategic Plan Priorities:
- Focused Housing Programs
- Collaboration
- Development/Redevelopment
- Financial Sustainability
- Operational Effectiveness

Executive Director

Department Director
Dakota County Economic Development Strategy

**Vision**

We envision Dakota County as a globally competitive economy that is vigorous, diversified and innovative, providing opportunity and prosperity for businesses and residents alike, while sustaining a healthy environment and a superior quality of life.

**Guiding Principles**

- Dakota County government will **take a collaborative approach** to economic development internally and externally, working among County departments and agencies, as well as with cities and other partners. Care will be taken to avoid duplication.

- County government will **plan for and invest in critical infrastructure** (e.g. transportation, telecommunications) and other competitive advantages that support economic growth and vitality.

- Dakota County government may choose to **be involved in economic development projects** that
  - are **highly visible and regionally significant** in the Twin Cities metro area;
  - are physically **located in more than one community**;
  - involve **county and state roads**;
  - create a **significant employment, infrastructure or tax base impact**;
  - demonstrate a **positive return on investment**, OR
  - preserve, enhance or remediate **environmental quality**.

- County government may develop economic development initiatives to **respond to the need for specialized expertise and economies of scale** (i.e. workforce housing, brownfield remediation, telecommunications, workforce development).

- Dakota County government will **use research and policy development as a framework** to guide and evaluate economic development strategies and actions.

- County government will consider workforce, employment, and tax base development to **enhance long-term plans and investment decisions**.

**Strategic Initiatives**

1. Invest in Transportation and transit networks
2. Coordinate strategic infrastructure and land development
3. Link workforce development and economic development
4. (a) Create prospect response capacity. (b) Enhance image, marketing, and branding.
5. Provide quality workforce housing
6. Strengthen development related-research and policy capacity
### CDA/County 2019 Economic Development Workplan UPDATE

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<thead>
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<th>Milestones</th>
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<th>Q2 Report</th>
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| **A. Apply for 2019 EPA Brownfield Assessment Grant funds** | 1. Develop Brownfields Assessment Coalition & Coalition Advisory Committee (January)  
2. Work with Stantec (Consultant) on development of grant during weekly calls (January)  
3. Submit grant (by January 31)  
4. If awarded, develop work plan and convene coalition advisory committee | On behalf of Dakota County and coalition cities, the CDA submitted an application on January 31 to the U.S. Environmental Protection Agency (EPA) for a Coalition Brownfields Assessment Grant. The CDA requested $600,000 to perform environmental investigations. In addition, the CDA and County formed the Brownfield Coalition Advisory Committee, comprised of West St Paul, South St. Paul, Burnsville, Eagan, Hastings, and Rosemount. This is the group that will assist in overseeing the EPA Brownfield Assessment Grant, if awarded. EPA anticipates awarding grants in late Spring 2019. | It was announced June 5th that the CDA was awarded a three-year, $600,000 EPA Brownfields Assessment Grant. This is more than any other award recipient in Minnesota ($300,000 for Duluth and $300,000 for St. Paul Port Authority). CDA staff worked with County staff and environmental consultant to submit the required documents to formally receive the grant. Next steps for Q3 will be formally receiving the funds via a Cooperative Agreement with EPA and entering into an agreement with environmental consultant to assist with grant implementation. Funds will be available October. |
| **B. Update the brownfield site inventory, focusing on economic development and housing opportunities** | 1. Develop comprehensive maps that help cities and developers identify potential brownfield redevelopment opportunities.  
2. IF awarded EPA funds, we can utilize $$ to do more work with inventory, focusing on ED and housing opportunities | County Environmental Resources staff developed waste site/brownfield maps to identify the potential redevelopment opportunities in Dakota County. County staff have met with cities to determine priority areas for redevelopment. Meetings will continue in Q2 to further refine the maps. | Maps and inventory continued to be refined. County and CDA staff capacity was focused on EPA grant obligations. Grant funds will be used to assist with further refinement and enhancement of a brownfield site inventory focused on economic development. |
| **C. Continue working with Cities to understand City prioritized redevelopment areas and consider potential collaborations** | 1. Define prioritized area  
2. Meet with each city individually to obtain list of prioritized redevelopment areas  
3. Discuss pros and cons of aligning city-identified priority areas with CDA and County funding (RIG, ELF) | The conversation on identifying city prioritized areas began late 2018. Responses from cities were mixed and few priority areas provided. County and CDA staff plan to discuss how to define “prioritized areas” in Q2. | Conversations continued in Q2 with cities to identify prioritized areas, as part of the overall RIG program reform. In addition, CDA and County staff discussed development of a proposed brownfield economic development program for Board consideration, and how that can/should/will align with not only city prioritized areas but also County and CDA prioritized areas. |
| **D. Evaluation and Redesign of RIG program** | 1. Develop options for RIG program (Jan - Feb)  
2. Present options to CDA Board (March) | Proposed changes to the RIG program were presented to cities at City/County Community Development meeting on March 14. Staff also presented proposed RIG program to CDA Board at March 19 Board meeting. Staff will take feedback received on the 19th and revise the proposed changes, and return to CDA Board on May 21 for consideration. | CDA Board reviewed and provided direction on the RIG program at the May 21st meeting. Based upon that conversation, policy and application were updated and released to the cities on August 1. Staff will update CDA Board monthly on RIG applications received. New review process includes review of applications by ED Steering Committee. |
1. Strategic Initiative: Coordinate strategic infrastructure and land development (cont.)

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<td>E. Creation of Dakota Broadband</td>
<td>1. Lisa attend DBB Executive Committee meetings to monitor discussions on CNet - specifically construction of CNet. 2. Development implementation plan for CNet (in conjunction with DBB Executive Committee and DBB ED)</td>
<td>Initial discussions have begun on how to structure the C-Net (Commercial network that will be available to be used by internet service providers). The Dakota Broadband (DBB) Executive Committee, C-Net subcommittee, met on Friday, March 22 to begin these discussions. Lisa Alfson is part of this group.</td>
<td>DBB hired the first Executive Director, Carah Koch. CDA staff continue to be part of C-Net subcommittee, which has been meeting monthly, to move forward progress on C-Net business plan. C-Net subcommittee is also developing materials for future DBB Board strategic planning workshop.</td>
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2. Strategic Initiative: Link workforce development and economic development

