AGENDA

1. ROLL CALL
   A. Staff Introductions
   B. 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
   a. October 15, 2019 CDA Board Meeting Minutes

3. FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA
   CONSENT
   a. Authorization To Award Contract For The Roof And HVAC Replacement Project At Colleen Loney
      Manor, West St. Paul

4. CONSENT AGENDA
   a. Approval Of Record Of Disbursements – October 2019
   b. Adoption Of The 2020 CDA Merit Compensation Policy And Plan

5. REGULAR AGENDA
   a. Authorization To Carryforward Unused 2019 Private Activity Bond Volume Cap
   b. Approval Of A Redevelopment Incentive Grant For The City Of Hastings
   c. Approval Of A Redevelopment Incentive Grant For The City of West St. Paul
   d. Authorization To Accept U.S. Environmental Protection Agency Cooperative Agreement For
      Brownfield Assessment Coalition Grants And Approval Of Amended Contract With Stantec
      Consulting Services Inc. To Implement Grants
   e. Quarterly Update On The 2019 Economic Development Workplan – Informational
   f. Executive Director’s Update – Informational

6. INFORMATION
   a. Status Report, Q3

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:
December 17, 2019 – Regular Meeting starting at 3:30 p.m.
Dakota County CDA Boardroom, 1228 Town Centre Drive, Eagan, MN 55123
CDA Board of Commissioners
Regular Board Meeting
October 15, 2019

Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123

Commissioner Gerlach called the meeting to order at 3:34 p.m.

COMMISSIONER ROLL CALL

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<td>Commissioner Slavik, District 1</td>
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<td>Commissioner Gaylord, District 2</td>
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<td>Commissioner Egan, District 3</td>
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<td>Commissioner Atkins, District 4</td>
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<td>Commissioner Workman, District 5</td>
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<td>Commissioner Holberg, District 6</td>
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<td>Commissioner Gerlach, District 7</td>
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<tr>
<td>Commissioner Cummings, At Large</td>
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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
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

Others in attendance:
Jay Stassen, Dakota County
Erin Stwora, Dakota County
Madeline Kastler, Dakota County

AUDIENCE

No audience members addressed the Board at this time.

APPROVAL OF AGENDA AND MEETING MINUTES

19-6183 Approval Of Agenda And Meeting Minutes

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners that the agenda for the October 15, 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 September 17, 2019, Annual and Regular CDA Board meetings be approved as written.

Motion: Commissioner Egan  Second: Commissioner Gaylord
Ayes: 7  Nays: 0  Abstentions: 0

Yes  No  Absent  Abstain
Slavik  X
Gaylord  X
Egan  X
Atkins  X
FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA

19-6184 Approval Of The 2020 Utility Allowance Schedule For The Public Housing Program

WHEREAS, the Dakota County Community Development Agency (CDA) administers the federal Public Housing Program; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires all housing authorities to review and revise, as necessary, allowances for resident paid utilities in Public Housing properties on an annual basis; and

WHEREAS, the Dakota County CDA has contracted with The Nelrod Company to conduct a review of utility allowances and make recommendations based on an engineering method.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the updated Utility Allowance Schedule in Attachment A is approved effective January 1, 2020 for the Public Housing Program.

Motion: Commissioner Cummings Second: Commissioner Holberg
Ayes: 7 Nays: 0 Abstentions: 0

Yes No Absent Abstain
Slavik X
Gaylord X
Egan X
Atkins X
Workman X
Holberg X
Gerlach X
Cummings X

CONSENT AGENDA

19-6185 Approve Record Of Disbursements – September 2019

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

19-6186 Approve The Write-Off Of Non-Expendable Equipment

WHEREAS, during the CDA’s year-end reconciliation process, the Finance Department noted a certain item of non-expendable equipment had become damaged, outdated or is no longer in the CDA’s possession; and

WHEREAS, this item of non-expendable equipment should be removed from the CDA’s accounting and property records.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the non-expendable equipment totaling $10,362.43 be written off as of June 30, 2019.
19-6187  Approve Amendments To The Fiscal Year Ended June 30, 2019 Operating Budget

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

WHEREAS, CDA budget policy requires that a listing of budget transfers approved by the Executive Director be presented to the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the budget amendments approved by the Executive Director for the Fiscal Year Ended June 30, 2019 pursuant to the requirements of CDA budget policy are affirmed by the CDA Board.

19-6188  Adoption Of 2020 CDA Board of Commissioners Meeting Dates

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby adopts the following 2020 meeting schedule:

- Tuesday, January 14, 2020 – Annual Meeting at 3:15 p.m.; Regular Meeting at 3:30 p.m.
- Tuesday, February 11, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, March 17, 2020 – Budget Workshop at 2:00 p.m.; Regular Meeting at 3:30 p.m.
- Tuesday, April 21, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, May 12, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, June 16, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, July 14, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, August 18, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, September 15, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, October 20, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, November 17, 2020 – Regular Meeting at 3:30 p.m.
- Tuesday, December 15, 2020 – Regular Meeting at 3:30 p.m.

BE IT FURTHER RESOLVED, That the location for all of the 2020 meetings will be Boardroom at the CDA’s office located at 1228 Town Centre Drive, Eagan, MN 55123.

19-6189  Approval Of 2020 Medical, Dental And Vision Insurance Plans, Rates and Contributions

WHEREAS, the CDA has a history of obtaining its medical, dental and vision insurance plans through Dakota County; and

WHEREAS, the CDA wishes to continue to provide quality medical, dental and vision insurance coverage to eligible CDA employees and their families.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the 2020 dental plans and premiums as provided by Delta Dental; and the 2020 vision plans and premiums as provided by VSP Vision Care; and the 2020 medical plans and premiums as provided by Preferred One, HealthPartners, and UCare are approved for implementation effective January 1, 2020; and

BE IT FURTHER RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the agency contribution levels toward employee medical and dental premiums, wellness program incentives, Health Reimbursement Accounts, and Health Savings Accounts, are hereby approved for 2020 plan year, as detailed in the attachment.

19-6190  Approve Amendments To CDA Personnel Policy #280 - Holidays

WHEREAS, the Administration Department periodically reviews policies and procedures and makes recommendations in order to maintain and enhance the effective provision of human resource management functions at the CDA; and

WHEREAS, CDA Senior Management has reviewed Policy #280 and has proposed the following changes:

- 6 -
Addition of December 24 as a paid holiday except for years when that date falls on the weekend or is the observed holiday for December 25. In those years, employees will be granted a floating holiday to use in that calendar year.

Removal of language pertaining to early release on December 24.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That Personnel Policy #280 is hereby amended.

Motion: Commissioner Slavik Second: Commissioner Gaylord

Ayes: 6 Nays: 0 Abstentions: 0

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Approve Amendments To The Family Housing Partnership Program And Limited Liability Corporation Administrative Plan

Tony Schertler provided comments and an updated resolution for this item.

WHEREAS, the Dakota County Community Development Agency (CDA) manages 847 units of housing through private-public partnerships and the CDA’s Workforce Housing Limited Liability Corporation; and

WHEREAS, the Family Housing Partnership Program and Limited Liability Corporation Administrative Plan has been revised to include:

- Defining Surcharge in Part I.
- Inserting language into Part III, Section D.2. adding pattern of late rental payments and pattern of threatening or belligerent communication towards CDA staff as additional factors that will be considered when determining admission into the program.
- Inserting language into Part IV, Section B. regarding the applicant removal from all lists due to ineligibility or returned mail with no forwarding address.
- Inserting language into Part IV, Section C. that states required forms to receive residency preference.
- Inserting a sliding scale table for surcharges that will be added to households rent, should they reach these income limits.
- Revising Part VIII to remove “and for all subsequent reexaminations” etc., in order to be consistent with current practices.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That these amendments to the Family Housing Partnership Program and Limited Liability Corporations Administrative Plan are approved effective October 15, 2019.

Approved as amended.

Motion: Commissioner Gaylord Second: Commissioner Egan

Ayes: 6 Nays: 0 Abstentions: 0

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REGULAR AGENDA

19-6192  Approval Of Budget Amendment And Subordinate Loan Modifications For Cedar Valley Townhomes, Lakeville

Karly Schoeman presented.

WHEREAS, Cedar Valley Townhomes is an affordable workforce housing development located in Lakeville and owned by the Dakota County CDA Workforce Housing, LLC; and

WHEREAS, Minnesota Housing Finance Agency ("MHFA") and the Family Housing Fund ("FHF") provided gap financing for Cedar Valley Townhomes in the form of subordinate mortgage loans; and

WHEREAS, the MHFA and FHF have agreed to modify their subordinate mortgage loans, with the payment of accrued interest as of the closing date of such modifications; and

WHEREAS, the Dakota County CDA wishes to proceed with the modification of the MHFA and FHF subordinate mortgage loans.

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

1. A budget amendment shall be made to the FYE20 budget for Cedar Valley Townhomes to accommodate the payment of accrued interest on the MHFA and FHF loans as of the date of the modifications of such loans.

2. The Executive Director is authorized to execute and deliver all necessary documentation to accomplish the modifications of the MHFA and FHF loans, as outlined in the proposed Loan Modification Agreements.

Motion: Commissioner Holberg  Second: Commissioner Atkins

Ayes: 6  Nays: 0  Abstentions: 0

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

19-6193  Approval Of Changes To The Housing Finance Policy

Karly Schoeman and Kathy Kugel presented.

WHEREAS, the Dakota County Community Development Agency (CDA) staff desires to amend the Housing Finance Policy;

WHEREAS, CDA staff proposes to revise the fees for projects requesting bonds for residential rental projects, specifically having the applicant pay for the State of Minnesota application fee, defining when the annual administrative fee will be paid and adding two exceptions to the administrative fee to account for projects that use shorter term bonds (five years or less); and
WHEREAS, CDA staff proposes the addition of an application fee to those seeking a HOPE loan to help offset the expense of the administrative and legal review of the application.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the recommended changes to the Housing Finance Policy, as shown in the Attachment A, are hereby approved.

Motion: Commissioner Egan  Second: Commissioner Atkins

Ayes: 6  Nays: 0  Abstentions: 0

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INFO  Housing Development Update

Kari Gill presented information on CDA developments; Karly Shoeman and Kathy Kugel presented information on CDA financed developments.

INFO Discussion Of Proposed Amendments To CDA Bylaws And At-Large CDA Commissioner Recruitment Process

Sara Swenson and Jay Stassen presented.

INFO Executive Director’s Update

Tony Schertler provided updates.

ADJOURNMENT

19-6194  Adjournment

BE IT RESOLVED, that the Dakota County Community Development Agency Board of Commissioners hereby adjourns until Tuesday, November 19, 2019.

Motion: Commissioner Slavik  Second: Commissioner Holberg

Ayes: 7  Nays: 0  Abstentions: 0

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The CDA Board meeting adjourned at 4:42 p.m.
Authorization To Award Contract For The Roof And HVAC Replacement Project At
Colleen Loney Manor, West St. Paul

Meeting Date: 11/19/19
Department: Property Management
Prepared By: Vince Markell
Contact: Anna Judge
Contact Phone: 651-675-4510

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 Executive Director to execute a contract with Berwald Roofing.
• Authorize change order authority to the Director of Property Management.

SUMMARY
Colleen Loney Manor, an 80-unit public housing apartment building in West St. Paul was built in 1980 and is in need of exterior roof renovations and HVAC upgrades. The rehabilitation project includes: re-roofing the existing main flat roof (four stories above grade) and re-roofing the main entry flat roof (one story above grade), removing packaged HVAC unit (four stories above grade) and properly disposing of it, replacing the existing split HVAC units at main entry roof (one story above grade), adding roof insulation, new metal edge, overflow scuppers and associated items as noted in the job specification.

A public bid opening was held at the CDA office. A total of 19 contractors were solicited and invited to bid on the project. A two-week advertisement for solicitation of bids was published in the Dakota County Tribune (Attachment A) and on the CDA’s website. As a result of all solicitations, five contractors attended an on-site inspection and four bids were received at the bid opening. The results are on the Bid Tabulation (Attachment B).

The lowest qualified bidder was Berwald Roofing.

RECOMMENDATION
Staff recommends that the Executive Director be authorized to enter into a contract with Berwald Roofing in the total amount of $295,000. The solicitation of bids was done in accordance with public bidding requirements; the low bidder is reasonable and a bid bond was received. The decision to accept Alternate 3, installing a new roof hatch is due to age of the current, original hatch. This hatch is also the main entry onto the roof. The selection of this alternate increases the base bid from $292,000 to the contract amount of $295,000.

Staff also recommends the Director of Property Management be authorized to execute change orders up to 10% of the contract amount ($29,500) to deal with any unforeseen issues during the project.

EXPLANATION OF FISCAL/FTE IMPACT
Funds from the Public Housing Capital Fund will be used for this project.
Resolution No. 19-XXXX

Authorization To Award Contract For The Roof And HVAC Replacement Project At Colleen Loney Manor, West St. Paul

WHEREAS, the Dakota County Community Development Agency accepted bids for the roofing replacement project of Colleen Loney Manor, a public housing apartment building in West St. Paul; and

WHEREAS Berwald Roofing was the lowest responsible bidder with a bid total of $295,000 accepting Alternate 3 (installation of new roof hatch); and

WHEREAS, funds are included in the Public Housing Capital Fund budget for this project.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director be authorized to sign a contract for the project with the lowest responsible bidder Berwald Roofing in an amount of $295,000; and

BE IT FURTHER RESOLVED, That the Director of Property Management be authorized to execute change orders not to exceed 10% of contract amount.
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA)
EAGAN, MN 55123

PUBLIC NOTICE

ADVERTISEMENT FOR BIDS

Notice is hereby given that sealed bids will be received from qualified vendors for the roof replacement at Colleen Loney Manor (CLM) 1675 Livingston Ave. W. St. Paul, MN 55118. Bids will be received by the Office of the Director of Housing Finance & Development at the Dakota County Community Development Agency, 1228 Town Centre Drive, Eagan, MN 55123 until 10:00 AM, Thursday, October 24, 2019.

At that time, the sealed bids will be publicly opened and read aloud. Bids received after this time and date will be rejected. No telephone bids or fax bids will be accepted. Bids shall be on the forms provided for that purpose and according to the bid documents as prepared by the Dakota County CDA, or its representative. A bid tabulation or other bid result will be furnished to those that bid the project. All bids for a similar project had been rejected, and this a revised request for bids. New project specifications and bid forms have been issued and shall be used to be a qualified bid. Sealed bids shall be addressed to:

Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123
Attn: Vince Markell

Bid security in the amount of 5% of the bid must accompany each bid in accordance with the Instruction to Bidders.

This is a Davis-Bacon prevailing wage project.

The CDA hereby notifies all bidders that in regard to any Contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (D.M.E.) will be afforded full opportunity to submit bids and proposals and will not be subjected to discrimination on the basis of race, color, sex, age, religion, or national origin.

The Dakota County CDA reserves the right to reject any and all bids, to waive irregularities and informalities therein and to award the Contract in the best interest of the Dakota County CDA.

For bid documents, contact:
Vince Markell, Capital Fund Coordinator
Dakota County Community Development Agency
vmarkell@dakotacda.state.mn.us
651-675-4481

Published in the Dakota County Tribune
October 4, 11, 2019
981026
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Approval Of Record Of Disbursements – October 2019

Meeting Date: 11/19/2019
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 October 2019

SUMMARY
In October 2019, the Dakota County Community Development Agency (CDA) had $5,517,057.49 in disbursements and $436,508.63 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 October 2019.

EXPLANATION OF FISCAL/FTE IMPACT
These disbursements are included in the Fiscal Year Ending June 30, 2020 budget.
Resolution No. 19-XXXX

Approval Of Record Of Disbursements – October 2019

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

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Disbursement detail is available in the Finance Office

Chairperson
Adoption Of The 2020 CDA Merit Compensation Policy And Plan

Meeting Date: 11/27/2018
Department: Administration
Prepared By: Sara Swenson
Contact: Sara Swenson
Phone: 651-675-4433

PURPOSE/ACTION REQUESTED
• Adopt the 2020 CDA Merit Compensation Policy and Plan.