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<td>A. Support awareness of workforce-related tools and resources for employers in the region</td>
<td>1. Mark Jacobs to distribute regular written communications on tools and resources available to employers in the region. 2. Measure effort by number of organizations (i.e. Chambers, cities, community colleges) that use Mark’s information in their own communications.</td>
<td>Dakota/Scott Workforce Development Board has sent out four email blasts to employers, chambers of commerce, and city community development directors in Q1 2019. Topics included: state mandated powers for employers; how to host successful internships; adult basic education as a resource for employers; and pipeline program. In addition, D/S WDB staff have posted four topics on LinkedIn, including Adult Basic Education as a Resource (202 views); Tradify as a finalist for HEROES award (668 views); New WDB member Rachel Resnick (525 views); and promoting the March 27 Job Fair (236 views).</td>
<td>Dakota/Scott Workforce Development Board sent out 5 email blasts to employers, chambers of commerce, and city community development directors in Q2. Topics included: unemployment maps; resources for hiring veterans; hiring incentives &amp; tax credits in Minnesota; etc. In addition, D/S WDB staff have posted many times on LinkedIn, including: Dakota County Technical College Career Fair (214 views); WDB presentation on Refugees (274 views); Hiring Events (253 views); and promoting Employers of Excellence event (298 views).</td>
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3. Strategic Initiative: Create prospect response capacity

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<td>A. Research developing an Economic Gardening program</td>
<td>1. Research economic gardening programs in Minnesota (Feb) 2. Meet and learn from peer counties about economic gardening (Feb) 3. Draft proposal for Dakota County economic gardening program for ED Steering Committee review (March) 4. Prepare information for the Board (April) 5. If recommended by ED Steering Committee, propose economic gardening program in FY20 CDA Budget (May/June) 6. If recommended and funded, implement July 2019</td>
<td>In February, CDA and County staff were invited to meet with the Regional Economic Gardening Network to learn about the Regional program. The Regional program is comprised of: Hennepin, Ramsey, Washington, Anoka, Scott, and Carver Counties, and the City of St. Paul. The ED Steering Committee discussed the possibility of participating in Regional Economic Gardening program at the February 28 meeting. The idea of a limited participation ($30,000) in the Regional program will be proposed during the April 2 CDA Board budget workshop with more details provided at April 16 Board meeting.</td>
<td>Staff presented information about CEO Next (formerly known as Regional Economic Gardening program) at the April 16 board meeting with Andrew Schmidt, CEO of AMEK Custom Builders. Mr. Schmidt was a past participant and provided his experience with the program. At June 18 Board meeting, CDA Board of Commissioners allocated $30,000 to the CEO Next program for three Dakota County businesses to participate in the 2019/2020 CEO Next program.</td>
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3. Strategic Initiative: Create prospect response capacity

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<td>B. Work with partners to develop economic development links and presence on County and CDA websites for business audiences</td>
<td>1. Research and review peer county websites (Q2) 2. Develop content options for County and CDA websites. Review with ED Steering Committee (summer 2019) 3. Implement Fall 2019</td>
<td>CDA and County staff are scheduled to meet early April to begin review of peer county economic development landing website pages and independent county economic development website pages.</td>
<td>CDA and County staff met in April and reviewed peer economic development websites and began discussions on components of CDA/County economic development (ED) web presence. Discussed county ED website with city community development staff on May 16 and their wishlist for website. County Communications staff completed ED website architecture, with input from ED Steering Committee.</td>
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<td>C. Open To Business</td>
<td>1. Continue to work with cities and Open To Business to have best program for everyone. 2019 is year 2 of a 3 year agreement with OTB.</td>
<td>See attached quarterly update from OTB Advisor, Laurie Crow.</td>
<td>See attached quarterly update from OTB Advisor, Laurie Crow. Also attached is latest success story profile, B52 Burgers and Brew.</td>
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4. Strategic Initiative: Enhance image, marketing and branding

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<tr>
<td>A. GREATER MSP Investment</td>
<td>1. GREATER MSP present to CDA Board (January) 2. CDA Board decide to fund/not fund GREATER MSP (February) 3. If funded, staff obtain quarterly updates from PAC member (Kim Lindquist) 4. Attend GREATER MSP events and trainings, as applicable</td>
<td>CDA Board approved $100,000 2019 investment to GREATER MSP at February 26 Board meeting. Commissioner Gaylord is County representative on GREATER MSP Board. Next step includes receiving quarterly update from Kim Lindquist (CDA Partner Advisory Council rep) on GREATER MSP activities, which will be shared with ED Steering Committee and Board.</td>
<td>Kim Lindquist informed staff that the GREATER MSP Partner Advisory Council (PAC) has not met yet in 2019, due to GREATER MSP staff and board focusing on staff transitions.</td>
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<td>B. Discuss approaches to promoting County to business audiences</td>
<td>1. Monitor Chamber efforts for marketing/branding Dakota County 2. Continue dialogue with cities on this effort, tying in the work of the website improvements.</td>
<td>This strategic activity is connected to strategic activity 3B to develop economic development links and presence on County and CDA websites. This activity will begin in Q2.</td>
<td>CDA has begun partnering with all six Chambers on sponsoring individual Chamber events as one approach to promoting the County and CDA. For example, CDA co-sponsored the June 10 GREATER MSP discussion (Peter Frosch, new Executive Director presented) at a Dakota County Regional Chamber event. In addition, the CDA and cities are working together to develop a South Metro (Dakota County specific) Summit with the MN Real Estate Journal to be held in 2020.</td>
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5. Strategic Initiative: Provide quality workforce housing

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<th>Q1 Report</th>
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<tr>
<td>A. Prepare a finance and development plan for levy support housing</td>
<td>1. Preliminary discussion with CDA Board on levy supported housing, focusing on financial and legal feasibility (Feb) 2. Analyze potential sites, financial structures, product types (Q1 - Q2) 3. Make decisions on site, finances, product (Q2-Q3) 4. Develop rent structure (Q3) 5. City approvals, bidding of work, etc. 6. Anticipate construction Spring 2020</td>
<td>CDA staff presented financial and legal feasibility for levy supported housing at the February 26 CDA Board meeting. Potential locations were discussed for the new type of CDA housing, with locations in WSP and IGH evaluated.</td>
<td>CDA Board of Commissioners have authorized CDA staff to move forward with developing site plans for both the IGH Concord site and WSP North Gateway site with the proposed 60-unit workforce housing product.</td>
</tr>
<tr>
<td>Other Activities Undertaken by Committee</td>
<td>Q1 Report</td>
<td>Q2 Report</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Items not on Work Plan but undertaken by Committee</td>
<td>ED Steering Committee reviewed the Low Income Housing Tax Credit (LIHTC) Qualified Action Plan at the January 28 meeting, specifically reviewing and providing their expertise and knowledge on transportation/transit scoring.</td>
<td>Committee met with Dakota Electric and Xcel Energy representatives in June to discuss utility economic development initiatives and gather their thoughts and opinions on the County and CDA’s roles in economic development.</td>
<td></td>
</tr>
</tbody>
</table>
DAKOTA COUNTY
Open To Business
Laurie Crow – Business Advisor
1/1/2019 – 6/30/2019

<table>
<thead>
<tr>
<th>Clients Served</th>
<th>63</th>
</tr>
</thead>
</table>

**Business Stage:**
- Pre Start Planning: 25
- Start Up: 10
- Existing Business, Opportunity: 20
- Existing Business, Challenged: 8

**Industry Segment:**
- Retail: 11
- Service: 29
- Food: 12
- Health/Fitness: 6
- Manufacturing: 0
- Construction/Real Estate: 4
- Technology: 1
- Professional/Consulting: 0

**Program Hours:**
(Includes Direct Client Hours, Program Outreach & Marketing, Public Events/City Meetings, Data Collection and Administration)

<table>
<thead>
<tr>
<th>Total Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st QTR</td>
</tr>
<tr>
<td>2nd QTR</td>
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**Financing:**

<table>
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<tbody>
<tr>
<td>Number</td>
</tr>
<tr>
<td>Amount</td>
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<td>Leverage</td>
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(Bank/Owner Equity/Other Outside Financing)

**Client City:**

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<th>Residence Business</th>
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<td>Farmington</td>
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<tr>
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<tr>
<td>Mendota Heights</td>
</tr>
<tr>
<td>Rosemount</td>
</tr>
<tr>
<td>S. St. Paul</td>
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<td>W. St. Paul</td>
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**Referral Source:**

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<td>Other</td>
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<td>Web</td>
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<tr>
<td>Apple Valley</td>
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<td>Woodbury</td>
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</table>
Housing Development Update – Informational

Meeting Date: 8/20/2019
Department: Housing Development
Prepared By: Kari Gill
Contact: Kari Gill
Contact Phone: 651-675-4477

Fiscal/FTE Impact:
- None
- Amount included in current budget
- Budget amendment requested
- FTE included in current complement
- New FTE(s) requested
- Other:

PURPOSE/ACTION REQUESTED
- Updated on housing development activities.

SUMMARY
Deputy Executive Director Kari Gill will provide updates on Prestwick Place (workforce housing in Rosemount) along with architectural updates on the homeless Veterans housing project and workforce apartment building.

RECOMMENDATION
N/A – Informational Only

EXPLANATION OF FISCAL/FTE IMPACT
N/A
WORKFORCE HOUSING DEVELOPMENTS

ROSEMOUNT
Prestwick Place

# of UNITS: 40

- Three buildings received occupancy permits at the end of June; all of the units were occupied by July 1, 2019.
- Three additional buildings received occupancy permits at the end of July; these units were occupied by August 1, 2019.
- The remaining three buildings are scheduled to come online by the end of August.
- Site work is continuing through the summer.
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

Executive Director’s Update – Informational

Meeting Date: 8/20/2019
Department: Administration
Prepared By: Kaili Braa
Contact: Tony Schertler
Contact Phone: 651-675-4432

Fiscal/FTE Impact:
☒ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☐ Other:

PURPOSE/ACTION REQUESTED
• Agency updates.

SUMMARY
Executive Director Tony Schertler will provide updates regarding topics related to agency operations and a preview of items that will be on the September 17, 2019 CDA Board meeting agenda.

RECOMMENDATION
N/A – Informational Only

EXPLANATION OF FISCAL/FTE IMPACT
N/A

Strategic Plan Priorities:
☒ Focused Housing Programs
☒ Collaboration
☒ Development/Redevelopment
☒ Financial Sustainability
☒ Operational Effectiveness

Executive Director’s Comments:
☐ Recommend Action
☐ Do Not Recommend Action
☐ Reviewed-No Recommendation
☒ Reviewed-Information Only
☐ Submitted at Commissioner Request

Executive Director

Department Director
MEMO

August 16, 2019

TO: CDA Board of Commissioners
    Dakota County Manager and Physical Development Director
    City Administrators & Managers

FROM: Tony Schertler, Executive Director

RE: Status Report - Quarter 2, 2019

This Status Report provides summary information on the use of affordable housing and community development programs in Dakota County. The Status Report reflects statistics through the second quarter of 2019 and not the entire life of programs. As a reference tool, the appendix has an explanation of each program.
### Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>March 31</th>
<th>June 30</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>1,669</td>
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<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>183</td>
<td>183</td>
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<tr>
<td>Other Affordable Housing Programs</td>
<td>1,100</td>
<td>1,100</td>
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</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td><strong>2,952</strong></td>
<td><strong>2,952</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>March 31</th>
<th>June 30</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>2,214</td>
<td>2,236</td>
<td>22</td>
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<tr>
<td>Portable Income Vouchers</td>
<td>143</td>
<td>159</td>
<td>16</td>
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<tr>
<td>Outgoing Vouchers</td>
<td>311</td>
<td>345</td>
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<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>150</td>
<td>119</td>
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<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>0</strong></td>
<td><strong>2,818</strong></td>
<td><strong>41</strong></td>
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</table>

Tenant-based program vouchers may be used by residents of development-based housing.

### Housing Improvement Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>17</td>
<td>14</td>
<td>0</td>
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<tr>
<td>Weatherization Projects Completed</td>
<td>17</td>
<td>34</td>
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<td>51</td>
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### First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>6</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>21</td>
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<tr>
<td>Mortgage Credit Certificates</td>
<td>5</td>
<td>14</td>
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<td>0</td>
<td>19</td>
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<td>Pre-Purchase Counseling</td>
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<td>Home Stretch Homebuyer Education</td>
<td>32</td>
<td>48</td>
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</table>

Graph represents monthly data.

### Home Foreclosure

<table>
<thead>
<tr>
<th>Foreclosure</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>46</td>
<td>39</td>
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<td>Notice of Pendency</td>
<td>187</td>
<td>166</td>
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<td>0</td>
<td>353</td>
<td>1,420</td>
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</tbody>
</table>

Graph represents monthly data.

### CDA Property Portfolio

- Workforce Housing: 28%
- Public Housing: 11%
- Senior Housing: 28%
- Youth Supportive Housing: 1%
- Senior Housing: 28%

**CDA Properties include:**
- 29 Senior Housing Developments
- 24 Workforce Housing Developments
- 1 Youth Supportive Housing Development
- 323 units Scattered Site Public Housing

**Rental Assisted Housing includes:**
- Development-Based Housing Programs
  - CDA Senior Housing
  - CDA Workforce Housing
  - CDA Youth Supportive Housing
  - Section 8 Housing Choice Vouchers
  - 202 Housing
  - 811 Housing
  - 236 Housing
  - Low Rent Housing
  - Non-CDA Bond Financed Housing
  - Non-CDA Tax Credit Housing
  - FMHA

**Tenant-Based Housing Programs**
- Section 8 Housing Choice Vouchers
- Continuum of Care
- Bridges
- Family Unification Program
- Veteran Affairs Supportive Housing
- Housing Trust Fund
- Single Room Occupancy

Program statistics are available upon request.
## Development-Based Housing Programs

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<tr>
<th>Program Type</th>
<th>Elderly/ Disabled</th>
<th>Youth/ Family</th>
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<th>Youth/ Family</th>
<th>% Change</th>
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<td>170</td>
<td>111</td>
<td>170</td>
<td>111</td>
<td>0</td>
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<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>72</td>
<td>56</td>
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<tr>
<td>Other Affordable Housing Programs</td>
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<td>117</td>
<td>215</td>
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<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td>457</td>
<td>284</td>
<td>457</td>
<td>284</td>
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Tenant-based program vouchers may be used by residents of development-based housing.