SUMMARY
Each year, the CDA reviews the agency’s Merit Compensation Policy and Plan (Attachment A) and makes recommendations for the upcoming year. This year, as in years past, CDA staff has reviewed and is recommending a compensation plan that is similar to Dakota County’s approved plan, with some modest variations for consistency with CDA operations and goals.

Dakota County approved a 2020 salary structure which reflects a 2% increase over the 2019 salary structure and pay ranges and that same increase is reflected in the CDA’s Merit Compensation Policy and Plan.

The CDA’s merit matrix is the same as what was adopted for 2019.

The Stand-by rate increased by 0.05 cents per hour.

STAFF RECOMMENDATION
Staff recommends adoption of the 2020 Merit Compensation Policy and Plan.

EXPLANATION OF FISCAL/FTE IMPACT
The CDA’s budget year runs from July 1 to June 30 of the following year. The compensation plan is based on a regular calendar year, and therefore the Merit Compensation Policy and Plan cuts across two fiscal years. The current fiscal year’s budget included estimates that will accommodate the proposed salary increases that will occur in the first half of the calendar year, and the budget for the upcoming fiscal year can be adjusted prior to its approval.
Resolution No. 19-XXXX

Adoption Of The 2020 CDA Merit Compensation Policy And Plan

WHEREAS, the CDA wishes to maintain organizational consistency and promote compensational equity between CDA employees and those of other public agencies; and

WHEREAS, the Dakota County CDA Board implemented the "CDA Merit Compensation Plan" (the "Plan") on January 1, 1993, to provide a performance-based salary review program for CDA employees; and

WHEREAS, the Plan requires that the CDA Board annually adopt a merit matrix and salary structure.

NOW, THEREFORE, BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the 2020 CDA Merit Compensation Policy and Plan, Pay Equity Structure, and Merit Matrices be adopted for implementation on January 1, 2020; and

BE IT FURTHER RESOLVED that CDA employees’ performance evaluations for 2020 will occur in the context of and consistent with the Plan and that the Human Resources Administrator is hereby directed to incorporate the provisions adopted herein into the 2020 Merit Compensation Policy and Plan document and related Personnel Policies.
201920

Merit Compensation Policy & Plan
I. INTRODUCTION

The Dakota County Community Development Agency’s philosophy regarding compensation systems and wage and salary administration flows from a belief that all employees are to be provided competitive rewards for achievement. Embodied in this statement are the concepts of output or results-based merit pay in the context of market driven compensation structures. Contained within this broad statement are the CDA’s compensation goals, including: 1) attraction and retention of personnel, 2) rewards for excellence, 3) facilitation of compensation equity, 4) equitable distribution of limited CDA compensation resources, 5) achievement of pay/performance and contribution relationships, 6) possibility of salary differentiation from the highest to the lowest level of performance and contribution, and 7) clear communication of these objectives to all affected employees. The elements of the CDA’s compensation program have been structured to support and advance these objectives.

II. ADMINISTRATIVE GUIDELINES

A. Participation

All CDA employees will participate in the Dakota County CDA Merit Compensation Plan. New employees will participate immediately upon employment.

B. Plan Update

The Administration Department will annually review all aspects of the Plan, including salary ranges and grade structure, salary increase matrixes, and administrative guidelines. Any recommended changes due to internal organization modifications, external market factors, strategic programmatic and administrative considerations, or other relevant issues will be proposed to the CDA Board in a timely fashion.

III. COMPENSATION PROGRAM ELEMENTS

A. Policy

It is the policy of the CDA to provide its employees equitable compensation and financial incentives, to the extent permitted by law, to promote attainment of the highest levels of performance and organizational contribution. The CDA recognizes that compensation policies are a key factor in the CDA's ability to attract, retain and motivate well-qualified individuals to participate in the achievement of its objectives. Therefore, the Dakota County CDA Merit Compensation Plan is based on the principles of internal and external pay equity and is designed to relate to the extent possible, an individual's salary to performance and contribution to organization results.
B. **Salary Structure**

The CDA salary structure (Attachment A) consists of 18 salary grades with a corresponding salary range for each grade. Salary ranges are formulated around a midpoint, and a salary range spread is calculated. Salary ranges are segmented into four quartiles. The structure is midpoint-driven which means the market rate for CDA positions is approximately the midpoint of the salary ranges. Market rate is defined as what comparable jurisdictions are actually paying employees in comparable positions. Movement beyond the market rate is dependent upon high performance ratings and tenure in position.

Salary ranges are analyzed and may be adjusted each year based on a number of factors including relative changes in the labor market, inflationary measures, budgetary impact as well as fluctuation in the prevalence of certain job skills in the marketplace.

C. **Performance Reviews**

With the exception of Relief Caretakers, supervisors shall conduct a formal performance review of each employee annually to determine whether the employee shall receive a merit increase. Any merit increase will be effective as of the employee’s performance review date. For Relief Caretakers, a notice will be sent to the supervisor indicating that an automatic Meets Standards performance rating and increase will be calculated on the review date, unless the supervisor submits a performance review rating to the contrary.

In preparing a formal performance review, a supervisor assesses an employee’s performance and contribution on major job duties and accomplishment of objectives for the position being evaluated. Areas needing improvement are identified and when appropriate, a formal performance improvement plan is implemented.

The formal performance review is conducted within 15 days of employee’s annual performance review date. Prior to the conclusion of the evaluation period, employees are expected to complete a self-assessment and submit it to their supervisor for use in completing their performance review. At the discretion of management, a supervisor’s salary increase may be delayed until all scheduled performance reviews are completed.

Completed performance review documents are signed by the supervisor, the employee and the Department Director (or designee). The employee’s signature indicates that the appraisal has been discussed with the supervisor, but does not necessarily indicate agreement with document content. Employees shall be provided adequate time to review and provide summary comments to the final review document. If an employee refuses to sign the document, it is so noted and the review is processed. Completed performance review documents are retained by Human Resources consistent with Administration’s retention schedule and related policies. A copy of the performance review is provided to the employee.

At least once during the review period, it is recommended that the supervisor also conduct an informal review to inform the employee of the interim performance status. Interim reviews are documented in dated summary memos and maintained by the department.

The performance review process combines an assessment of objective success measures and position competencies.
Performance ratings are based on the following structure:

**Greatly Exceeds Performance Standards** - is reserved for a limited number of employees who, in a given year, demonstrate extraordinary performance. This rating may result from especially noteworthy accomplishments and/or performance during the review period that exemplifies organizational excellence. Approval of the Executive Director is required for this level of rating.

**Exceeds Performance Standards** - is to recognize a pro-active performer. Results of assigned responsibilities consistently meet and frequently exceed baseline expectations. Routinely evaluates priorities and maximizes opportunities for improvement and collaboration; is pro-active and effective in performing for group success, integrating change, learning and sharing information, understanding and sustaining organizational values and objectives; serves as an example of professionalism and excellence.

**Meets Performance Standards** - is to recognize a reliable, responsive performer. Results of assigned responsibilities meet baseline expectations, regularly or with minimal training or coaching. Takes the steps needed to accomplish tasks, can integrate change as prescribed, complies with group needs while performing individual tasks, and can learn and apply specified information when necessary. Demonstrates conduct appropriate for the workplace and acts consistently within organizational values and objectives.

**Learning Performance Standards** - performance in assigned responsibilities does not meet baseline expectations due to either an insufficient length of time in position or lack of skill or effort; May require regular assistance, training, coaching or oversight to complete basic/routine job responsibilities.

Employees who receive a Learning Performance rating at their annual review are subject to a Performance Improvement Plan. If performance standards are not brought up to at least a Meets Standards during the Performance Improvement Plan, the employee will be subject to disciplinary proceedings, up to and including discharge.

**Below Performance Standards** - does not achieve baseline performance expectations due to insufficient skill or effort. Results of some or all assigned responsibilities fail to meet baseline expectations. Frequently requires assistance, coaching or regular oversight to complete basic/routine job responsibilities. May be inconsistent in the demonstrated ability to adapt to change and apply new information to assigned tasks or roles and their performance may slow or damage group productivity, functioning or credibility.

Employees who receive a Below Standards rating are subject to a Performance Improvement Plan and will receive formal performance reviews at six-month intervals until documented performance warrants a Meets Standards rating. If after the six-month review the employee receives a Meets Standards or above rating, a full-six-month merit increase is processed and the next review date is adjusted back to the annual or common review twelve months after that date. Employees who receive multiple or consecutive Below Standards ratings will be subject to disciplinary proceedings, up to and including discharge.

D. **Individual Development Plans**
As part of the formal performance review process, supervisors and employees are encouraged to jointly complete an Individual Development Plan (IDP). Formal discussions of job and career objectives, position enrichment and development may also be included. The development areas and career objectives identified should be tied to departmental and agency-wide goals. Completion of an IDP is required if the employee is planning to request tuition reimbursement.

IDP’s are not required of Caretakers or Relief Caretakers.

E. **Salary Increase Matrix**

The Merit Matrix is based on the principle that salary range position and performance as reflected in organizational contribution bear a direct relationship and that gravitation toward the market rate (Q2) should occur.

The structure of the annual merit matrix (Attachment B) reflects percentage increases based on two dimensions: range position (Quartiles 1 – 4) and performance rating. When a merit increase is available, a high performer in a low segment of the salary range may receive a greater base salary increase than an equivalent performer in an upper portion of the salary range. Note that employees whose performance is rated Below Standards, are in no case eligible for an increase to base salary or a lump sum payment. In no instance will an employee’s base salary be increased above the range maximum.

Administering an effective performance-based market system requires a commitment to truly differentiate performance. There is no expectation that every employee will reach the salary range maximum. Appropriate ratings differentiation is expected. Those employees who perform at higher levels receive greater rewards.

F. **Special & Extra Meritorious Awards**

The Special and Extra Meritorious Awards provide discretionary lump sum payments for special achievements with short-term and review period recognition options.

**Special Awards provide short-term based recognition that is directly tied to a specific, identified achievement for employees who are critical to the success of a specific project. An award of up to $500 may be granted for short-term recognition.**

The Extra Meritorious Award is provided at the end of a performance review period for notable achievement accomplished throughout the year, and/or special achievements outside the normal expectations of the employee’s position. **Employees are eligible for an Extra Meritorious Award once per calendar year.** The Extra Meritorious Award provides a lump sum payment of up to 2% of the employee’s salary.

Special and Extra Meritorious Awards are approved or disapproved by the Executive Director after consultation with Human Resources.

G. **Promotion**

A promotion is defined as the selection of an internal candidate through the competitive process into a position at a higher salary range or classification.
Upon promotion, employees are eligible for an increase of up to 10% of their actual base salary, or placement at the new salary range minimum, whichever is greater. If the employee’s resulting base salary is below Quartile 1.2 of the new salary range, internal equity and the employee’s appropriate placement within the salary range may be considered when implementing a promotional salary action and an additional increase may be proposed. All promotional salary actions require approval by Human Resources.

Employees promoted into a supervisory position will typically not earn less than 90% of the highest paid subordinate employee in the work unit unless unique circumstances exist.

All promotional salary increases will be approved by Human Resources and reviewed with the Department Director prior to a promotional job offer being extended.

H. **Demotion**

- **Involuntary**
  An involuntary demotion is defined as a reassignment from one position to another, which has a lower salary range or classification as a result of a performance-based consequence or other disciplinary procedure. The employee’s salary review date will be adjusted to the effective date of the action. The employee’s salary is subject to adjustment on a case-by-case basis as approved by Human Resources.

- **Voluntary**
  A voluntary demotion is defined as the selection of an internal candidate through the competitive process into a position at a lower salary range or classification. The employee’s salary reduction will generally be no greater than 10% of their base pay per pay grade reduced will be calculated to the same range position on the lower salary range as they were on the higher salary range. Adjustments will be based on internal equity considerations and approved by Human Resources.

- **Reorganization**
  If a demotion is the result of a reorganization or unforeseen organization or structure changes and if the affected employee’s salary is above the new salary range maximum, the salary is frozen until such time as the salary is within the new salary range.

I. **Job Evaluation**

Through the CDA’s job evaluation and classification policy, the agency ensures that appropriate relationships between classifications and jobs are established and maintained over time through application of a periodic job description review process and reorganization studies, when appropriate.

J. **Reclassification**

A reclassification is defined as movement to another salary grade as a result of approved changes in job duties significantly modifying the position responsibilities. When a position is reclassified to a higher salary grade, employees are eligible for an increase of up to 5% of their actual base salary or placement at the new salary range minimum, whichever is greatest.
The CDA ensures that job descriptions are evaluated regularly, and as changes to services, processes, and related job duties occur. If a position is re-evaluated by the agency’s external consultant, it will receive a ranking and will be slotted on the existing compensation schedule.

Positions may be reclassified with no change in salary grade, upward (higher classification/salary grade) or downward (lower classification/salary grade). In instances of a reclassification upward, the Executive Director shall have the authority to grant a salary increase in accordance with Personnel Policy #260.

Reclassification downward generally results in no immediate change to the employee's salary. When the employee's salary is within the new salary range, the employee will be eligible for performance increase consideration based upon the new salary control point on the annual performance review date. Reclassification of a position does not change the employee's salary review date unless specifically determined during the reclassification process.

When downward reclassification results in an employee's salary exceeding the maximum of the new salary range, the salary is not increased for any reason, including performance reviews, until such time that the salary is within the designated salary range.

K. **Working Out-of-Class**

Out-of-class pay may be requested whenever an employee is designated by the responsible authority to perform all or a majority of the duties and responsibilities of a position in a higher classification for a period of 10 consecutive work days or more. For this purpose, higher classification is defined as at least one subgrade above the employee's current classification. Human Resources must review all requests for out-of-class work prior to the employee's assignment. Whenever possible, out-of-class assignments should be limited to a period of six months or less, but may be extended with approval. Generally, working out-of-class is the result of a temporarily vacant position.

In such a case and for the duration of the out-of-class assignment, the employee is eligible for a payment of up to 5% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of-class payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-class assignment. Employees being considered for an out-of-class assignment must meet the minimum qualifications of the position in the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 10 consecutive work days or more, the employee is eligible for a partial out-of-class payment of up to 3% of their actual base salary to be paid in a lump-sum as indicated in paragraph two of this section.

If an employee's review date occurs during the time they are working out-of-class, a salary adjustment consistent with the Merit Compensation Plan is computed on the employee's regular position, classification, and salary range. The calculated increase is then added to the out-of-class pay rate. When the employee returns to their regular position, they are compensated at their previous rate plus the amount of any increase. An employee working out-of-class for six months or more is not eligible for a probationary review.
If the employee is promoted to the out-of-class position, the date of the promotion will be considered the effective date of change and they will then serve a six month probation period. The salary of the promoted employee shall be no less than the rate of pay while serving in the out-of-class assignment.

L. Career Ladder Program Advancement

Career Ladder Program Advancement offers advancement opportunity within a series of related classifications designated as a Career Ladder. A Career Ladder is defined as a series of two or more classifications listed in ascending level of responsibility, with increasingly complex duties and higher salary potential. Positions eligible for consideration as a Career Ladder and advancement criteria will be identified and developed through review by Senior Management Department Directors and advancement criteria will be developed in consultation with Human Resources. All Career Ladder series are subject to Executive Director approval, prior to their implementation.

Management requests for a subordinate’s Career Ladder advancement, occurs in conjunction with an employee’s regularly scheduled performance review date. Career Ladder advancement requests must be documented and receive Department Head and Executive Director approval. An employee approved for a Career Ladder advancement receives a performance review salary adjustment based on the control point of the classification assigned during the previous review period as described in Section C. Additionally, in recognition of the career advancement, employees are then eligible for an increase of 35% of their actual base salary, 35% of the applicable salary range or career-band control point, or placement at the new salary range minimum, whichever is greatest.