## Tenant-Based Housing Programs

<table>
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<th>Program Type</th>
<th>Previous Quarter</th>
<th>Current Quarter</th>
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<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
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<td>Portable Incoming Vouchers</td>
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<td>18</td>
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<td>Other Tenant Housing Subsidy Programs</td>
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<td>9</td>
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<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td>275</td>
<td>265</td>
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## Housing Improvement Programs

<table>
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<th>Type of Program</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>0</td>
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<td>Weatherization Projects Completed</td>
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<td>5</td>
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## First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>Program Type</th>
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<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
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## Home Foreclosure

<table>
<thead>
<tr>
<th>Type of Foreclosure</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>6</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>23</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>23</td>
<td>27</td>
<td>0</td>
<td>0</td>
<td>50</td>
<td>196</td>
</tr>
</tbody>
</table>

## CDA Properties in Apple Valley

### Senior Housing Developments
- Orchard Square • 56 units
- Cortland Square • 60 units
- Cobblestone Square • 60 units

### Workforce Housing Developments
- Glenbrook Townhomes • 39 units
- Chasewood Townhomes • 27 units
- Quarry View Townhomes • 45 units

### Scattered Site Public Housing
- 51 units

### Other Affordable Housing
- Apple Valley Villa • 72 senior units
- Whitney Grove Townhomes • 56 family units

### Section 811 Housing
- Apple Grove Apartments • 16 units

### Non-CDA Managed Tax Credit
- Harlison Apartments • 36 units

### Non-CDA Bond Financed Housing
- Hidden Ponds • 19 affordable family units of 84 total units
- Hearthstone Apartments & Townhomes • 46 affordable family units of 228 total units
- Legends of Apple Valley • 163 affordable senior units

### Non-CDA Other
- Scott-Carver-Dakota CAP Agency • 1 affordable unit

## Affordable Housing in Apple Valley

- **CDA Senior Housing Units**: 31%
- **CDA Workforce Housing Units**: 23%
- **CDA Public Housing Units**: 15%
- **Project Based Voucher Units**: 7%
- **Section 811 Units**: 6%
- **Tax Credit Units**: 5%
- **Bond Financed Units**: 4%
- **Other**: 2%
Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% of Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>206/56</td>
<td>206/56</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>0/89</td>
<td>0/89</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>83/496</td>
<td>83/496</td>
<td>0</td>
</tr>
<tr>
<td>Total Development-Based Housing Units</td>
<td>289/641</td>
<td>289/641</td>
<td>0</td>
</tr>
</tbody>
</table>

Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% of Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>546</td>
<td>575</td>
<td>29</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>26</td>
<td>39</td>
<td>3</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>19</td>
<td>15</td>
<td>-4</td>
</tr>
<tr>
<td>Total Tenant-Based Housing Vouchers</td>
<td>601</td>
<td>629</td>
<td>28</td>
</tr>
</tbody>
</table>

CDA Properties in Burnsville

Senior Housing Developments:
- Eagle Ridge Place • 60 units
- Park Ridge Place • 66 units
- Valley Ridge • 80 units

Workforce Housing Developments:
- Parkside Townhomes • 22 units
- Heart of the City Townhomes • 34 units

Scattered Site Public Housing
- 61 units

Other Affordable Housing in Burnsville

First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
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Home Foreclosure

<table>
<thead>
<tr>
<th>Programs</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>30</td>
<td>27</td>
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<td>0</td>
<td>57</td>
</tr>
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</table>

Program statistics are available upon request.
## Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Increase</th>
<th>Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>245/224</td>
<td>245/224</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>0/0</td>
<td>0/0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>32/132</td>
<td>32/132</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td><strong>277/356</strong></td>
<td><strong>277/356</strong></td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

## Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Increase</th>
<th>Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>334</td>
<td>325</td>
<td>-9</td>
<td>-4</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>20</td>
<td>21</td>
<td>1</td>
<td>-4</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>18</td>
<td>14</td>
<td>-12</td>
<td></td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>372</strong></td>
<td><strong>360</strong></td>
<td><strong>-12</strong></td>
<td></td>
</tr>
</tbody>
</table>

Tenant-based program vouchers may be used by residents of development-based housing.

## Housing Improvement Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Weatherization Projects Completed</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>8</td>
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</table>

## First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
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</table>

## Home Foreclosure

<table>
<thead>
<tr>
<th>Program</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>7</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>13</td>
<td>27</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>20</td>
<td>21</td>
<td>0</td>
<td>0</td>
<td>41</td>
<td>184</td>
</tr>
</tbody>
</table>

Program statistics are available upon request.

## CDA Properties in Eagan

**Senior Housing Developments**
- O’Leary Manor • 65 units
- Oakwoods of Eagan • 65 units
- Lakeside Pointe • 60 units
- Oakwoods East • 55 units

**Workforce Housing Developments**
- Oak Ridge Townhomes • 42 units
- Erin Place Townhomes • 34 units
- Northwood Townhomes • 42 units
- Riverview Ridge Townhomes • 27 units
- Lakeshore Townhomes • 50 units

**Youth Supportive Housing**
- Lincoln Place • 24 units

**Scattered Site Public Housing**
- 28 units

**Other Affordable Housing in Eagan**

**Non-CDA Bond Financed Housing**
- Cedar Villas • 21 affordable family units of 104 total units
- Commons on Marice • 32 affordable senior units of 156 total units
- View Pointe Apartments • 60 affordable units of 327 total units

**Non-CDA Other**
- Scott-Carver-Dakota CAP Agency • 8 affordable units
- Dakota Woodlands (Mary’s Shelter) • 21 beds

Program statistics are available upon request.
### Development-Based Housing Programs

<table>
<thead>
<tr>
<th>CDA Housing Programs</th>
<th>Elderly/Disabled</th>
<th>Youth/Family</th>
<th>Elderly/Disabled</th>
<th>Youth/Family</th>
<th>%/\ as of March 31</th>
<th>as of June 30</th>
<th>%/\ Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>66</td>
<td>51</td>
<td>66</td>
<td>51</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>60</td>
<td>0</td>
<td>60</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>37</td>
<td>115</td>
<td>37</td>
<td>115</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Development-Based Housing Units**: 163 as of March 31, 166 as of June 30, 0 %/\ Previous Quarter

### Tenant-Based Housing Programs

| Tenant Based Housing Choice Vouchers | All | All | 0 | 0 | -2 |
| Portable Incoming Vouchers | 5 | 4 | -1 |
| Other Rental Housing Subsidy Programs | 6 | 7 | 1 |

**Total Tenant-Based Housing Vouchers**: 57 as of March 31, 55 as of June 30, -2 %/\ Previous Quarter

Ten-tenant-based program vouchers may be used by residents of development-based housing.

### Housing Improvement Programs

**Rehab & Improvement Loans Closed**: 1, 0, 0, 0, 1
**Weatherization Projects Completed**: 2, 2, 0, 0, 4

### First Time Homebuyer Programs

**First Mortgage Loans & Downpayment**: 0, 1, 0, 0, 1
**Mortgage Credit Certificate Requested**: 0, 1, 0, 0, 1

### Home Foreclosure

<table>
<thead>
<tr>
<th>Sheriff Sales</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>22</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Notice of Pendency</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
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<tbody>
<tr>
<td>18</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>37</td>
<td>117</td>
<td></td>
</tr>
</tbody>
</table>

CDA Properties in Farmington

**Senior Housing Developments**: Vermillion River Crossing • 66 units

**Workforce Housing Developments**: Twin Ponds Townhomes • 51 units

**Scattered Site Public Housing**: 7 units

**Other Affordable Housing in Farmington**

**Project Based Vouchers**: Spruce Place • 60 senior units

**FMHA**: Red Oak Manor • 37 senior units, Westview Apartments • 60 units

**Non-CDA Managed Tax Credit**: Farmington Family Townhomes • 28 affordable family units of 32 total units, Farmington Townhomes • 16 units

**Non-CDA Other**: Elm Terrace • 4 affordable units of 18 total units, Dakota Woodlands (Mary's Shelter) • 21 beds

Program statistics are available upon request.
Development-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>%/-% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CDA Housing Programs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elderly/Disabled</td>
<td>103</td>
<td>103</td>
<td>0</td>
</tr>
<tr>
<td>Youth/Family</td>
<td>80</td>
<td>80</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>183</td>
<td>183</td>
<td>0</td>
</tr>
<tr>
<td><strong>Project Based Housing Choice Vouchers</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Other Affordable Housing Programs</strong></td>
<td>109</td>
<td>109</td>
<td>0</td>
</tr>
<tr>
<td>Elderly/Disabled</td>
<td>83</td>
<td>83</td>
<td>0</td>
</tr>
<tr>
<td>Youth/Family</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>109</td>
<td>109</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td>212</td>
<td>212</td>
<td>0</td>
</tr>
</tbody>
</table>

Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>All</th>
<th>All</th>
<th>%/-% Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tenant Based Housing Choice Vouchers</strong></td>
<td>100</td>
<td>92</td>
<td>-8</td>
</tr>
<tr>
<td><strong>Portable Incoming Vouchers</strong></td>
<td>6</td>
<td>5</td>
<td>-1</td>
</tr>
<tr>
<td><strong>Other Rental Housing Subsidy Programs</strong></td>
<td>10</td>
<td>6</td>
<td>-4</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td>116</td>
<td>103</td>
<td>-13</td>
</tr>
</tbody>
</table>

CDA Properties in Hastings

**Senior Housing Developments**
- Mississippi Terrace • 40 units
- Rivertown Court • 63 units

**Workforce Housing Developments**
- Marketplace Townhomes • 28 units
- Pleasant Ridge Townhomes • 31 units
- West Village Townhomes • 21 units

**Scattered Site Public Housing**
- 20 units

**Other Affordable Housing in Hastings**
**Section 202 Housing**
- Oak Ridge • 109 senior units

**Non-CDA Managed Tax Credit**
- Guardian Angels Apartments & Townhomes • 26 affordable family units of 30 total units
- Artspace Hastings Lofts • 37 affordable units

Program statistics are available upon request.

First Time Homebuyer Programs

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Mortgage Loans &amp; Downpayment</strong></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Mortgage Credit Certificate Requested</strong></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Home Foreclosure

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sheriff Sales</strong></td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>16</td>
</tr>
<tr>
<td><strong>Notice of Pendency</strong></td>
<td>13</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>97</td>
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</table>
### Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>March 31</th>
<th>June 30</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>177</td>
<td>177</td>
<td>0%</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>78</td>
<td>78</td>
<td>0%</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>0</td>
<td>305</td>
<td>-100%</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td>177</td>
<td>423</td>
<td>0%</td>
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</tbody>
</table>

### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>March 31</th>
<th>June 30</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>All</td>
<td>All</td>
<td>0%</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>149</td>
<td>160</td>
<td>11%</td>
</tr>
<tr>
<td>Portable Income Vouchers</td>
<td>7</td>
<td>11</td>
<td>4%</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>7</td>
<td>4</td>
<td>-3%</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td>163</td>
<td>175</td>
<td>12%</td>
</tr>
</tbody>
</table>

### Housing Improvement Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Weatherization Projects Completed</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

### First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

### Home Foreclosure

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>2</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>12</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>28</td>
<td>192</td>
</tr>
</tbody>
</table>

### CDA Properties in Inver Grove Heights

#### Senior Housing Developments
- Carmen Court • 51 units
- Cahill Commons • 60 units
- Hillcrest Pointe • 66 units

#### Workforce Housing Developments
- Spruce Pointe Townhomes • 24 units
- Lafayette Townhomes • 30 units
- Inver Hills Townhomes • 24 units

#### Scattered Site Public Housing
- 11 units

#### Other Affordable Housing in Inver Grove Heights
- Project Based Vouchers
  - Prairie Estates • 40 family units

- Section 236 Housing
  - Rolling Meadows Cooperative • 202 units

- Non-CDA Bond Financed Housing
  - Blackberry Pointe • 92 affordable family units of 219 total units

Program statistics are available upon request.
## Development-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>%/⁻ Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>264 Elderly/Disabled</td>
<td>264 Elderly/Disabled</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>0 Youth/Family</td>
<td>0 Youth/Family</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>24 Elderly/Disabled</td>
<td>24 Elderly/Disabled</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td>288</td>
<td>301</td>
<td>0</td>
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</table>

Tenant-based program vouchers may be used by residents of development-based housing.

## Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Tenant-Based Housing Programs</th>
<th>All</th>
<th>All</th>
<th>%/⁻ Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>159</td>
<td>145</td>
<td>-14</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>9</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>8</td>
<td>5</td>
<td>-3</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td>176</td>
<td>162</td>
<td>-14</td>
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</tbody>
</table>

## Housing Improvement Programs

<table>
<thead>
<tr>
<th>Housing Improvement Programs</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weatherization Projects Completed</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

![Weatherization and Housing Rehab & Improvement Graph]

## First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>First Time Homebuyer Programs</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Home Foreclosure

<table>
<thead>
<tr>
<th>Home Foreclosure</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>16</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>25</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>44</td>
<td>143</td>
</tr>
</tbody>
</table>

## CDA Properties in Lakeville

**Senior Housing Developments**
- Winsor Plaza • 64 units
- Main Street Manor • 51 units
- Crossroads Commons • 87 units
- Argonne Hills • 62 units

**Workforce Housing Developments**
- Country Lane Townhomes • 29 units
- Prairie Crossing Townhomes • 40 units
- Meadowlark Townhomes • 40 units
- Cedar Valley Townhomes • 30 units
- Keystone Crossing • 36 units

**Scattered Site Public Housing**
- 23 units

**Other Affordable Housing in Lakeville**
- Section 202 Housing
  - Fairfield Terrace • 24 units
- Non-CDA Managed Tax Credit
  - Lakeville Court Apartments • 50 units
  - Lakeville Pointe • 49 units
- Non-CDA Other
  - Scott-Carver-Dakota • 4 affordable units

Program statistics are available upon request.

---

Lakeville • Quarter 2, 2019
Statistics through June 30, 2019

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Status Report

Mendota Heights • Quarter 2, 2019
Statistics through June 30, 2019

Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>125</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>24</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td><strong>137</strong></td>
<td><strong>137</strong></td>
<td><strong>0</strong></td>
</tr>
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</table>

Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>31</td>
<td>22</td>
<td>-9</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Tenant Housing Subsidy Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>31</strong></td>
<td><strong>22</strong></td>
<td><strong>-9</strong></td>
</tr>
</tbody>
</table>

Tenant-based program vouchers may be used by residents of development-based housing.

Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>125</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>24</td>
<td>24</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Units</strong></td>
<td><strong>137</strong></td>
<td><strong>137</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>31</td>
<td>22</td>
<td>-9</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Tenant Housing Subsidy Programs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>31</strong></td>
<td><strong>22</strong></td>
<td><strong>-9</strong></td>
</tr>
</tbody>
</table>

Tenant-based program vouchers may be used by residents of development-based housing.

Housing Improvement Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weatherization Projects Completed</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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</table>

First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

CDA Properties in Mendota Heights

Senior Housing Developments
- Parkview Plaza • 65 units
- Village Commons • 60 units

Workforce Housing Developments
- Village Commons • 60 units

Scattered Site Public Housing
- 1 unit

Other Affordable Housing in Mendota Heights
- Project Based Vouchers
  - Dakota Adults • 12 handicapped units

Program statistics are available upon request.

Home Foreclosure

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>21</td>
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</table>

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### Development-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elderly/Disabled</td>
<td>Youth/Family</td>
<td>Elderly/Disabled</td>
</tr>
<tr>
<td>CDA Housing Programs</td>
<td>104</td>
<td>32</td>
<td>104</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>39</td>
<td>28</td>
<td>39</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>0</td>
<td>90</td>
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</tr>
<tr>
<td>Total Development-Based Housing Units</td>
<td>143</td>
<td>150</td>
<td>143</td>
</tr>
</tbody>
</table>

### Tenancy-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quarter</td>
</tr>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>51</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>2</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>1</td>
</tr>
<tr>
<td>Total Tenant-Based Housing Vouchers</td>
<td>54</td>
</tr>
</tbody>
</table>

### Housing Improvement Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Weatherization Projects Completed</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

### First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

### CDA Properties in Rosemount

- **Senior Housing Developments**
  - Cameo Place • 44 units
  - Cambrian Commons • 60 units

- **Workforce Housing Developments**
  - Carbury Hills Townhomes • 32 units

- **Scattered Site Public Housing**
  - 31 units

- **Other Affordable Housing in Rosemount**
  - Rosemount Plaza • 39 senior units
  - Rosemount Greens • 28 family units

- **Non-CDA Bond Financed Housing**
  - Waterford Commons • 23 affordable units of 106 total units

- **Non-CDA Managed Tax Credit**
  - Park Place • 36 units

Program statistics are available upon request.

### Home Foreclosure

<table>
<thead>
<tr>
<th>Foreclosure Type</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>16</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>12</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>105</td>
</tr>
</tbody>
</table>
### Development-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>170 Elderly/Disabled, 0 Youth/Family</td>
<td>170 Elderly/Disabled, 0 Youth/Family</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>0 Elderly/Disabled, 44 Youth/Family</td>
<td>0 Elderly/Disabled, 44 Youth/Family</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>296 Elderly/Disabled, 51 Youth/Family</td>
<td>296 Elderly/Disabled, 51 Youth/Family</td>
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</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td><strong>466</strong> Elderly/Disabled, <strong>95</strong> Youth/Family</td>
<td><strong>466</strong> Elderly/Disabled, <strong>95</strong> Youth/Family</td>
<td>0</td>
</tr>
</tbody>
</table>

### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>% Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>-11</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>0</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>265</strong> Youth/Family</td>
</tr>
</tbody>
</table>

### Housing Improvement Programs

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>5</td>
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<tr>
<td>Weatherization Projects Completed</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>6</td>
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### First Time Homebuyer Programs

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

### Home Foreclosure

<table>
<thead>
<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>28</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>18</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>29</td>
<td>125</td>
</tr>
</tbody>
</table>

### CDA Properties in South St. Paul
- **Senior Housing Developments**
  - River Heights Terrace • 54 units
  - Dakota Heights • 56 units
  - Thompson Heights • 60 units

- **Other Affordable Housing in South St. Paul**
  - Camber Hills Townhomes • 44 units

- **Low Rent**
  - John Carroll • 165 units
  - Nan McKay • 131 units

- **Non-CDA Managed Tax Credit**
  - Kaposia Terrace Townhomes • 19 affordable units of 20 total units

- **Non-CDA Bond Financed Housing**
  - Kaposia (Rose) Apartments • 20 affordable units of 48 total units

- **Non-CDA Other**
  - Scott-Carver-Dakota CAP Agency • 12+ affordable units

Program statistics are available upon request.
**Development-Based Housing Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>%/⁻ Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>101</td>
<td>101</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>304</td>
<td>304</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td>405</td>
<td>405</td>
<td>0</td>
</tr>
</tbody>
</table>

**Tenant-Based Housing Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>%/⁻ Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>328</td>
<td>356</td>
<td>30</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>26</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>40</td>
<td>28</td>
<td>-12</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Units</strong></td>
<td>0</td>
<td>394</td>
<td>22</td>
</tr>
</tbody>
</table>

Tenant-based program vouchers may be used by residents of development-based housing.