M. On-Call Compensation

Property Management Department staff may be assigned, for one-week periods (seven consecutive days), to be on on-call before and after their regular work hours, on weekends, and on holidays. On-call staff are expected to be available to handle maintenance-related emergencies and calls as described in the Stand-By Compensation section of Personnel Policy #170.

Staff who are scheduled to be the primary on-call employee will be paid at a rate of one-and-a-half (1.5) times their regular rate of pay for all hours actually worked while on-call (including work-related phone time), and will also be paid a separate stipend for each week of primary on-call service performed. Primary on-call service will receive a rate of $2.0510 per hour for each hour they are designated on-call.

A supervisor or different Property Management staff member will be assigned, for one-week periods (seven consecutive days), to provide secondary (back-up) on-call support and assistance to the primary on-call employee on an as-needed basis. Employees who provide secondary on-call support and assistance will be paid at their regular rate of pay for all hours actually worked while on-call and will also be paid a separate stipend for each week of back-up on-call service performed. Back-up on-call service will receive a rate of $1.2530 per hour for each hour they are designated on-call.

Overtime compensation for on-call staff will be calculated and paid in accordance with applicable law.
N. Wage and Salary Guidelines

- **Full Merit Concept**
  All employee base and lump sum salary actions are based solely on the CDA’s approved Merit Matrix and related guidelines. All salary actions are effective on employees’ performance review dates.

- **Merit Matrix**
  The Merit Matrix guidelines provide percentage base and lump-sum increases for each level of performance. The merit increase is a percentage calculated on the Q2 rate of the employee’s applicable salary range if the salary is below the Q2 rate, and calculated on the employee’s base salary if above the Q2 rate.

  For employees below the range maximum and whose base adjustment would result in an increase above the salary range maximum, the salary increase is available only to the range maximum rate. There are no base or lump sum increases beyond the range maximum.

  Note: Part-time employees receive base adjustments and lump sum payments based upon and prorated by their approximate full-time equivalency amount. For example, a 20-hour per week, .5 FTE employee would receive one-half of the calculated annual or lump sum amounts using the method above.

- **Performance Review Date**
  The performance review date has historically been the date on which the employee was last hired, transferred, promoted or demoted to a new job classification or a specified common date applicable to a group of employees. Departments are strongly encouraged to move employees to common review dates in order to more equitably evaluate performance across work units. If an employee’s performance review date is to be changed, the employee will receive written notice. Additionally, performance review dates will be adjusted for employees on approved leaves of absence beyond 90 days.

- **Effective Dates of Increases**
  All pay increases will be effective on the employee’s performance review date. In the event that an employee’s review is not conducted until some time after that employee’s official performance review date, any pay increase will be retroactive to that date.

- **Six-Month Probationary Performance Reviews**
  Six-month probationary performance reviews are based on the plan year merit guidelines within which they fall. Using matrix guidelines for base adjustments and lump sum payments, 50% of the available increase is provided upon successful completion of the initial probationary period. At the subsequent annual review, an additional 50% of an increase is available, based on current performance level and matrix guidelines.
Salaries Below the Range Minimum
At the beginning of a calendar year, any employee compensated at a rate less than the minimum of the new applicable salary range as defined in this policy, will be automatically adjusted to the new range minimum.

Increases to the Top of the Range
No employee's salary may exceed the range maximum. A base increase may be given up to the maximum. There are no base or lump sum payments if an employee's salary is at the salary range maximum rate.

O. Approval Process
All performance review and salary increase materials and documentation require the approval signatures of the appropriate supervisor and department director. After appropriate Department approval, all documentation is forwarded to the Human Resources Administrator (or designee) for final approval and processing. Prior approval of the Executive Director is required for a Greatly Exceeds Performance Rating, and Special or Extra Meritorious Awards.

P. Market Adjustment
The Executive Director may approve a market analysis for a job classification as requested by a department head or initiated by the Human Resources Administrator. When a market analysis for a specific job class indicates that the assigned salary range mid-point deviates, positively or negatively, from the market by more than 10%, the job class may be placed at an established salary range that most closely corresponds to the applicable market rate. The job class is administered in the context of the adjusted range. All market adjustments will be re-evaluated on a regular basis.

Q. Modifications or Exceptions
The Executive Director may approve exceptions to the Plan. These will generally involve internal and labor market equity considerations, HUD compliance or unusual circumstances and will occur only upon the recommendation of the Director of Administration.

R. Policy Implications
The provisions of this plan supersede any applicable Dakota County CDA policies and procedures.

Attachments:
A. Pay Equity Compensation Structure
B. Merit Matrix
C. Job Classifications
## 2020 DAKOTA COUNTY CDA
### PAY EQUITY COMPENSATION STRUCTURE

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Shaded salaries exceed the 2020 Local Government Salary Cap and are currently unavailable to CDA employees.
The Merit Matrix guidelines provide maximum recommended percentage increases for each level of performance and for each of the four salary quartiles. Contained within each matrix cell is a recommended base salary adjustment. All below Q2 salary actions are a percentage of the Q2 rate. All above Q2 salary actions are a percentage of the employee’s base salary.

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<td>Calculate on Employee’s Base</td>
</tr>
<tr>
<td>Q2</td>
<td>Calculate on midpoint/Q2</td>
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<tr>
<td>Q1</td>
<td>Calculate on midpoint/Q2</td>
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Salary range midpoint/Q2
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<tbody>
<tr>
<td>Deputy Executive Director/Dir. of Housing Development</td>
<td>E</td>
<td>113</td>
</tr>
<tr>
<td>Director of Administration &amp; Communications</td>
<td>E</td>
<td>112</td>
</tr>
<tr>
<td>Director of Community &amp; Economic Development</td>
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<tr>
<td>Director of Finance</td>
<td>E</td>
<td>112</td>
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<tr>
<td>Director of Housing Assistance</td>
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<tr>
<td>Director of Property Management</td>
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</tr>
<tr>
<td>Assistant Director of Administration &amp; Communications</td>
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</tr>
<tr>
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<td>Real Estate Specialist</td>
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<td>Weatherization Coordinator</td>
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<tr>
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<tr>
<td>Relief Caretaker/Site Attendant – Backup</td>
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<td>100</td>
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E = Exempt  N = Non-Exempt
Authorization To Carryforward Unused 2019 Private Activity Bond Volume Cap

Meeting Date: 11/19/2019
Department: Community & Economic Development
Prepared By: Kathy Kugel
Contact: Lisa Alfson
Contact Phone: 651-675-4467

Purpose/Action Requested
- Authorize the carryforward of unused 2019 private activity bond volume cap for qualified residential rental housing and for qualified mortgage credit certificates (owner housing).

Summary
The Dakota County Community Development Agency (CDA) receives an annual “entitlement” allocation of bond volume cap to issue private activity bonds pursuant to Minnesota Statutes, Section 474A.03, Subd. 2(a). The bond allocation amount is based on population and a per capita maximum amount. The entitlement allocation may be used within the year it is allocated for qualified residential rental housing or qualified mortgage bonds/mortgage credit certificates (owner housing). Under Section 146 of the Internal Revenue Code and Minnesota Statutes, Chapter 474A, any amount of the volume cap not used in the current entitlement year may be “carried forward” and used within three calendar years; however, carried forward amounts must be designated for either rental housing or owner housing purposes.

As an entitlement issuer, in 2019 the CDA received an allocation of $26,507,711 private activity bond volume cap. At the July 23, 2019, CDA Board meeting, the CDA designated $12,000,000 of the 2019 volume cap to be made available for the CDA Mortgage Credit Certificate (MCC) program. On July 31, 2019, the CDA elected not to issue $6,000,000 of this designation for mortgage credit certificates; thus, leaving $6,000,000 of the MCC designated volume cap. At the end of 2019, the CDA will have unused 2019 volume cap of approximately $20,507,711, which includes the $6,000,000 designated for owner housing.

The following table shows the CDA’s remaining 2018 carryforward that was carried forward for rental housing purposes, as well as the remaining 2019 volume cap and how the CDA proposes to carry it forward.

<table>
<thead>
<tr>
<th>Remaining:</th>
<th>Owner Housing (MCCs)</th>
<th>Rental Housing</th>
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</thead>
<tbody>
<tr>
<td>2018 Carryforward</td>
<td>$0</td>
<td>$22,144,130</td>
</tr>
<tr>
<td>2019 Volume Cap</td>
<td>$6,000,000</td>
<td>$14,507,711</td>
</tr>
<tr>
<td>Total</td>
<td>$6,000,000</td>
<td>$36,651,841</td>
</tr>
</tbody>
</table>

Recommendation
Staff recommends adopting the resolution providing the unused 2019 volume cap allocation be carried forward for the following purposes in the following amounts:
- $6,000,000 for the purpose of qualified mortgage credit certificates (owner housing)
- $14,507,711 for the purpose of qualified residential rental projects

This action will provide a larger amount for residential rental projects to accommodate the current application submitted from Real Estate Equities for a project located in Eagan, as well as other potential rental projects the CDA has been notified about in Dakota County. The additional $6,000,000 election for MCC authority will allow for about 25 additional loans.

Explanation of Fiscal/FTE Impact
Approving this carryforward authorization will allow the CDA to retain access to the unused bonding allocation from 2019 for future issuance through the end of 2022.
WHEREAS, as an entitlement issuer, within the meaning of Minnesota Statutes, Section 474A.02, Subd. 7, the Dakota County Community Development Agency (CDA) has received an allocation of 2019 private activity bond volume cap in the amount of $26,507,711 (“2019 Volume Cap”); and

WHEREAS, pursuant to §146(f) of the Internal Revenue Code of 1986, as amended (“Section 146”), the CDA may carryforward all 2019 Volume Cap remaining unused at the end of 2019 (“Unused 2019 Volume Cap”) for use within the next three calendar years for a specified carryforward purpose;

WHEREAS, it is in the best interest of the public health, safety and welfare that the CDA carryforward its Unused 2019 Volume Cap remaining on December 31, 2019, for qualified carryforward purposes.

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

1. The CDA hereby carries forward its Unused 2019 Volume Cap for the following purposes in the following amounts:
   - $6,000,000 for the purpose of qualified mortgage credit certificates (owner housing)
   - $14,507,711 for the purpose of qualified residential rental projects

2. The CDA hereby elects to carryforward its Unused 2019 Volume Cap for such purposes and authorizes and directs the Executive Director to execute and cause to be filed with the IRS a Form 8328 specifying the amount of Unused 2019 Volume Cap and the foregoing carryforward purposes. Form 8328 shall be filed with the IRS on or before February 15, 2020. The Executive Director is further authorized to notify Minnesota Management and Budget of such carryforward at such time and as required by Minnesota Statutes, Chapter 474A.
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

Approval Of A Redevelopment Incentive Grant For The City Of Hastings

Meeting Date: 11/19/2019
Department: Community & Economic Development
Prepared By: Maggie Dykes
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

• Review a Redevelopment Incentive Grant (RIG) application from the City of Hastings.
• Approval of a RIG planning grant in the amount of $15,000.

Summary

The Dakota County CDA RIG program was created in 2006 to provide a flexible funding resource to Dakota County cities for the redevelopment of blighted and under-utilized areas to increase the tax base and improve the quality of life in Dakota County. The RIG program supports two grants: redevelopment and planning.

The City of Hastings submitted an application requesting $15,000 for a Downtown Property Utilization Study. The proposed study will review five sites in the downtown area that are owned by the Hastings Economic Development and Redevelopment Authority (HEDRA). The City states that the opening of The Confluence, located on the H.D. Hudson site, in late 2020 will give attention to Hastings and related development opportunity. The proposed plan will allow HEDRA to obtain technical expertise needed to assist in evaluating options and creating an effective development strategy for each site.

Planning grants are a maximum of $15,000 per applicant. The RIG guidelines set aside up to $100,000 for planning grants. Applicants for planning grants must submit a resolution of support from the City Council and provide a minimum leverage of 1:1 ($1 dollar of non-RIG funding for every $1 of RIG funding). If there is sufficient funding and the applicant has met the criteria, the requested funding is recommended for approval. The City has met the requirements of the RIG program for planning grants.

Since the program began, the CDA has awarded more than $12.2 million in RIG funding to 60 redevelopment projects and 25 planning activities. A representative from the City will be present at the Board meeting to answer questions.

Recommendation

CDA staff recommends fully funding the City of Hastings planning grant utilizing $15,000 of the $100,000 available for RIG planning grants. The award will be contingent on the applicant meeting all program guidelines, grant conditions, and entering into grant agreements with the CDA.

Explanation of Fiscal/FTE Impact

The CDA’s FYE2020 budget for RIG is $1,096,000 which includes $896,000 from the CDA’s levy and $200,000 from Dakota County for projects and plans with environmental components. Funding for this $15,000 grant will be allocated from the CDA’s portion of funding for the RIG program.
WHEREAS, the Dakota County Community Development Agency (CDA) established a Redevelopment Incentive
Grant (RIG) program in 2006 to assist Dakota County cities with the redevelopment of blighted and under-utilized
areas to increase the tax base and improve the quality of life in Dakota County; and

WHEREAS, to date, the program has awarded more than $12.2 million for 60 redevelopment grants and 25 planning
grants; and

WHEREAS, the CDA has committed $896,000 in its FYE2020 budget, and Dakota County, through its Environmental
Resources Department, has committed additional $200,000 of funding for RIG projects that require environmental
remediation; and

WHEREAS, Dakota County cities can apply to receive up to $250,000 per redevelopment projects (one per local
government) and up to $15,000 per planning grant (one per local government) per grant year; and

WHEREAS, the City of Hastings (the City) submitted an application requesting $15,000 for the Downtown Property
Utilization Study; and

WHEREAS, the City’s application meets the eligibility criteria to receive full funding as listed in the Redevelopment
Incentive Grant Program Policy and Procedures Guide.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of
Commissioners, That the City of Hastings is awarded a $15,000 RIG grant contingent upon the grantee meeting
program guidelines, and entering into a grant agreement with the CDA, in form and content acceptable to the
Executive Director of the CDA.
REDEVELOPMENT INCENTIVE GRANT PLANNING APPLICATION

I. GENERAL INFORMATION

Planning Project Name: Downtown Property Utilization Study
Applicant City: City of Hastings
Applicant Address: 101 4th Street East, Hastings, MN 55033
Application/Project Contact: John Hinzman
Contact Email Address: jhinzman@hastings.gov
Phone Number: (651) 480-2378 Fax Number: (651) 437-7082
Authorized Official(s) for Execution of Contracts (name and title): Dan Wietecha, City Administrator

How much funding are you requesting? $15,000

II. PLANNING AREA INFORMATION (supply information if known)

- General location of plan area: Planning area is in the downtown district of Hastings
- Acreage of Area: See Attachment A Number of Parcels: See Attachment A
- Legal Description of Site: may be attached See Attachment A
  - Provide a location map, photos, and current site plan. Maps should include property boundaries, north arrow, and bar scale.
- Briefly describe the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment. See Attachment A
- How many residential buildings are on site? See Attachment A Commercial buildings? See Attachment A
- How many residential buildings are vacant? See Attachment A Commercial buildings? See Attachment A
- Are properties in the area currently publicly or privately owned? Choose an item.
- Current Owner(s): See Attachment A
- After redevelopment is complete, will the site be publicly or privately owned? Choose an item.
- Post-redevelopment Site Owner(s): See Attachment A
- When has/will acquisition be completed? See Attachment A
- Current Appraised or Assessed Value of the Area: See Attachment A
- Projected appraised or Assessed Value of the Area after redevelopment: See Attachment A
III. PROJECT INFORMATION

- Describe the city’s goals and need for this project. Please explain why the redevelopment plan is needed. The City has been working for more than 30 years to create and maintain a vibrant Downtown with public space on the riverfront. The Dakota County CDA has been an active partner in our efforts. The City/HEDRA is a significant property owner in the eastern section of the Downtown. We believe that the opening of The Confluence (formerly Great River Landing) in late 2020 will produce new attention on Hastings and related development opportunity. We want to have a plan for the utilization of our property prior to this. The proposed project allows HEDRA to obtain the technical expertise needed to assist in evaluating options and creating an effective development strategy for each site.

- Describe the type and scope of the planning project. As described in Attachment A, each of the five sites has different development considerations. The planning approach will be tailored to fit each site, but will involve the same basic steps: (1) What uses are possible on HEDRA-owned parcels? (2) Is the site best used in conjunction with adjacent private parcels and if so what are the alternatives? (3) How use alternatives fit with existing uses and plans for Downtown (4) What is the preferred strategy for dealing with the HEDRA-owned property? (5) What City/HEDRA actions are needed to implement the preferred strategy?

- What outcome or product will the planning project help identify? The objective of this project is to create a clear understanding of the alternatives for using HEDRA-owned parcels and to identify specific actions to achieve the desired outcomes.

- Describe how this planning project fits into the pre-redevelopment activities. There are several aspects to this project. The project creates a blueprint for City/HEDRA actions. It allows us to be proactive rather than react to developer interest. The project considers adjacent land uses, not just public parcels. The project examines the potential synergy between the five sites avoiding missed opportunities of focusing on a single site. The project prepares for the anticipated opportunities produced by The Confluence.

- Describe the redevelopment project, if established, for which this planning project is a component. The project is part of ongoing Downtown planning and redevelopment and not a new redevelopment project.

- Who will perform this planning project? The project will be performed by the City in collaboration with a consultant to be determined. Hastings brings unique assets to this project. Prior to joining the City, Economic Development Coordinator Rusty Fifield, worked as a finance and development consultant to Minnesota cities. He worked on the 1986 and 2003 downtown plans for Hastings. He led downtown planning projects in Lakeville and Rosemount. The consultant provides technical skills and experience to supplement staff.

- Identify any other Project partners such as developers, consultants, and regulating/permitting agencies. Consultant to be determined.
- Describe all other funding sources.

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<th>Pending</th>
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</thead>
<tbody>
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<td>☒</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>Click or tap here to enter text.</strong></td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

- When is the planning project expected to be completed? On or before June 30, 2019
HASTINGS CITY COUNCIL
RESOLUTION NO. 08-04-19

A RESOLUTION AUTHORIZING APPLICATION FOR REDEVELOPMENT INCENTIVE GRANT

Council member Braucks introduced the following Resolution and moved its adoption:

WHEREAS, the City of Hastings has identified a proposed project within the City that meets the Dakota County Community Development Agency (CDA) Redevelopment Incentive Grant program’s purposes and criteria; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Redevelopment Incentive Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of affordable housing and of the CDA’s mission, to improve the lives of Dakota County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of Hastings approves the application for funding from the Dakota County CDA Redevelopment Incentive Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Dakota County CDA, John Hinzman, the Community Development Director, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Council member Leifeld moved a second to this resolution and upon being put to a vote it was unanimously adopted by all Council Members present.

Adopted by the Hastings City Council on August 19, 2019 by the following vote:


Nays: None.

Absent: None.
ATTEST:

Mary Fasbender, Mayor

Julie Flaten
City Clerk

I HEREBY CERTIFY that the above is a true and correct copy of resolution presented to and adopted by the City of Hastings, County of Dakota, Minnesota, on the 19th day of August, 2019, as disclosed by the records of the City of Hastings on file and of record in the office.

Julie Flaten
City Clerk

This instrument drafted by:

City of Hastings (JH)
101 4th St. E.
Hastings, MN 55033
Attachment A
Planning Area Information

The following attachment provides the information requested in Section II of the Redevelopment Incentive Grant Planning Application. The approach provides a more understandable and useful presentation of the requested information.

Site 1

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<th>Parcel</th>
<th>196395000010</th>
<th>0.64 acres</th>
<th>$202,300 Estimated Market Value</th>
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<td>HEDRA</td>
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<td>Parcel</td>
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Prior Activity
This site is bound by Artspace Lofts, rail line, Mississippi River and Levee Park, the site is subject to purchase option that expires October 31, 2019. If the property is sold, the project will focus on site development design to integrate development into this unique setting. If the option expires, the project will take the opportunity to evaluate alternative uses for this site and to create site design guidelines.

Outcomes
Post-development ownership and use will be determined by this planning process.
Site 2

Parcel  193215002020
0.22 acres
$84,000 Estimated Market Value
Owner: HEDRA
Vacant

Parcel  196395000021
0.63 acres
$248,100 Estimated Market Value
Owner: JENTEACO LLC
Vacant

Parcel  196395002080
0.36 acres
$574,700 Estimated Market Value
Owner: Rosemary Kranz
Graphic Design

Parcel  196395002070
0.9 acres
$249,800 Estimated Market Value
Owner: JENTEACO LLC
Office

Parcel  196395002080
0.34 acres
$817,200 Estimated Market Value
Owner: Hastings Family Services
Hastings Family Services

Prior Activity
Plans for mixed use redevelopment of this site dates back to the 2003 Heart of Hastings downtown plan. To date, no developer has been able to create a feasible plan. The long-term use of this property requires guidance from HEDRA. We are seeking answers to the following questions:

- What use(s) (if any) are possible on the vacant parcels?
- Is it possible to redevelop the site and incorporate all or some of the existing structures?
- What public actions are required to achieve the desired private development?

Outcomes
Post-development ownership and use will be determined by this planning process.
Prior Activity
This site was developed as a park-and-ride lot for the future extension of commuter rail or BRT service to Hastings. The project was funded by a grant from the Metropolitan Council. The terms of the grant agreement change in the use of this property without the written consent of the Metropolitan Council. Given the uncertain status of transit service and the importance of this site to the downtown area, the exploration of redevelopment options needs to answer these questions:

- How is the parking currently used?
- Are there redevelopment options that make better use of all or part of this property?
- How can the parking displaced by development be replaced in a way that would be acceptable to the Metropolitan Council?

Outcomes
Post-development ownership and use will be determined by this planning process.
Prior Activity
HEDRA acquired the former United Building Center (UBC) property in 2005. Initial downtown planning envisioned these parcels as parking. The 2003 Heart of Hastings proposed housing-based redevelopment oriented to downtown and transit. Neither of these ideas have become reality. The City currently uses the buildings for storage. Alternative uses of this site must be considered in concert with the other sites in the study.

Outcomes
Post-development ownership and use will be determined by this planning process.
Prior Activity
The 2003 Heart of Hastings Plan shows the redevelopment of the south half of the Post Office block. To date, no redevelopment projects have been proposed. The study will consider the use of this property in concert with the overall plan for downtown.

Outcomes
Post-development ownership and use will be determined by this planning process.
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

REQUEST FOR BOARD ACTION

Approval Of A Redevelopment Incentive Grant For The City Of West St. Paul

Meeting Date: 11/19/2019
Department: Community & Economic Development
Prepared By: Maggie Dykes
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

- Review Redevelopment Incentive Grant (RIG) application for the City of West St. Paul.
- Approval of a RIG redevelopment grant in the amount of $250,000.

SUMMARY

The Dakota County CDA RIG program was created in 2006 to provide a flexible funding resource to Dakota County cities for the redevelopment of blighted and under-utilized areas to increase the tax base and improve the quality of life in Dakota County. The RIG program supports two grants: redevelopment and planning.

The City of West St. Paul submitted a redevelopment application requesting $250,000 to assist with the City's costs related to the acquisition and demolition of AutoZone, located at 1520 Robert Street, northeast of the intersection of Robert Street and Crawford Drive. The City and Dakota County have been negotiating with the owner of the AutoZone site to acquire the property since 2018 to accommodate the construction of the River to River Greenway Tunnel project. The River to River project requires the realignment of Crawford Avenue, shifting the street onto the AutoZone site. Approximately one-third of the site will be used for the realigned Crawford Avenue, with the tunnel itself being located in the current Right-of-Way of Crawford Avenue.

In order to acquire the site, the City had the property appraised in 2018, and the appraised value of the site is $1,550,000. This does not include any relocation or demolition costs. After the appraisal was completed, the City condemned the property for the construction of the greenway tunnel. The final price for the acquisition and relocation costs is being adjudicated and a final price has not been determined. The City and the County have deposited $1,550,000 in an escrow account to pay for the site, but, again, relocation and demolition costs have not been factored into the escrow amount. The City estimates an additional $500,000 may be needed once relocation and demolition costs are included. The costs will be split between the City and the County.

Project grants are a maximum of $250,000 for redevelopment projects. The RIG guidelines list the eligible activities which include property acquisition; clearance and demolition expenses related to site assembly; cleanup of pollution; geotechnical soil corrections; and necessary public infrastructure improvements required for and directly connected to the redevelopment project.

Redevelopment projects must have a minimum leverage of 2:1 ($2 dollar of non-RIG funding for every $1 of RIG funding), City Council approval, City support for the mission of the CDA, and the application must demonstrate other funding resources are used, the project can be completed in 12 months, the project has a defined economic benefit either through jobs or increased tax base, and/or the project improves or preserves the environment. The proposed project meets the eligibility criteria, but the City's total costs are unclear.

Since the program began, the CDA has awarded more than $12.2 million in RIG funding to 60 redevelopment projects and 25 planning activities. A representative from the City will be present at the Board meeting to answer questions.

RECOMMENDATION

CDA staff recommends funding the City of West St. Paul project grant utilizing up to $250,000 of the $1,096,000 available for RIG. The award will be contingent on determination of the final acquisition, relocation, and demolition costs, the applicant meeting all program guidelines, grant conditions, and entering into grant agreements with the CDA.

EXPLANATION OF FISCAL/FTE IMPACT

The CDA’s FYE2020 budget for RIG is $1,096,000; $896,000 from the CDA and $200,000 from Dakota County for projects and plans with environmental components. Funding for this $250,000 grant will be allocated from the CDA’s portion of funding for the RIG program.
Resolution No. 19-XXXX

Approval Of A Redevelopment Incentive Grant For The City Of West St. Paul

WHEREAS, the Dakota County Community Development Agency (CDA) established a Redevelopment Incentive Grant (RIG) program in 2006 to assist Dakota County cities with the redevelopment of blighted and under-utilized areas to increase the tax base and improve the quality of life in Dakota County; and

WHEREAS, to date, the program has awarded more than $12.2 million for 60 redevelopment grants and 25 planning grants; and

WHEREAS, the RIG program has an approved budget of available grant funds of $1,096,000 for the fiscal year ending June 30, 2020; and

WHEREAS, the CDA has committed $896,000 in its FYE2020 budget, and Dakota County, through its Environmental Resources Department, has committed additional $200,000 of funding for RIG projects that require environmental remediation; and

WHEREAS, Dakota County cities can apply to receive up to $250,000 per redevelopment projects (one per local government) and up to $15,000 per planning grant (one per local government) per grant year; and

WHEREAS, the City of West St. Paul has submitted an application for $250,000 for acquisition, relocation, and demolition costs related to the acquisition of AutoZone, located at 1520 Robert Street; and

WHEREAS, the City’s application meets the eligibility criteria to receive funding as listed in the 2019 Redevelopment Incentive Grant Program Policy and Procedures Guide, subject to a final determination of all costs.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the City of West St. Paul is awarded a $250,000 RIG grant be made contingent upon the grantee meeting program guidelines, and entering into a grant agreement with the CDA, in form and content acceptable to the Executive Director of the CDA.

---

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

---

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

---

Executive Director

Department Director

[Signature]

- 47 -
REDEVELOPMENT INCENTIVE GRANT PROJECT APPLICATION

I. GENERAL APPLICATION INFORMATION

Project Name: River to River Greenway Tunnel Project

Applicant City: City of West St. Paul

Applicant Address: 1616 Humboldt Ave

Application/Project Contact: Ben Boike

Contact Email Address: bboike@wspmn.gov

Phone Number: 651-552-4134

Authorized Official(s) for Execution of Contracts (name and title): Jim Hartshorn, Comm. Dev. Dir.

Amount of funding request: $250,000

Please list the specific Project components or activities that will be funded by the requested RIG: Requested funds will be utilized for additional acquisition costs (overages per current condemnation), relocation/moving costs, and demo costs for 1520 Robert St. (currently AutoZone).

II. REDEVELOPMENT PROJECT AND ACTIVITY INFORMATION

1. Existing Project Site Information
    • Project site address(es): 1520 Robert Street

    • Legal description of Project site (may be separate attachment): Lot One, Block One of the Andler and Olsons Addition

    • Acreage of site: 0.90 Acres  Number of parcels: One

    • Is the Project site publicly or privately owned? Private

    • Current Project site owner(s): Autozone Texas LP

    • Describe the city’s goals and need for the Project including anticipated businesses, housing units, and other proposed components. Please explain the public benefit of the Project. The project site is required in order to construct a grade separated regional trail crossing (tunnel) under Robert St. Crawford Drive, located south of the project site, must be relocated to the north to provide needed spacing for the tunnel within the existing Crawford Drive right-of-way. The tunnel is a critical component in completing the Dakota County River to River Greenway through the city. The City received $2M in state bonding money to complete the tunnel and Dakota County is also contributing.

        RIG Project Application

        1
Three new developments are currently planned adjacent to the project site, including a new grocery store (Hyvee), and two market rate multi-family apartment projects totaling 268 units. In addition, the City and County are working on a water reclamation project for the former Thompson Oaks golf course just east of the project site. The proposed water reclamation project is in conjunction with the River to River Trail crossing under Robert St and re-route through the former golf course (see attachment detailing this project).

- Has an end user committed to redevelopment of site? Yes

  *If end user committed, attach documentation of commitment.*

- Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment. This lot was previously utilized as a commercial use for the sale of automotive retail items, AutoZone Inc., since 2001. The certificate of occupancy for AutoZone was issued on 08/28/2001. Prior to that, the building was occupied by Boston Rotisserie Chicken between 1994 and 2000. Prior to that the building was a commercial butcher shop in the 1980’s.

2. **Eligible Activities**. Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the “Redevelopment Incentive Grant Policy and Procedures Guide” for a description of the eligible activities

<table>
<thead>
<tr>
<th>Eligible Activity</th>
<th>Description</th>
<th>RIG Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Acquisition</td>
<td>Addition acquisition costs for the AutoZone site/building (1520 Robert St.)</td>
<td>$100,000</td>
</tr>
<tr>
<td>☒ Relocation Payments</td>
<td>Relocation/moving of AutoZone</td>
<td>$100,000</td>
</tr>
<tr>
<td>☒ Clearance and Demolition</td>
<td>Demolition of the AutoZone building (1520 Robert St.)</td>
<td>$50,000</td>
</tr>
<tr>
<td>□ Environmental Investigation</td>
<td>Click or tap here to enter text.</td>
<td>$Click or tap here to enter text.</td>
</tr>
<tr>
<td>□ Environmental Remediation</td>
<td>Click or tap here to enter text.</td>
<td>$Click or tap here to enter text.</td>
</tr>
<tr>
<td>□ Necessary Public Infrastructure</td>
<td>Click or tap here to enter text.</td>
<td>$Click or tap here to enter text.</td>
</tr>
<tr>
<td>□ Geotechnical Soil Corrections</td>
<td>Click or tap here to enter text.</td>
<td>$Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

3. **Redevelopment Project Information**

- Describe the Project including location map, photos, and current and projected site plans. Maps should include property boundaries, north arrow, and an accurate bar scale. Photos of the existing and proposed use of the site are attached.

RIG Project Application

2
• Describe the specific components or activities that are part of the Project. The requested grant funds will be utilized to purchase/acquire the project site.

• What is the end use of the Project site? The project site will be utilized for new right-of-way for Crawford Drive (to provide room for the Dakota County River to River trail crossing). The remaining property (northern half) will be sold for private development.

• Is demolition of slum or blighted buildings or other structures an activity of the Project? No
  □ If Yes, please describe. Click or tap here to enter text.

• Describe how the Project will make more efficient use of the site. The project will allow for multi-model use of the existing Crawford Dr. right-of-way (auto/bike/ped) by relocating Crawford Dr. to the north to provide necessary right-of-way for the proposed tunnel for the River to River regional trail. As mentioned, the proposed tunnel/greenway has been a catalyst for three new development projects adjacent to the project site.