**Housing Improvement Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Weatherization Projects Completed</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

**First Time Homebuyer Programs**

<table>
<thead>
<tr>
<th>Program</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans &amp; Downpayment</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
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**Home Foreclosure**

<table>
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<tr>
<th>Program</th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
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<td>3</td>
<td>11</td>
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<td>9</td>
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</table>

CDA Properties in West St. Paul

**Senior Housing Developments**
- Haskell Court • 42 units
- The Dakotah • 59 units

**Scattered Site Public Housing**
- 10 units
- Colleen Loney Manor • 80 units

**Other Affordable Housing in West St. Paul**
- Section 202 Housing
  - Mount Camel • 60 units

**Low Rent**
- 4 units

**Non-CDA Bond Financed Housing**
- The Sanctuary of West St. Paul • 164 senior units

**Non-CDA Tax Credit**
- Covington Court • 160 units

**Non-CDA Other**
- The Oaks of West St. Paul • 25 affordable units of 132 total units
- Westview Park • 15 affordable units of 72 total units

Program statistics are available upon request.
### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>as of March 31</th>
<th>as of June 30</th>
<th>% Change Quarter 1</th>
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<tr>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Empire</td>
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</tr>
<tr>
<td>Hampton</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Mendota</td>
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<td>0</td>
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</tr>
<tr>
<td>Northfield</td>
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</tr>
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</tr>
<tr>
<td>Ravenna</td>
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</tr>
<tr>
<td>Sunfish Lake</td>
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</tr>
<tr>
<td>Vermillion</td>
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<td>Waterford</td>
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Tenant-based programs include Tenant Based Housing Vouchers and Other Rental Housing Subsidy programs.

### Home Improvement Programs

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<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
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</tr>
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<td>Douglas Township</td>
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<tr>
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<td>Lilydale</td>
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<tr>
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</tr>
<tr>
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<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Randolph</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Ravenna</td>
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<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sunfish Lake</td>
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<tr>
<td>Vermillion</td>
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Programs include Weatherization, Home Improvement & Rehabilitation Loan programs.

### First Time Homebuyer Programs

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<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
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### Home Foreclosure

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<tr>
<th></th>
<th>Quarter 1</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
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<td>Sheriff Sales</td>
<td>1</td>
<td>0</td>
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Small Cities include: Cannon Falls, Castle Rock, Douglas Township, Empire, Hampton, Lilydale, Mendota, Miesville, Northfield, Randolph, Ravenna, Sunfish Lake, Vermillion, Waterford.
Appendix

Assisted Housing

Development Based Housing Programs

Development Based Housing Programs are housing sites where the eligible subsidy is tied to the site and the units remain affordable for the duration of the funding contract. The site is made affordable usually through public funding for construction along with an ongoing operating subsidy. Units may target special needs while others may be general occupancy units. Development Based Housing is listed separately at the bottom of each city’s report. Development Based Housing Programs include:

CDA Senior Housing Program provides one- and two-bedroom rental apartment units for persons 62 years of age and older. The CDA issues tax exempt bonds, credit enhanced with a general obligation pledge from Dakota County and has created a common bond fund. Under this financing structure, rental revenue from all of the buildings is pooled to pay to expenses and debt service for all the buildings. About 72% of the debt service on the bonds is paid from the supplemental revenues, including tax increment revenue and the CDA’s property tax levy that is exclusively dedicated to senior housing. Land and public improvements are paid for in part with CDBG, HOME and other local funds.

CDA Workforce Housing Program provides high quality housing at an affordable rate to meet the needs of households earning modest wages. The affordable workforce housing units are financed through a the CDA’s Family Housing Partnership Program, which was developed as a public/private limited partnership to syndicate low income housing tax credits and raise equity from the private sector for the development’s construction. Financing packages also include below market loans and grants from public, private and non-profit sources.

CDA Youth Supportive Housing Program is a supportive housing development that provides 24 units of affordable, safe, stable housing at Lincoln Place with services for young adults ages 18-25 who are homeless or are at significant risk of becoming homeless. The CDA is the owner, developer and property manager of Lincoln Place. Dakota County Community Services is the sponsor of the project and serves as a referral service for youth who would be good candidates for Lincoln Place. To provide one-on-one case management at Lincoln Place, Dakota County Community Services contracted with The Link to provide advocacy, life skills training, goal setting around education, employment and overall health (chemical, mental and physical) to help residents transition to independence.

Project Based Housing Choice Vouchers (Section 8) is a rental subsidy that can cover all of the units in a given housing development or a designated number of units. Rents are set at 40% of the tenant’s income and are paid to the project’s owner. The remainder of the rent (the subsidy amount) is paid by the federal government. Since the assistance is tied to the unit, a household who moves from the project-based unit does not have any right to continued housing assistance. However, they may be eligible for a tenant based voucher when one becomes available. These rental units are owned and operated by private owners, either for-profit or not-for-profit.

Section 202 Housing units are available to elderly or handicapped residents. This program aims to expand the supply of affordable housing with supportive services for the elderly by providing capital advances to private, not-for-profit organizations to finance property acquisition, site improvement, conversion, demolition, relocation and other expenses associated with supportive housing for the elderly. Project Rental Assistance Contracts are used to cover the difference between the HUD approved operating costs per unit and the
tenant’s rent. Housing financed under this program may include appropriate support services and activities such as cleaning, cooking and transportation for elderly persons who are frail or at risk of being institutionalized. Section 202 is a federally funded program.

**Section 811 Housing** is a supportive housing program with units available to persons with disabilities. This program provides capital advances to not-for-profit sponsors to finance the development of rental housing with supportive services for persons with disabilities. The capital advance is interest free and does not have to be repaid as long as the housing remains available for very low-income persons with disabilities for at least 40 years. The program also provides project rental assistance to cover the difference between the HUD approved operating costs per unit and the amount the resident pays. This is a federally funded program.

**Section 236 Housing** units are generally fixed or flat rents, meaning that they do not vary according to tenant income. The government provided a large mortgage subsidy that reduced interest rates to as little as 1%. These rental units are owned and operated by private owners.

**Scattered Site Public Housing** are rental units owned and operated by a Public Housing Agency, such as the CDA. These housing units consist of high-rise apartments, single family homes, duplexes and townhomes. Tenant income eligibility is based on 80% of area median income. Residents of public housing units pay 30% of their income for rent. Rental payments go to the public housing agency and are used for the operation and maintenance costs of the housing. Federal subsidies also assist with operating costs.

In addition to scattered site units, the CDA owns Colleen Loney Manor, which is an apartment building for low-to-moderate income person who are 62 years of age and older, handicapped or disabled, near elderly (50 years or older) and single persons.

South St. Paul HRA administers public housing program for the City of South St. Paul.

**Low Rent Housing** are units of housing for families, seniors and disabled households, which are federally subsidized.

**Farmers Home Administration (FMHA)** are units if housing for the elderly or families, which are federally funded.

**Tenant Based Housing Programs**

**Tenant Based Housing Programs** are when the eligible housing subsidy is tied to the tenant and the subsidy travels with the tenant. The housing subsidy makes up the difference between the market rate rent and the tenant's income based payment. **Tenant Based Housing Programs include:**

**Tenant Based Housing Choice Voucher (Section 8) Program** is the federal government’s major program for assisting very low-income families, the elderly and the disabled to afford decent and safe housing in the private market. A household that is issued a housing voucher is responsible for finding a suitable housing unit of the household’s choice where the owner agrees to rent under the program. Rental units must meet minimum standards of health and safety, as determined by the public housing authority.