• After Redevelopment is complete, what portion of the Project site be publicly and privately owned?
  □ Public: Approximately one-half of the project site will be utilized for right-of-way
  □ Private: Approximately one-half of the project site will be sold for private development

• Post-redevelopment Project site owner(s): The city will own the right-of-way, the remaining land will be owned by a private entity once the tunnel project is completed.

• Identify any other Project partners such as developers, consultants, and regulating/permitting agencies. State of Minnesota (bonding dollars), Dakota County, Hy-vee (development north and east of the project site (assited with right-of-way control for the realignment of Crawford Dr. east of the project site), SEH (consultant hired by Dakota County for engineering the tunnel/trail), MnDOT.

4. Acquisition/Relocation Activities
  • If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated. The City is in the process of purchasing the project site through condemnation. The current user, AutoZone, has a signed purchase agreement to relocate a block north on Robert St.
  Attach relocation plan, if applicable.

  • When has/will the acquisition be completed? Closing for the project site is anticipated to occur this fall/winter.

5. Redevelopment Project Environmental Information
  • Has an environmental assessment been completed for the Redevelopment Project? No
• If so, what level of investigation was done as part of the Redevelopment Project? Dakota County is currently working on a Phase 1 ESA for the proposed tunnel project which will be completed in September.

• Has the Redevelopment Project site been found or suspected to be contaminated? No

• Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste or materials? No
  
  ○ If yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan. N/A

• Describe positive environmental impacts of the activities that are part of the Project. The proposed trail will provide for additional greenspace within the Robert St. corridor, including an increase in pervious surface. In addition, the trail crossing is being developed in conjunction with the aforementioned water reclamation project to the east.
6. Housing Affordability. Indicate the number of housing units planned in the Project, if any. *Attach separate sheet if necessary.*

<table>
<thead>
<tr>
<th></th>
<th>Total # of Units</th>
<th># of Owner Units</th>
<th># of Rental Units</th>
<th>Proposed Rents/ Sales Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Townhouse</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Apartments/Condominiums</td>
<td><em>268</em></td>
<td>0</td>
<td><em>268</em></td>
<td>Rents will range between $1,000 for 1 bedrooms up to $1300 for 3 bedrooms</td>
</tr>
<tr>
<td>Duplexes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Other:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Will there be any mechanisms to ensure long-term affordability? No If yes, please describe. *units detailed are for two proposed market-rate apartment complexes adjacent to the project site.*

7. Economic Benefits
- Current appraised or assessed value of the Project site: Total Estimated Value: $835,800, Land Value: $472,400 and Building Value: $363,400.

- Projected appraised or assessed value of the site after Redevelopment: Unknown. The remaining land value (assessed) once needed right-of-way is platted is estimated to be ~$312,000. *Attach the appraisal or assessor's current and projected values.*

- What are the current property taxes for the Redevelopment Project site? Fully Year Tax - $27,444.28 Pay Year Payable 2019

- What will the estimated property tax be after redevelopment? Pay Year The estimated property tax for the remnant parcel is unknown at this time.

- Project the number of new jobs on the Project site created after redevelopment. Total new jobs (FTEs only) = 120 new jobs with the new grocery store adjacent to the project site.

- Number of new jobs with wages greater than $15.00 per hour = 120 jobs for the new grocery store.

- Project the number of jobs retained on the Project site after redevelopment. Total retained jobs (FTEs only) = 0

- Number of retained jobs with wages greater than $15.00 per hour = 0

RIG Project Application

5
8. **Leverage.** Itemize all other funding sources for the Project and the Activities identified as part of the Project.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
<th>Committed</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dakota County</td>
<td>1,500,000</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>City of West St. Paul</td>
<td>550,000</td>
<td>☒</td>
<td>☒</td>
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</tr>
<tr>
<td><strong>Total:</strong> 2,050,000</td>
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</tbody>
</table>

Itemize Project expenses for each Activity. *Be as detailed as possible.*

<table>
<thead>
<tr>
<th>Project Activities/Expenses</th>
<th>Costs</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Zone Property Acquisition (court deposit)</td>
<td>1,550,000</td>
<td>Dakota County, City of West St. Paul</td>
</tr>
<tr>
<td>Projected Relocation, Moving and Contingency for Auto Zone</td>
<td>450,000</td>
<td>Dakota County, City of West St. Paul</td>
</tr>
<tr>
<td>Demolition of Auto Zone</td>
<td>50,000</td>
<td>City of West St. Paul</td>
</tr>
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<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td><strong>Total:</strong> 2,050,000</td>
<td></td>
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</tr>
</tbody>
</table>

- List other sources of funds requested or considered but not obtained for the Project, and explain why they were not obtained, to the best of your knowledge. (The purpose of this question is to ensure all other funding sources have been exhausted.) The requested grant dollars would assist in offsetting committed dollars by the City and County for the acquisition, relocation, and demolition of AutoZone.

RIG Project Application

6
9. Readiness To Proceed.

- Please provide detailed timeline of the Project with all actions, phases, and anticipated dates for completion. The acquisition of the project site is currently being negotiated in court. The acquisition of the property should occur this year. Dakota County is currently completing engineering for the realignment of Crawford Drive and the construction of the tunnel and trail. Relocation and demo is anticipated to occur in the spring/summer of 2020 with trail work beginning in the summer/fall of 2020.

- Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:
  - Comprehensive plan amendment: ☐ Status: not required
  - Environmental review: ☒ Status: Not required, however a Phase 1 ESA will be completed in September
  - Market or feasibility study: ☐ Status: not required
  - Zoning amendments or variances: ☐ Status: not required

- If the activity that is to receive RIG funding will not be completed in 12 months, please explain why. (NOTE: The RIG program requires all RIG-funded activities to be completed within a 12-month period) Click or tap here to enter text.
RIG Project Application Attachments

3. Redevelopment project information: map, photos, and current and projected site plans. (*Maps should include property boundaries, a north arrow, and an accurate bar scale*)

Current/Existing Site – As of 08/06/2019
7. Economic Benefits

Dakota County Assessor's Office Appraised/Assessed Value – 08/06/2019

ASSESSING SERVICES
1500 Highway 55, Hastings, MN 55033-2372
651-436-4200
www.dakotacounty.us
Email: assessing.services@co.dakota.mn.us

AUTOZONE TEXAS LP
% STORE 3081 DEPT 6096
PO BOX 2196
MEMPHIS TN 38101-2196

Property ID Number: 42 11560 01 020
Property Address: 1520 ROBERT ST S WEST ST PAUL MN

<table>
<thead>
<tr>
<th>VALUATION NOTICE</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Values for Taxes Payable in</td>
<td></td>
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</tbody>
</table>

Property tax notices are delivered on the following schedule:

Step 1 Valuation and Classification Notice

Class: COMMERCIAL PREFERRED
Estimated Market Value: $835,800
Homestead Exclusion: $0
Taxable Market Value: $835,800

Step 2 Proposed Taxes Notice Coming November, 2019

Step 3 Property Tax Statement Coming March, 2020

Property Description:
ANDLER & OLSONS ADDITION

The time to appeal or question your
CITY OF WEST ST. PAUL  
DAKOTA COUNTY, MINNESOTA  

RESOLUTION NO. 19-080  

RESOLUTION APPROVING THE APPLICATION FOR A REDEVELOPMENT INCENTIVE GRANT (RIG) FROM THE DAKOTA COUNTY CDA  

WHEREAS, the City of West St. Paul has identified a proposed project within the City that meets the Dakota County Community Development Agency (CDA) Redevelopment Incentive Grant program’s purposes and criteria; and  

WHEREAS, the City has established a Redevelopment Plan of which the proposed project is a component; and  

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Redevelopment Incentive Grant program guidelines; and  

WHEREAS, the City has the legal authority to apply for financial assistance; and  

WHEREAS, the City is supportive of affordable housing and the CDA’s mission, to improve the lives of Dakota County residents through affordable housing and community development.  

NOW, THEREFORE, BE IT RESOLVED that the West St. Paul City Council approves the application for funding from the Dakota County CDA Redevelopment Incentive Grant program.  

BE IT FURTHER RESOLVED that upon approval of its application by the Dakota County CDA, Jim Hartshorn, the Community Development Director, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.  

Adopted by the City Council of the City of West St. Paul, Minnesota, this 12th day of August 2019.  

[Signatures]

David J. Napier, Mayor  
Shirley R. Buolksler, City Clerk
Authorization To Accept U.S. Environmental Protection Agency Cooperative Agreement For Brownfield Assessment Coalition Grants And Approval Of Amended Contract With Stantec Consulting Services Inc. To Implement Grants

Meeting Date: 11/19/2019
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: Grant reimbursements

PURPOSE/ACTION REQUESTED
- Accept Cooperative Agreement for U.S. Environmental Protection Agency $600,000 Brownfield Assessment Coalition grants.
- Approve amended contract with Stantec Consulting Services Inc. to implement the grants.

SUMMARY
One of the strategic activities in the approved 2019 Economic Development Workplan (Board resolution #18-6067) was to apply for U.S. Environmental Protection Agency (EPA) Brownfields Assessment Coalition funds. Work began on this effort in fall 2018 securing an environmental consultant through a qualified response for proposals (RFP) process to provide grant application assistance. Stantec Consulting Services Inc. (Stantec) was selected based upon qualified criteria outlined in the RFP.

The Dakota County CDA submitted the EPA grant application on January 31, 2019. On June 5, 2019, the EPA announced the CDA was awarded two grants for a total of $600,000, specifically $300,000 to investigate hazardous substances sites and $300,000 to investigate petroleum sites. Since June, CDA has been working with EPA to complete the necessary paperwork to formally receive the grant funds, including receiving approval of the workplan (Attachment A) that details tasks and budgets for the grants.

The formal agreement to receive the EPA grant, known as the Cooperative Agreement (Attachment B), was received on October 2, 2019. The Cooperative Agreement states the type of grants received, approved budget, and administrative and programmatic conditions of the grant. Per the Cooperative Agreement, the CDA must also “…acquire the services of a Qualified Environmental Professional as defined in 40 CFR § 312.10 to coordinate, direct, and oversee the brownfield site assessment activities at a given site, if it does not have such a professional on staff”.

As part of the application process, it was agreed that should the CDA secure an award of EPA funds, staff would seek Board approval for a mutually agreed upon scope of work with Stantec to implement the EPA grants. The mutually agreed upon scope of work is the workplan.

The CDA, with assistance from Dakota County Environmental Resources, will retain $76,700 of the $600,000 in EPA funds to administer the three-year grants. These administrative services include completing functions such as reporting of financials, oversight of contractors, working with city partners, and community outreach and engagement. The remaining amount of the grant will be spent on implementation.

RECOMMENDATION
CDA staff recommends acceptance of the Cooperative Agreement from the EPA and approval of the amended contract with Stantec to implement the EPA grants.

EXPLANATION OF FISCAL/FTE IMPACT
Up to $523,300 of the grant will be paid to Stantec (and Stantec subcontractors) for implementation of the EPA Brownfields Assessment Coalition grants on a time-and-materials basis, based upon the EPA-approved rates.
RESOLUTION NO. 19-XXXX

Authorization To Accept U.S. Environmental Protection Agency Cooperative Agreement For Brownfield Assessment Coalition Grants And Approval Of Amended Contract With Stantec Consulting Services Inc. To Implement Grants

WHEREAS, in fall 2018, CDA staff (with assistance from Dakota County staff) secured Stantec Consulting Services Inc. (Stantec), through a qualified response for proposals process to provide grant application assistance to apply for U.S. Environmental Protection Agency (EPA) brownfield assessment coalition grant funding; and

WHEREAS, the CDA submitted the EPA grant application on January 31, 2019; and

WHEREAS, on June 5, 2019, the EPA announced the CDA was awarded two grants for a total of $600,000, specifically $300,000 to investigate hazardous substances sites and $300,000 to investigate petroleum sites; and

WHEREAS, CDA and County staff have completed the necessary paperwork, including receiving approval of the workplan, to formally be awarded EPA funds; and

WHEREAS, the CDA received the Cooperative Agreement from the EPA on October 2, 2019, which is the formal grant award agreement outlining the requirements of the EPA funds; and

WHEREAS, as part of the Cooperative Agreement, the CDA shall secure an environmental consultant to assist with the implementation of the brownfield assessment coalition grants; and

WHEREAS, CDA and County staff recommend amending the contract with Stantec, based upon the mutually agreed upon workplan, to implement the brownfields assessment coalition grants during the three-year timeframe; and

WHEREAS, CDA staff also recommends the Board formally accept the EPA Cooperative Agreement between the EPA and Dakota County CDA for the $600,000 of brownfields assessment coalition funds.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the CDA is authorized to accept the U.S. Environmental Protection Agency Cooperative Agreement for brownfields assessment coalition grants.

BE IT FURTHER RESOLVED, That the contract with Stantec Consulting Services Inc. be amended to include implementing the EPA grants for an amount up to $523,300.

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

Executive Director

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

Department Director
COALITION ASSESSMENT WORKPLAN
CERCLA Section 104(k) Assessment Cooperative Agreement
Hazardous Substances and Petroleum Assessment

Grant Recipient: Dakota County Community Development Agency (DCCDA), MN

Coalition Members:
- DCCDA
- Dakota County, Environmental Resources Department
- City of Hastings
- City of South St. Paul
- City of West St. Paul

Project Period: October 1, 2019 - September 31, 2022

Project Contact: Lisa Alfson, Community & Economic Development Director
1228 Town Centre Drive, Eagan, MN 55123
lalfson@dakotacda.state.mn.us
(651)-675-4467 (work)
(651)-470-9813 (cell)

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

CERCLA Authority: 104(k)(2)&(3)

This project addresses GOAL 1: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety.

Objective 1.3 Revitalize Land and Prevent Contamination

A. INTRODUCTIONS AND ENVIRONMENTAL OUTCOMES
The United States Environmental Protection Agency (EPA) has awarded Dakota County Community Development Agency (DCCDA) a $600,000 Community-wide Brownfield Assessment Coalition Grant. DCCDA, a local government agency, is the lead agency of the Coalition, which is comprised of DCCDA, Dakota County (specifically the Environmental Resources Department), the City of West St. Paul, the City of South St. Paul, and the City of Hastings. As the lead agency, DCCDA will manage the grant, with a Memorandum of Agreement (MOA) executed with the four Coalition members. The MOA will be in place prior to October 1 and/or prior to any grant funds expended.

Dakota County (County) is in the southeast corner of the Minneapolis-St. Paul metro area with a population of 414,655 (American Community Survey, 2013-2017 5-year estimate). The County has older, inner ring, urban cities to the north and small, rural cities in the south. Two of the Coalition members – West St. Paul and South St. Paul – are two older, urban communities in the northern part of the County, with significant redevelopment needs. The City of Hastings is the County seat and along the Mississippi and Vermillion Rivers, with numerous redevelopment opportunities.

The County has been a dumping ground for waste and contaminated materials generated in other parts of the metro area. A County-wide inventory of known solid- and hazardous-waste dump sites compiled and maintained by Dakota County since the late 1990s identified more than 1,600 dump sites ranging from
farm dumps to extensive industrial/hazardous waste dumps. The County has 40 solid waste facilities, including two large sanitary landfills, and it licenses and inspects nearly 1,300 hazardous waste generators and facilities.

The desired outcomes for the $600,000 Community-wide Brownfield Assessment Coalition grant is to identify environmental cleanup needs within the County priority redevelopment areas through environmental investigation to reposition sites for future economic investment. At the same time, we hope to build on this momentum by expanding our partnership on brownfield remediation projects and activities, building a user-friendly geographic information system (GIS) system to identify brownfield priorities, conducting two area re-use plans, all with expansive community outreach (refer to Section E, Workplan Tasks, page 5).