The CDA administers this program in Dakota County.

**Tenant Based Portable Incoming Vouchers (Section 8)** are Housing Choice Vouchers that are issued by a Public Housing Authority other than the CDA but are administered by the CDA because the tenant eligible for the housing subsidy moved into Dakota County.
Tenent Based Portable Outgoing Vouchers (Section 8) are Housing Choice Vouchers that are issued by the CDA but are administered by another Public Housing Authority because the tenant eligible for the housing subsidy moved out of Dakota County.

Continuum of Care is a Federally funded program that provides rental assistance to homeless persons with disabilities. The CDA administers the housing subsidy while Dakota County Social Services refers applicants and provides supportive services for program participants. This program provides intensive case management for households most at risk for chronic homelessness to help them to achieve long-term stability. Continuum of Care is a Federally funded program through the Department of Housing and Urban Development.

Bridges serves persons with chronic and persistent mental illness. The CDA administers the housing subsidy portion of this program and Dakota County Social Services provides supportive services to help stabilize participating households. This is a temporary subsidy that “bridges” the gap between homelessness, treatment centers, institutional facilities, and permanent affordable housing. Bridges is a state funded program through a grant from the Minnesota Housing Finance Agency.

Family Unification Program provides housing vouchers targeted to applicants in two categories:

1) Families for whom the lack of adequate housing is the primary reason for placement of a child in foster care, or is the cause for delays in reuniting a child with their family, and

2) Youth between the ages of 18 and 21 years who left foster care at 16 or older and who lack adequate housing.

The CDA works with Dakota County Community Services to identify and connect with families and youth who might be eligible for the program. Family Unification Program is a federally funded program.

Veteran Affairs Supportive Housing (VASH) is a unique partnership between the Department of Veteran Affairs and the Department of Housing and Urban Development that provides long-term case management, supportive services and permanent housing support for chronically homeless Veterans. The program seeks to serve the neediest, most vulnerable homeless Veterans. A key component of the program is VA's case management services. Case management services promote housing stability and support recoveries from physical and mental illnesses and substance use disorders. These services are designed to improve the Veteran's physical and mental health and enhance the veteran's ability to live in safe and affordable housing within Dakota County.

Housing Trust Fund is a State Funded program for all individuals or families who must be referred by Dakota County Supportive Housing Unit (SHU). This program is administered by the Dakota County CDA.

Housing Trust Fund (Homeless) is a State Funded program for all individuals or families who must be referred by Dakota County Supportive Housing Unit (SHU). This program is administered by the Dakota County CDA.

Home Ownership Connection

Housing Rehabilitation and Home Improvement Loan Program assists low and moderate income homeowners with making repairs and improvements to their homes. Funds are commonly used for roof replacement, furnace replacement, electrical and plumbing repairs, insulation and special needs improvements such as ramp and bathroom and kitchen modifications. The Housing Rehabilitation and Home Improvement Loan Program is funded by a variety of sources including the Minnesota Housing Finance Agency.
MHFA, Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Housing Opportunities Enhancement Program (HOPE) and CDA general fund dollars.

**MHFA Community Fix Up Fund (CFUF)** - 75% MHFA + 25% HOME funds. State and Agency funds to help discount loan rates to rehab homes.

**MHFA Fix-Up Fund (Home improvement Loan)** - State funds to provide low-interest loans to homeowners with income below $96,500. Max loan $35,000.

**MHFA Home Rehab Loan** is State funded to provide no-interest loans to eligible extremely low-income homeowners (30% Area Median Income) to make homes more livable, accessible and energy efficient.

**Community Development Block Grant (CDBG) Loans** - federally funded program for public facilities, housing, neighborhood revitalization, public services, planning and project administration. These are home rehab loans.

**HOME Program Loans** is a federally funded program available for home rehabilitation, homebuyer programs, rehabilitation of rental housing, tenant based rental assistance and new construction of affordable housing. These are home rehab loans.

**Weatherization** services are cost-effective energy efficiency measures for existing residential and multifamily housing with low-income residents. A wide variety of energy measures that encompass the building envelope, its heating and cooling systems, its electrical systems and electricity consumption are the focus. This program is targeted to recipients of fuel assistance. It has the effect of reducing the demand for future fuel assistance by increasing energy efficiency. The Weatherization Program is administered as a joint effort between the CAP Agency and the CDA. Funding is provided to the CDA on an annual basis from the Minnesota Department of Commerce.

**First Time Homebuyer Program** provides low interest rate mortgages and entry cost assistance for buyers purchasing their first home in Dakota County. The CDA finances this program through the issuance of mortgage revenue bonds. The CDA partners with area mortgage lenders who originate loans directly to first time homebuyers. In conjunction with the first time homebuyer program, the CDA also offers downpayment and/or closing cost assistance. All homebuyers applying for a First Time Homebuyer Loan must complete an approved homebuyer education course before closing on their loan.

**Mortgage Credit Certificate (MCC) Program** is available to homebuyers using the First Time Homebuyer Program. It is a certificate (filed with the IRS) that allows the homeowner to use 20% of their annual mortgage interest payment as a credit toward their tax liability. It can be used throughout the life of the loan. A specified amount of the CDA’s bond authority is periodically used to assist first time homebuyers with a market rate mortgage product combined with a mortgage credit certificate. All homebuyers applying for a Mortgage Credit Certificate must complete an approved homebuyer education course before closing on their loan.

**Downpayment Assistance Loans** are available to homebuyers using the First Time Homebuyer Program and meet the income requirements. Homebuyers can apply for downpayment assistance loans of up to $8,000.

**Home Stretch Homebuyer Education** is a course that teaches homebuyers about the entire homebuying process and the responsibilities of homeownership. Classes are taught by CDA Housing Counselors and industry professionals such as mortgage lenders, Realtors and inspectors.

**Pre-Purchase Counseling Sessions** are individual counseling sessions for homebuyers to meet with a trained homeownership specialist to answer questions about homeownership and review the household’s financial situation to develop a plan to become a homeowner.
Foreclosure

**Sheriff Sales** are distressed public property auctions. It is generally the last step in the foreclosure process after the homeowner has exhausted all their options to avoid defaulting on a mortgage. Once the borrower has defaulted, the lender will file suit in court to recover its loan loss, and if the court awards a judgment, the property will be scheduled to be sold at a public auction.

**Notice of Pendency** is filed by a mortgage company’s attorney as official notification that the foreclosure process has begun. Not all of these result in Sheriff Sales.