B. MANAGEMENT AND COORDINATION

Project management and grant administration will be provided by Lisa Alfson, DCCDA Director of Community & Economic Development. In her current role, Ms. Alfson is responsible for overseeing the management and administration of approximately $5.5 million of annually allocated state and federal grants. The majority of the funds are from the U.S. Department of Housing and Urban Development (HUD) entitlement grants, including Community Development Block Grant (CDBG) at an annual allocation of approximately $1.6 million and HOME Partnership annual allocation of approximately $2.8 million. In addition, Ms. Alfson oversees an annual allocation of approximately $800,000 in weatherization dollars from the Minnesota Department of Commerce. Ms. Alfson has more than ten years of grant management experience.

Ms. Alfson will serve as the Project Manager for the purposes of administering this Assessment Grant with significant assistance from Ms. Cathy Undem. DCCDA will submit quarterly reports, financial reports, progress of the workplan, and the final summary report to EPA Region 5. The Project Manager will act as the liaison between the EPA, the DCCDA Board of Commissioners, City Councils and staff, public, and other stakeholders involved in the project.

Ms. Cathy Undem will provide technical oversight for the grant. Ms. Undem has more than 25 years’ experience working on site investigations, remediation, and redevelopment, as an environmental consultant and for the County. In addition, Ms. Undem was the Project Manager for the EPA Community-wide Brownfield Assessment Grant awarded to Dakota County in 2010. Ms. Undem will assist the Project Manager with oversight of environmental contractor firm, review of environmental reports (outputs), and review of quarterly and final reports submitted to EPA Region 5.

The DCCDA procured an environmental contractor firm to perform tasks designated for performance by a qualified environmental professional (QEP). Procurement was performed in accordance with the requirements specified in 40 CFR 31.36 for procurement of architectural or engineering services through a competitive, qualifications based, proposal/procurement process. Procurement was conducted by in-house staff without use of grant funds, to expedite start of assessment activities following execution of the cooperative agreement. This task is currently 100% complete, with procurement of an environmental firm (Stantec Consulting Services Inc. [Stantec]) via a qualifications-based procurement process completed in September 2018.
C. PROJECT OVERVIEW

In West St. Paul, the assessment will focus on two sites in a 2.4-mile section of South Robert Street, which contains two Opportunity Zones (OZ), starting at Annapolis Street in the north to Lothenbach Avenue in the south. The target area contains dozens of former gas stations and auto repair facilities, where known or suspected contaminants include petroleum products, solvents, and other hazardous substances. The City recently invested in the reconstruction of Robert Street and now is the time to seize on that public investment to spur private development. One site is Thompson Oaks Golf Course, a now defunct public course, one mile west of the Mississippi River and bordered by neighborhoods on the north and east. This is a priority site due to its size, prime location, the fact that it’s not generating any tax (West St. Paul has 23% of its parcels non-taxable, highest rate in the County), and is part of the City’s planned Robert Street Renaissance. Swampy areas of the course were used as a dumping ground for construction debris. The other site is the 800 block of Robert Street, northern edge of target area, that is vacant land with a hazardous waste site per the County’s brownfield inventory. There are two OZs in this area; in order to qualify as an OZ, poverty rates are greater than 20% and median household income is 80% or less of metropolitan median. Land uses along the corridor are primarily commercial zoning districts, with scattered housing. The City-accepted Robert Street Plan guides this work.

In South St. Paul, the focus of the assessment will be along Grand Avenue, from Concord Street on the west to the Mississippi River on the east, and includes two sites along Grand Avenue, between Concord Street and the Mississippi River. This area is within the old flood-plain and has very poor soils and a high-water table. Both have contaminated sites (County’s Brownfield inventory), County waste facilities, and is part of a designated OZ. The activities related to industry in this area involved the use/storage/disposal of petroleum and non-petroleum related volatile organic compounds (VOCs). They generated huge quantities of animal waste, much of which remains on-site. Extensive railroad and trucking operations are suspected to have released VOCs throughout the area. Phase II Environmental Site Assessments (ESAs) were conducted in the area recently and most found organic fill material, high concentrations of methane gas, and detected VOCs in soil and groundwater. These conditions are troubling as they indicate inhalation and exposure risks for the City’s residents, workers and the Mississippi River Regional Trail users, which is the eastern edge of the area. This poses runoff and discharge threats to the Mississippi River, and increased risk of soil gas explosions in areas with high concentrations of methane and VOCs in the soil. Zoning for the area is mostly commercial. Future redevelopment will be guided by Smart Growth and Livable Communities design principals as presented in the Concord/Grant Avenue Gateway Plan.

In Hastings, a successful EPA Cleanup Grant grantee (2015), the assessment focus will be on the Vermillion Street Corridor, bordered to the north by the Mississippi River and the south by the Vermillion River. Vermillion Street is a three-mile arterial roadway that runs the length of the City from north to south. The area is littered with vacant buildings and land, hazardous waste sites, and has several former and active gas stations and auto-repair shops with suspected soil and groundwater contamination. Zoning for the corridor is mostly commercial and medium-high density residential with allowances for mixed use. Hastings, like the other two coalition cities, has invested substantial time and money into planning for redevelopment of this important corridor. The City-developed Vermillion Street Corridor Study guides this work.
D. FUNDING: $300,000 Hazardous Substances; $300,000 Petroleum

Below is the overall budget for the $300,000 Hazardous Substances grant award and $300,000 Petroleum grant award.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Task 1 Brownfields Inventory</th>
<th>Task 2 Phase I ESAs</th>
<th>Task 3 Phase II ESAs, RAPs, and Reuse Planning</th>
<th>Task 4 Community Outreach</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>$5,000</td>
<td>$7,500</td>
<td>$6,500</td>
<td>$8,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel(^1)</td>
<td></td>
<td></td>
<td></td>
<td>$3,500</td>
<td>$3,500</td>
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<tr>
<td>Equipment(^2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,000</td>
<td></td>
<td></td>
<td>$1,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Contractual(^3)</td>
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<td>$48,000</td>
<td>$207,850</td>
<td>$3,300</td>
<td>$261,650</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Costs</td>
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<td>$55,500</td>
<td>$214,350</td>
<td>$16,300</td>
<td>$294,650</td>
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<tr>
<td>Indirect Costs(^4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,350</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$10,000</td>
<td>$57,300</td>
<td>$215,400</td>
<td>$17,300</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Task 1 Brownfields Inventory</th>
<th>Task 2 Phase I ESAs</th>
<th>Task 3 Phase II ESAs, RAPs, and Reuse Planning</th>
<th>Task 4 Community Outreach</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel</td>
<td>$5,000</td>
<td>$7,500</td>
<td>$6,500</td>
<td>$8,000</td>
<td>$27,000</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel(^1)</td>
<td></td>
<td></td>
<td></td>
<td>$3,500</td>
<td>$3,500</td>
</tr>
<tr>
<td>Equipment(^2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,000</td>
<td></td>
<td></td>
<td>$1,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Contractual(^3)</td>
<td>$2,500</td>
<td>$48,000</td>
<td>$207,850</td>
<td>$3,300</td>
<td>$261,650</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>$8,500</td>
<td>$55,500</td>
<td>$214,350</td>
<td>$16,300</td>
<td>$294,650</td>
</tr>
<tr>
<td>Indirect Costs(^4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,350</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$10,000</td>
<td>$57,300</td>
<td>$215,400</td>
<td>$17,300</td>
<td>$300,000</td>
</tr>
</tbody>
</table>
E. WORKPLAN TASKS
The work to be performed under the Assessment Grant will consist of the following tasks:

**Task 1: Brownfields Inventory and Site Prioritization**

**Task 2: Phase I ESAs**

**Task 3: Phase II ESAs, Response Action Plans (RAPs), and Reuse Planning**

**Task 4: Community Outreach and Involvement**

The details of these tasks, together with corresponding schedules of planned activities, are described in the following paragraphs. The schedule for the projects as outlined below assumes that the Cooperative Agreement (CA) with EPA will be formally executed by October 1, 2019.

**Task 1: Brownfields Inventory and Site Prioritization**

The Coalition (as defined on page 1) will create the brownfield inventory and also be responsible for prioritizing and selecting properties for environmental assessment (Phase I ESA, Phase II ESA, and/or RAP) activities. In addition, the Coalition will seek input from the Brownfield Advisory Committee (BAC) on inventory prioritization and selection, as well as community engagement and outreach activities (Task 4). The BAC is comprised of the Coalition members, in addition to city staff from four other Dakota County communities, the Hastings Environmental Protectors, Dakota-Scott Workforce Development Board and the Dakota County Regional Chamber of Commerce. The brownfield inventory will be put in a GIS format such that it can be a future resource.

Each potential hazardous substance or petroleum brownfieldssite will be catalogued using the parcel tax ID numbers. The team will evaluate the redevelopment potential based on criteria such as the presence of tax incremental finance (TIF) districts and other public financing mechanisms, identification in local and communitywide comprehensive and redevelopment plans, proximity to transportation infrastructure, potential for eliminating blight, access status and discussions with local developers performed as part of the outreach for each target site. For community ranking, the team will incorporate the public outreach process and regularly scheduled Coalition Committee meetings. The rankings (environmental hazards, redevelopment potential and community priority) will be combined for each site to produce a final list to guide decision-making. Although the rankings will be a key criterion on which funding allocation decisions are made, each coalition member will be provided with the final decision on the initial site chosen for assessment in their city.

DCCDA and the County will create an interactive ArcGIS Story Map application similar to the one created for the 2010 EPA Grant linked here:


This interactive map will show location of the selected sites, provide information on the sites and status of assessment and redevelopment and will feature photographs of before, during, and after as sites are investigated, remediated and redeveloped. The County has used these types of applications to communicate complicated projects in a simple, people friendly manner and still present highly technical data for those
interested in the details on a timely schedule. All elements of the grant project can be presented including reports, work plans, data, photos, maps, calendars, meeting notices and comments.

**Task 1 – Scheduled of Planned Activities Table**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs and Anticipated Outcomes</th>
<th>Anticipated Accomplishment Date(s)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
</table>
| Preparation of Brownfields Inventory and Prioritization | Output:  
• Brownfield Inventory with sites prioritized  
• Presentations/meetings  
• Records Research  
• Interviews with cities | Ongoing |  |
| GIS data entry and mapping                      | Output:  
• Updated GIS database  
Outcome:  
• Identifying/locating additional sites | Ongoing |  |
| Create an ArcGIS Brownfield Story Map Application | Output:  
• Public interface for status updates and continual information in multifaceted format  
Outcome:  
• Public engagement and distribution of information in many forms | Ongoing |  |

**Task 1 – Budget Table**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>173 hours</td>
<td>$75/hour</td>
<td>$13,000</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td>$2,000</td>
</tr>
<tr>
<td>Contractual</td>
<td>40 hours</td>
<td>$125/hour</td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$20,000</strong></td>
</tr>
</tbody>
</table>

Contractual costs involve the QEP (Stantec) assisting DCCDA and Dakota County with the Task 1 activities. Contractual costs may also include collection of aerial photos, maps, Sanborn® maps and new site photos.

**Supplies** include items such as printing, mailing expenses, display boards, graphic displays, etc.

**Task 1 – Personnel Expense Explanation**

DCCDA is reserving a total of $13,000 for personnel expenses for grant management and taking the lead on a majority of Task 1 activities, including the creation and management of the Coalition and BAC, scheduling and facilitating meetings, creation of the inventory, and determining prioritization and selection.
criteria for sites. The DCCDA anticipates the cost of personnel at $75/hr (including fringe) for a total of 173 hours.

Task 2: Phase I Environmental Site Assessments (ESAs)
Under the direction of DCCDA, Stantec will complete Phase I ESAs at an estimated 24 sites. Prior to performing Phase I ESAs, eligibility determination request forms will be prepared and submitted to EPA, for hazardous substance brownfields, or Minnesota Pollution Control Agency (MPCA), for petroleum brownfields for approval. MPCA approvals and associated site information will be submitted to EPA. Upon confirmation of eligibility, DCCDA will execute access agreements for each parcel to be inspected as part of the Phase I ESAs, or potentially subject to Phase II ESAs as part of Task 3. Phase I ESAs will be completed in accordance with the All Appropriate Inquiries Final Rule and the standards set forth in the ASTM International E1527-13 Phase I Environmental Site Assessment Process or most current standard.

The process for securing access will vary depending on whether sites are currently owned by local governments versus private parties, whether sites are currently tax delinquent, and whether sites are subject to specific development proposals or sales agreements at the time of assessment. In all instances, it is anticipated that the local governments within which the site(s) are located, in cooperation with DCCDA and Stantec, will have primary responsibility for securing access. This is in recognition that those local officials will have the best understanding of access challenges and will choose to nominate sites for which securing access is a process versus a hope or impossibility. All Coalition members have experience negotiating access for these types of sites. DCCDA and Stantec will provide guidance and expertise when local governments are discussing access agreements with landowners. The preferred option for all sites (including those that are tax delinquent) will be to secure the willing and legal consent of the property owner through the execution of an access agreement.

Upon completion of each Phase I ESA report, DCCDA will complete the All Appropriate Inquiries: Reporting Requirements Checklist for Assessment Grant Recipients” (Publication Number: EPA 560-F-17-194) for submittal to the EPA along with the Phase I ESA report.

### Task 2 - Schedule of Planned Activities Table

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs and Outcomes</th>
<th>Anticipated Accomplishment Date(s)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Site and Property Owner Eligibility Determination (EDs) Request Forms</td>
<td>Site and Property Owner Eligibility Determination Request Forms</td>
<td>Example template developed by 10/31/2019</td>
<td></td>
</tr>
<tr>
<td>Obtain MPCA/EPA Eligibility Letters</td>
<td>MPCA/EPA Eligibility Letters</td>
<td>Approximately 12 in 2020, eight in 2021, and four in 2022</td>
<td></td>
</tr>
<tr>
<td>Execute Property Access Agreements</td>
<td>Copies of Property Access Agreements</td>
<td>Approximately 12 in 2020, eight in 2021, and four in 2022</td>
<td></td>
</tr>
<tr>
<td>Conduct Phase I ESAs</td>
<td>• Phase I ESA reports • EPA AAI Check Sheets</td>
<td>Approximately 12 in 2020, eight in 2021 and four in 2022; Each Phase I ESA report should be complete within eight weeks of</td>
<td></td>
</tr>
</tbody>
</table>
### Task 2 - Budget Table

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
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<td>$75/hour</td>
<td>$18,600</td>
</tr>
<tr>
<td>Phase I ESAs</td>
<td>24</td>
<td>$4,000</td>
<td>$96,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$114,600</strong></td>
</tr>
</tbody>
</table>

Contractual costs/activities will include creating eligibility determination letters and gaining approval, conducting Phase I ESAs, and preparing ESA reports for sites selected by the BAC and approved by the Coalition.

### Task 2 – Personnel Expense Explanation

DCCDA is reserving a total of $18,600 for personnel expenses for grant management and assistance with completion of Task 2 activities, including facilitation of Phase I ESAs, contractor oversight, financial tracking, reporting, BAC communication and EPA/MPCA coordination. Task 2 activities also involve property access agreement which will be created and executed by DCCDA and/or Dakota County. The DCCDA anticipates the cost of personnel at an average of $75/hr (including fringe) for a total of 248 hours.

### Task 3: Phase II ESAs, Site Investigations, and Remedial/Reuse Planning

On sites that meet the site-specific eligibility requirements, and are approved for use of EPA funds, by the EPA (hazardous substance brownfields) and/or MPCA (petroleum brownfields), DCCDA may use the assessment funds to conduct Phase II ESAs, site investigations, remedial planning, and other brownfield reuse planning activities. Phase II ESA activities are likely to include soil and groundwater sampling and may include magnetometer surveys, trenching to confirm anomalies, asbestos surveys, and sampling for other hazardous building materials. Additional field activities may include geophysical characterization, such as ground penetrating radar or electro-magnetic surveys. Greener and Sustainable Remediation principles will be incorporated into project tasks using the ASTM Greener Cleanup Standard Guide. The budget includes costs for completion of approved Quality Assurance Project Plan (QAPP) and Quality Management Plan which will be kept current throughout the grant cycle via annual updates. Site-specific Sampling and Analysis Plans (SSSAPs) will be submitted to EPA and the MPCA as appropriate and consistent with the award conditions. SSSAPs will be submitted to EPA for review and approval prior to any field work. EDs and/or access agreements may also be completed for Task 3 for any properties for which these were not performed as part of Phase I ESAs conducted as part of Task 2.

### Task 3 – Schedule of Planned Activities Table

<table>
<thead>
<tr>
<th>Proposed Activities</th>
<th>Anticipated Outputs and Outcomes</th>
<th>Anticipated Accomplishment Date(s)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation and submittal of QAPP</td>
<td>QAPP</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>Prepare Asbestos/hazardous building</td>
<td>9 reports</td>
<td></td>
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</table>
## Proposed Activities

<table>
<thead>
<tr>
<th>Proposed Activities</th>
<th>Anticipated Outputs and Outcomes</th>
<th>Anticipated Accomplishment Date(s)</th>
<th>Actual Accomplishment Date(s)</th>
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</thead>
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<tr>
<td>materials surveys</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct Phase II ESAs (small sites)</td>
<td>11 reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conduct Phase II ESAs (large sites)</td>
<td>5 reports</td>
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<td></td>
</tr>
<tr>
<td>Prepare RAPs</td>
<td>7 reports</td>
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<tr>
<td>Prepare brownfields area-wide reuse plans</td>
<td>2 brownfields area-wide reuse plans</td>
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<td></td>
</tr>
<tr>
<td>Quarterly/annual/final performance and ACRES reporting</td>
<td>Quarterly Progress Report and ACRES updates</td>
<td>Within 30 days of the end of each federal quarter; final report within 90 days after the end of the performance period. Before and after site photographs will be included with the Quarterly Reports.</td>
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### Task 3 - Budget Table

<table>
<thead>
<tr>
<th>Description</th>
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<th>Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Personnel (including fringe)</td>
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<td>QAPP</td>
<td>1</td>
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<td>$3,000</td>
</tr>
<tr>
<td>Asbestos/hazardous building materials surveys</td>
<td>9</td>
<td>$3,500</td>
<td>$28,000</td>
</tr>
<tr>
<td>Phase II ESAs (small sites)</td>
<td>11</td>
<td>$13,500</td>
<td>$148,500</td>
</tr>
<tr>
<td>Phase II ESAs (large sites)</td>
<td>5</td>
<td>$25,220</td>
<td>$126,100</td>
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<tr>
<td>Remedial Action Plans (RAPs)</td>
<td>7</td>
<td>$8,000</td>
<td>$56,000</td>
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<tr>
<td>Brownfields Area-wide reuse plans</td>
<td>2</td>
<td>$20,000</td>
<td>$40,000</td>
</tr>
<tr>
<td>Assistance by consultant w/quarterly/annual and ACRES reporting</td>
<td>84.8 hours</td>
<td>$125</td>
<td>$10,600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$430,800</strong></td>
</tr>
</tbody>
</table>

Contractual costs include the majority of Task 3 activities, including the drafting of the QAPP, Asbestos/hazardous building materials surveys, all Phase II ESAs, RAPs, brownfields area-wide reuse plans, and assisting the DCCDA with quarterly/annual and ACRES reporting.

### Task 3 – Personnel Expense Explanation

DCCDA is reserving a total of $15,100 for personnel expenses for grant management and technical review, including such activities as securing access agreements, coordinating work by the QEP, meeting with property owners, and in reviewing the deliverables completed by QEP. DCCDA anticipates the cost of personnel at an average of $75/hr (including fringe) for a total of 275 hours.
Task 4: Community Outreach and Involvement

A comprehensive community outreach initiative will be developed that includes public meetings, development and distribution of marketing and informational materials, and joint outreach and education efforts with project partner organizations.

DCCDA, the County, and coalition cities engaged citizens through the planning mentioned earlier in the referenced plans. Their meetings were open, noticed with accommodations made for those in need. In addition to those entities, other project partners are listed below.

Here is the list of the Brownfields Advisory Committee (BAC) members:

<table>
<thead>
<tr>
<th>Partner Name</th>
<th>Point of Contact (name, email &amp; phone)</th>
<th>Specific Role in the Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Eagan</td>
<td>Erik Slettedahl, GIS Specialist <a href="mailto:eslettedahl@cityofeagan.com">eslettedahl@cityofeagan.com</a> (651) (651) 675-5692</td>
<td>Committed to serve on BAC &amp; help with site prioritization. Also, dissemination of project information to enhance the community's support, knowledge, and connection to the project.</td>
</tr>
<tr>
<td>City of Eagan</td>
<td>Jill Hutmacher, Director of Community Development, <a href="mailto:jhutmacher@cityofeagan.com">jhutmacher@cityofeagan.com</a> (651) 675-5653</td>
<td>Committed to serve on BAC &amp; help with site prioritization. Also, dissemination of project information to enhance the community's support, knowledge, and connection to the project.</td>
</tr>
<tr>
<td>City of Inver Grove Heights</td>
<td>Heather Rand, Community Development Director <a href="mailto:brand@invergroveheights.org">brand@invergroveheights.org</a> (651) 450-2546</td>
<td>Committed to serve on BAC &amp; help with site prioritization. Also, dissemination of project information to enhance the community's support, knowledge, and connection to the project.</td>
</tr>
<tr>
<td>City of Burnsville</td>
<td>Skip Nienhaus, Economic Development Coordinator <a href="mailto:Skip.Nienhaus@burnsvillemn.gov">Skip.Nienhaus@burnsvillemn.gov</a> (952) 895-4454</td>
<td>Committed to serve on BAC &amp; help with site prioritization. Also, dissemination of project information to enhance the community's support, knowledge, and connection to the project.</td>
</tr>
<tr>
<td>City of Rosemount</td>
<td>Kim Lindquist, Community Development Director <a href="mailto:Kim.lindquist@ci.rosemount.mn.us">Kim.lindquist@ci.rosemount.mn.us</a> (651) 322-2020</td>
<td>Committed to serve on BAC &amp; help with site prioritization. Also, dissemination of project information to enhance the community's support, knowledge, and connection to the project.</td>
</tr>
<tr>
<td>Hastings Environmental Protectors</td>
<td>Laine Johnson Crump, President <a href="mailto:pres@hastenviropro.org">pres@hastenviropro.org</a> (651) 208-7066</td>
<td>Ms. Johnson Crump has committed to be a resource and providing support for the dissemination of project information.</td>
</tr>
<tr>
<td>Dakota-Scott Workforce Development Board</td>
<td>Mark Jacobs, Director <a href="mailto:Mark.jacobs@co.dakota.mn.us">Mark.jacobs@co.dakota.mn.us</a> (651) 554-5622</td>
<td>Mr. Jacobs has committed to providing regular communications and updates to their Business Services Committee.</td>
</tr>
<tr>
<td>Dakota County Regional Chamber of Commerce</td>
<td>Maureen Scallen Failor, President <a href="mailto:mscallenfailor@dcrchamber.com">mscallenfailor@dcrchamber.com</a> (651) 288-9201</td>
<td>Ms. Scallen Failor is committed to providing regular communications / updates to Chamber members and the use of its websites for communications.</td>
</tr>
</tbody>
</table>
Community education and involvement is imperative to the successful implementation of the brownfield grant. As a regional organization, the DCCDA provides local governments and citizen groups with a means to work cooperatively. Additionally, the County has connections with environmental groups and grassroots organizations that enable coalition members to work collaboratively with relevant partners in identifying needs, solving problems, and fostering local leadership. We will focus on engaging EPA priority groups such as developers, environmental groups, members of economically disadvantaged or sensitive populations, and neighbors of targeted sites.

DCCDA and the Coalition intend to engage stakeholders with traditional, targeted, innovative, and online outreach tools and methods to reach a broad and inclusive audience. A Community Participation Plan is likely to include open houses, focused dialogues with developers and nearby property owners, online surveys and mapping, newsletters, and pop-up activities at local businesses or parks. Local partners and the public will be brought into the process at project milestones when they can learn about critical brownfields details and provide informed feedback that can influence the next phase of work. Strong public involvement with those most affected by the selected sites leads to effective implementation of the communities’ desired development outcomes. Interpreters will be provided for non-English speaking residents and documents published in Spanish.

**Task 4 – Scheduled Planned Activities Table**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Anticipated Outputs and Outcomes</th>
<th>Anticipated Accomplishment Date(s)</th>
<th>Actual Accomplishment Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach meetings</td>
<td>Outreach, facilitation, and management including BAC, public/community, property owner meetings</td>
<td>BAC meetings on a quarterly basis; EPA, MPCA, property owner, and other stakeholder meetings as needed</td>
<td></td>
</tr>
<tr>
<td>Outreach documents</td>
<td>Preparation of project fact sheets, press releases, agendas, minutes, newsletter submissions, etc.</td>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Online communications</td>
<td>Preparation of website updates and other on-line communications</td>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Conference attendance</td>
<td>Travel costs for DCCDA project director and County environmental lead to attend EPA brownfields conferences in 2019 and 2021</td>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

A comprehensive community outreach initiative will be developed that includes public meetings, development and distribution of marketing and informational materials, and joint outreach and education efforts with project partner organizations. The outreach strategy will be agreed upon by the Coalition members and communicated to the community via DCCDA website.

**Task 4 - Budget Table**

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>240 hours</td>
<td>$75/hour</td>
<td>$18,000</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td>$7,000</td>
</tr>
<tr>
<td>Supplies</td>
<td>$3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td>53 hours</td>
<td>$125/hr</td>
<td>$6,600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$34,600</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Contractual costs** include assisting DCCDA and Dakota County in implementing community outreach efforts, such as assisting with outreach, preparation of project fact sheets, press releases, newsletter submissions.

**Supplies** includes items such as printing, mailing expenses, display boards, graphic displays, interpreters, multilingual printing, etc.

**Task 3 – Personnel Expense Explanation**
DCCDA is reserving a total of $18,000 for personnel expenses for grant management and technical review, including taking the lead on community outreach and engagement. This includes coordinating meetings of BAC and Coalition, conducting public outreach meetings, preparing website update and other online communications. DCCDA anticipates the cost of personnel at an average of $75/hr (including fringe) for a total of 240 hours.

Travel cost is to reserve funding to have Project Manager and Cathy Undem attend two future EPA Conferences, with both attending the December 2019 National EPA Conference. In addition, Project Manager and Cathy Undem will research local brownfields and economic development trainings that could be beneficial in the implementation of the EPA Community-wide Brownfield Assessment Coalition grant.

**F. QUALITY ASSURANCE**
Prior to undertaking Phase II ESA assessments, and after conducting a Data Management Call with EPA, the DCCDA will coordinate with Contractor to prepare and submit a QAPP which meets the approval of the EPA Region 5 Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II ESA assessments. QAPP approval will be obtained prior to performing any field activities.

**G. PRE-AWARD COSTS**
DCCDA does not anticipate any pre-award costs.
**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Cooperative Agreement**

**RECIPIENT TYPE:** County

**RECIPIENT:** Dakota County Community Development Agency

**PAYEE:** Dakota County Community Development Agency

**PROJECT MANAGER:** Lisa Alfson

**EPA PROJECT OFFICER:** Rosita Clarke

**EPA GRANT SPECIALIST:** Alicia Sanders

**PROJECT TITLE AND DESCRIPTION**

Assessment Coalition for Dakota County CDA

This agreement will provide funding for Dakota County CDA Coalition to inventory, characterize, assess, and conduct cleanup planning and community involvement related activities for brownfield sites in the project areas of: West St. Paul, South St. Paul and Hastings, Minnesota. At least one site will be assessed in each coalition member city with assessment activities completed for an estimated 16-28 sites. Phase I and Phase II, Cleanup and Redevelopment Plans will be completed on specific sites. Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

<table>
<thead>
<tr>
<th>BUDGET PERIOD</th>
<th>PROJECT PERIOD</th>
<th>TOTAL BUDGET PERIOD COST</th>
<th>TOTAL PROJECT PERIOD COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2019 - 09/30/2022</td>
<td>10/01/2019 - 09/30/2022</td>
<td>$600,000.00</td>
<td>$600,000.00</td>
</tr>
</tbody>
</table>

**NOTICE OF AWARD**

Based on your Application dated 01/31/2019 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards $600,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of $600,000. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.

**ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)**

U.S. EPA Region 5

Mail Code MA-10J

77 West Jackson Blvd.

Chicago, IL 60604-3507

**AWARD APPROVAL OFFICE**

U.S. EPA, Region 5

Land Chemicals and Redevelopment Division

77 West Jackson Blvd., L-17J

Chicago, IL 60604

**THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY**

Digital signature applied by EPA Award Official: Bruce Sypniewski - Deputy Director

**DATE:** 09/25/2019
## FUNDS

<table>
<thead>
<tr>
<th></th>
<th>FORMER AWARD</th>
<th>THIS ACTION</th>
<th>AMENDED TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPA Amount This Action</strong></td>
<td>$0</td>
<td>$600,000</td>
<td>$600,000</td>
</tr>
<tr>
<td><strong>EPA In-Kind Amount</strong></td>
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<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Unexpended Prior Year Balance</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Other Federal Funds</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Recipient Contribution</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>State Contribution</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Local Contribution</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Other Contribution</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Allowable Project Cost</strong></td>
<td>$0</td>
<td>$600,000</td>
<td>$600,000</td>
</tr>
</tbody>
</table>

### Assistance Program (CFDA)

- 66.818 - Brownfields Multipurpose
  - Assessment
  - Revolving Loan Fund
  - and Cleanup Cooperative Agreements

### Statutory Authority

- CERCLA: Sec. 101(39)

### Regulatory Authority

- 2 CFR 200
- 2 CFR 1500 and 40 CFR 33

## Fiscal

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Req No</th>
<th>FY</th>
<th>Approp. Code</th>
<th>Budget Organization</th>
<th>PRC</th>
<th>Object Class</th>
<th>Site/Project Organization</th>
<th>Cost Organization</th>
<th>Obligation / Deobligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAKOTA</td>
<td>1905QEX090</td>
<td>19</td>
<td>E4</td>
<td>05Q4AG7</td>
<td>000D79XBP</td>
<td>4114</td>
<td>GSSQNY00</td>
<td>-</td>
<td>300,000</td>
</tr>
<tr>
<td>DAKOTA</td>
<td>1905QEX090</td>
<td>19</td>
<td>E4</td>
<td>05Q4AG7</td>
<td>000D79</td>
<td>4114</td>
<td>GSSQOR00</td>
<td>-</td>
<td>300,000</td>
</tr>
</tbody>
</table>

**TOTAL**: 600,000
### Table A - Object Class Category (Non-construction)

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Approved Allowable Budget Period Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel</td>
<td>$54,000</td>
</tr>
<tr>
<td>2. Fringe Benefits</td>
<td>$0</td>
</tr>
<tr>
<td>3. Travel</td>
<td>$7,000</td>
</tr>
<tr>
<td>4. Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>5. Supplies</td>
<td>$5,000</td>
</tr>
<tr>
<td>6. Contractual</td>
<td>$523,300</td>
</tr>
<tr>
<td>7. Construction</td>
<td>$0</td>
</tr>
<tr>
<td>8. Other</td>
<td>$0</td>
</tr>
<tr>
<td>9. Total Direct Charges</td>
<td>$589,300</td>
</tr>
<tr>
<td>10. Indirect Costs: % Base</td>
<td>SEE TABLE B</td>
</tr>
<tr>
<td>11. Total (Share: Recipient 0.00 % Federal 100.00 %)</td>
<td>$600,000</td>
</tr>
<tr>
<td>12. Total Approved Assistance Amount</td>
<td>$600,000</td>
</tr>
<tr>
<td>13. Program Income</td>
<td>$0</td>
</tr>
<tr>
<td>14. Total EPA Amount Awarded This Action</td>
<td>$600,000</td>
</tr>
<tr>
<td>15. Total EPA Amount Awarded To Date</td>
<td>$600,000</td>
</tr>
</tbody>
</table>

### SUMMARY OF INDIRECT COST RATES

<table>
<thead>
<tr>
<th>Table B - Program Element Classification (Non-construction)</th>
<th>Total Approved Allowable Budget Period Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 10% De Minimis, MTDC</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td>$</td>
</tr>
<tr>
<td>5.</td>
<td>$</td>
</tr>
<tr>
<td>6.</td>
<td>$</td>
</tr>
<tr>
<td>7.</td>
<td>$</td>
</tr>
<tr>
<td>8.</td>
<td>$</td>
</tr>
<tr>
<td>9.</td>
<td>$</td>
</tr>
<tr>
<td>10.</td>
<td>$</td>
</tr>
<tr>
<td>11. Total (Share: Recip % Fed %)</td>
<td>$</td>
</tr>
<tr>
<td>12. Total Approved Assistance Amount</td>
<td>$</td>
</tr>
</tbody>
</table>
Administrative Conditions

A. GENERAL TERMS AND CONDITIONS

The recipient agrees to comply with the current EPA general terms and conditions available at:
https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2018

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at http://www.epa.gov/grants/grant-terms-and-conditions

B. CORRESPONDENCE CONDITION

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): LVFC-grants@epa.gov AND Alicia Sanders, sanders.alicia@epa.gov
- MBE/WBE reports (EPA Form 5700-52A): Adrianne Callahan, Callahan.adrienne@epa.gov AND Alicia Sanders, sanders.alicia@epa.gov
- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: Alicia Sanders, sanders.alicia@epa.gov AND Rosita Clarke, clark.rosita@epa.gov
- Payment requests (if applicable): Alicia Sanders, sanders.alicia@epa.gov AND Rosita Clarke, clark.rosita@epa.gov
- Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: Rosita Clarke, clark.rosita@epa.gov

C. EXTENSION OF PROJECT /BUDGET PERIOD EXPIRATION DATE

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under 2 CFR 200.308 (d)(2). Therefore, if a no-cost time extension is necessary to extend the period of availability of funds the recipient must submit a written request to the EPA prior to the budget/project period expiration dates. The written request must include: a justification describing the need for additional time, an estimated date of completion, and a revised schedule for project completion including updated milestone target dates for the approved workplan activities. In addition, if there are overdue reports required by the general, administrative, and/or programmatic terms and conditions of this assistance agreement, the recipient must ensure that they are submitted along with or prior to submitting the no-cost time extension request.

D. DISADVANTAGED BUSINESS ENTERPRISE (DBE): UTILIZATION OF SMALL, MINORITY AND WOMEN’S BUSINESS ENTERPRISES (MBE/WBE)

GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA’s Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.
MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E
The recipient agrees to complete and submit a “MBE/WBE Utilization Under Federal Grants and Cooperative Agreements” report (EPA Form 5700-52A) on an annual basis. The current EPA Form 5700-52A can be found at the EPA Office of Small and Disadvantaged Business Utilization’s Home Page at https://www.epa.gov/resources-small-businesses

MBE/WBE reporting is required in annual reports. Reporting is required for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the “Other” category with a cumulative total that exceed the threshold amount of $250,000, including amendments and/or modifications. The recipient must make reporting a requirement of all sub-awards/loans. All procurement actions are reportable, not just that portion which exceeds $250,000.

When completing the annual report, recipients are instructed to check the box titled “annual” in section 1B of the form. For the final report, recipients are instructed to check the box titled “annual” and the box indicated for the “last report” of the project in section 1B of the form. Annual reports are due by October 30th of each year. Final reports are due by October 30th or 90 days after the end of the project period, whichever comes first.

The reporting requirement is based on total procurements. Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

Based on EPA’s review of the planned budget, this award meets the conditions above and is subject to the Disadvantaged Business Enterprise (DBE) Program reporting requirements. However, if the recipient believes this award does not meet these conditions, it must provide a justification and budget detail within 21 days of the award date clearly demonstrating that, based on the planned budget, this award is not subject to the DBE reporting requirements to the Regional or Headquarters point of contact defined in the correspondence condition, if applicable.

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Effort requirements as described in 40 CFR Part 33 Subpart C, and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D and explained below.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D
A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE participation in procurement under the financial assistance agreements.

In accordance with 40 CFR, Section 33.411 some recipients may be exempt from the fair share objectives requirements as described in 40 CFR, Part 33, Subpart D. Recipients should work with their DBE coordinator, if they think their organization may qualify for an exemption.

Accepting the Fair Share Objectives /Goals of Another Recipient
The dollar amount of this assistance agreement, or the total dollar amount of all of the recipient’s financial assistance agreements in the current federal fiscal year from EPA is $250,000, or more. The recipient accepts the applicable MBE/WBE fair share objectives/goals negotiated with EPA by the MINNESOTA POLLUTION CONTROL AGENCY as follows:

| MBE: 2% | WBE: 2% |

By signing this financial assistance agreement, the recipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as MINNESOTA.
Negotiating Fair Share Objectives /Goals, 40 CFR, Section 33.404
The recipient has the option to negotiate its own MBE/WBE fair share objectives/goals. If the recipient wishes to negotiate its own MBE/WBE fair share objectives/goals, the recipient agrees to submit proposed MBE/WBE objectives/goals based on an availability analysis, or disparity study, of qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.

The submission of proposed fair share goals with the supporting analysis or disparity study means that the recipient is not accepting the fair share objectives/goals of another recipient. The recipient agrees to submit proposed fair share objectives/goals, together with the supporting availability analysis or disparity study, to the Regional MBE/WBE Coordinator within 120 days of its acceptance of the financial assistance award. EPA will respond to the proposed fair share objective/goals within 30 days of receiving the submission. If proposed fair share objective/goals are not received within the 120 day time frame, the recipient may not expend its EPA funds for procurements until the proposed fair share objective/goals are submitted.

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C
Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

(a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

(b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

(c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

(d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

(e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302
The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)
Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.
Programmatic Conditions

FY19 Assessment Cooperative Agreement
Terms and Conditions

Please note that these Terms and Conditions (T&Cs) apply to Brownfield Assessment Cooperative Agreements awarded under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) § 104(k).

I. GENERAL FEDERAL REQUIREMENTS

NOTE: For the purposes of these Terms and Conditions, the term "assessment" includes eligible activities under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) § 104(k)(2)(A)(i) such as activities involving the inventory, characterization, assessment, and planning relating to brownfield sites as described in the EPA-approved workplan.

A. Federal Policy and Guidance

1. Cooperative Agreement Recipients: By awarding this cooperative agreement, the Environmental Protection Agency (EPA) has approved the proposal for the Cooperative Agreement Recipient (CAR) submitted in the Fiscal Year 2019 competition for Brownfield Assessment cooperative agreements.

2. In implementing this agreement, the CAR shall ensure that work done with cooperative agreement funds complies with the requirements of CERCLA § 104(k). The CAR shall also ensure that assessment activities supported with cooperative agreement funding comply with all applicable federal and state laws and regulations.

3. A term and condition or other legally binding provision shall be included in all subawards entered into with the funds awarded under this agreement, or when funds awarded under this agreement are used in combination with non-federal sources of funds, to ensure that the CAR complies with all applicable federal and state laws and requirements. In addition to CERCLA § 104(k), federal applicable laws and requirements include 2 CFR Part 200.

4. The CAR must comply with federal cross-cutting requirements. These requirements include, but are not limited to, DBE requirements found at 40 CFR Part 33; OSHA Worker Health & Safety Standard 29 CFR § 1910.120; Uniform Relocation Act (40 USC § 61); National Historic Preservation Act (16 USC § 470); Endangered Species Act (P.L. 93-205); Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR § 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC §§ 327-333); the Anti-Kickback Act (40 USC § 276c); and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

5. The CAR must comply with Davis-Bacon Act prevailing wage requirements and associated U.S. Department of Labor (DOL) regulations for all construction, alteration, and repair contracts and subcontracts awarded with funds provided under this agreement by operation of CERCLA § 104(g). Assessment activities generally do not involve construction, alteration, and repair within the meaning of the Davis-Bacon Act. However, the recipient must contact the EPA Project Officer if there are unique circumstances (e.g., removal of an underground storage tank or another structure and restoration of the site) which indicate that the Davis-Bacon Act applies to an activity the CAR intends to carry out with funds provided under this agreement. EPA will provide guidance on Davis-Bacon Act compliance if necessary.
II. SITE ELIGIBILITY REQUIREMENTS

A. Eligible Brownfield Site Determinations

1. The CAR must provide information to the EPA Project Officer about site-specific work prior to incurring any costs under this cooperative agreement for sites that have not already been pre-approved in the CAR’s workplan by EPA. The information that must be provided includes whether the site meets the definition of a brownfield site as defined in § 101(39) of CERCLA, and whether the CAR is the potentially responsible party under CERCLA § 107, is exempt from CERCLA liability and/or has defenses to CERCLA liability.

2. If the site is excluded from the general definition of a brownfield, but is eligible for a property-specific funding determination, then the CAR may request a property-specific funding determination from the EPA Project Officer. In its request, the CAR must provide information sufficient for EPA to make a property-specific funding determination on how financial assistance will protect human health and the environment, and either promote economic development or enable the creation of, preservation of, or addition to parks, greenways, undeveloped property, other recreational property, or other property used for nonprofit purposes. The CAR must not incur costs for assessing sites requiring a property-specific funding determination by EPA until the EPA Project Officer has advised the CAR that EPA has determined that the property is eligible.

3. Brownfield Sites Contaminated with Petroleum
   a. For any petroleum-contaminated brownfield site that is not included in the CAR’s EPA-approved workplan, the CAR shall provide sufficient documentation to EPA prior to incurring costs under this cooperative agreement which documents that:
      i. the State determines there is “no viable responsible party” for the site;
      ii. the State determines that the person assessing or investigating the site is a person who is not potentially liable for cleaning up the site; and
      iii. the site is not subject to any order issued under Section 9003(h) of the Solid Waste Disposal Act.

      This documentation must be prepared by the CAR or the State, following contact and discussion with the appropriate state petroleum program official. Please contact the EPA Project Officer for additional information.

   b. Documentation must include:
      i. the identity of the State program official contacted;
      ii. the State official’s telephone number;
      iii. the date of the contact; and
      iv. a summary of the discussion relating to the State’s determination that there is no viable responsible party and that the person assessing or investigating the site is not potentially liable for cleaning up the site.

      Other documentation provided by a State to the recipient relevant to any of the determinations by the State must also be provided to the EPA Project Officer.
c. If the State chooses not to make the determinations described in Section II.A.3. above, the CAR must contact the EPA Project Officer and provide the necessary information for EPA to make the requisite determinations.

d. EPA will make all determinations on the eligibility of petroleum-contaminated brownfield sites located on tribal lands (i.e., reservation lands or lands otherwise in Indian country, as defined at 18 U.S.C. § 1151). Before incurring costs for these sites, the CAR must contact the EPA Project Officer and provide the necessary information for EPA to make the determinations described in Section II.A.3.b. above.

III. GENERAL COOPERATIVE AGREEMENT
ADMINISTRATIVE REQUIREMENTS

A. Sufficient Progress

1. This condition supplements the requirements of the Sufficient Progress Condition (No. 22) in the General Terms and Conditions. If after 18 months from the date of award, EPA determines that the CAR has not made sufficient progress in implementing its cooperative agreement, the CAR must implement a corrective action plan concurred on by the EPA Project Officer and approved by the Award Official or Grants Management Officer. Alternatively, EPA may terminate this agreement under 2 CFR § 200.339 for material non-compliance with its terms, or with the consent of the CAR as provided at 2 CFR § 200.339, depending on the circumstances. Sufficient progress is indicated when 35% of funds have been drawn down and disbursed for eligible activities. For assessment coalition cooperative agreements, sufficient progress is demonstrated when a solicitation for services has been released, sites are prioritized or an inventory has been initiated (if necessary), community involvement activities have been initiated and a Memorandum of Agreement is in place, or other documented activities that demonstrate to EPA’s satisfaction that the CAR will successfully perform the cooperative agreement.

B. Substantial Involvement

1. EPA may be substantially involved in overseeing and monitoring this cooperative agreement.
   a. Substantial involvement by EPA generally includes administrative activities by the EPA Project Officer such as monitoring, reviewing project phases, and approving substantive terms included in professional services contracts. EPA will not direct or recommend that the CAR enter into a contract with a particular entity.
   b. Substantial EPA involvement includes brownfield property-specific funding determinations described in Section II.A.2. If the CAR awards a subaward for site assessment, the CAR must obtain technical assistance from EPA on which sites qualify as a brownfield site and determine whether the statutory prohibition found in CERCLA § 104(k)(5)(B)(i)(IV) applies. This prohibition does not allow the subrecipient to use EPA cooperative agreement funds to assess a site for which the subrecipient is potentially liable under § 107 of CERCLA.
   c. Substantial EPA involvement may include reviewing financial and program performance reports, monitoring all reporting, record-keeping, and other program requirements.
   d. EPA may waive any of the provisions in Section III.B.1. with the exception of property-specific funding determinations, at its own initiative or upon request by the CAR. The EPA Project Officer will provide waivers in writing.

2. Effects of EPA’s substantial involvement include:
   a. EPA’s review of any project phase, document, or cost incurred under this cooperative agreement will not have any effect upon CERCLA § 128 Eligible Response Site determinations or rights, authorities, and actions under CERCLA or any federal statute.
b. The CAR remains responsible for ensuring that all assessments are protective of human health and the environment and comply with all applicable federal and state laws.

c. The CAR and its subrecipients remain responsible for ensuring costs are allowable under 2 CFR Part 200, Subpart E.

C. Cooperative Agreement Recipient Roles and Responsibilities

1. The CAR must acquire the services of a Qualified Environmental Professional(s) as defined in 40 CFR § 312.10 to coordinate, direct, and oversee the brownfield site assessment activities at a given site, if it does not have such a professional on staff.

2. The CAR is responsible for ensuring that funding received under this cooperative agreement does not exceed the statutory $200,000 funding limitation for an individual brownfield site. Waiver of this funding limit for a brownfield site must be submitted to the EPA Project Officer and approved prior to the expenditure of funding exceeding $200,000. In no case may funding for site-specific assessment activities exceed $350,000 on a site receiving a waiver. CARs expending funding from a Community-wide Assessment cooperative agreement must include this amount in any total funding expended on the site.

4. Cybersecurity - The recipient agrees that when collecting and managing environmental data under this cooperative agreement, it will protect the data by following all applicable state cybersecurity requirements.
   a. EPA must ensure that any connections between the recipient’s network or information system and EPA networks used by the recipient to transfer data under this agreement are secure. For purposes of this section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

   If the recipient’s connections as defined above do not go through the Environmental Information Exchange Network or EPA’s Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA’s regulatory programs for the submission of reporting and/or compliance data.

   b. The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in Cybersecurity Section a. above if the subrecipient’s network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA’s Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR § 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

5. All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

D. Quarterly Progress Reports

1. In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, § 200.328, Monitoring and Reporting Program Performance), the CAR agrees to submit quarterly progress reports to the
EPA Project Officer within 30 days after each reporting period. The reporting periods are October 1 - December 31 (1st quarter); January 1 - March 31 (2nd quarter); April 1 - June 30 (3rd quarter); and July 1 - September 30 (4th quarter).

These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures and financial status for each workplan task, along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

The CAR shall refer to and utilize the Quarterly Reporting function resident within the Assessment, Cleanup and Redevelopment Exchange System (ACRES) to submit quarterly reports as well as provide electronic reports to EPA Project Officer.

2. The CAR must submit progress reports on a quarterly basis to the EPA Project Officer. Quarterly progress reports must include:
   a. A summary that clearly differentiates between activities completed with EPA funds provided under the Brownfield Assessment cooperative agreement and related activities completed with other sources of leveraged funding.
   b. A summary and status of approved activities performed during the reporting quarter; a summary of the performance outputs/outcomes achieved during the reporting quarter; and a description of problems encountered during the reporting quarter that may affect the project schedule.
   c. A comparison of actual accomplishments to the anticipated outputs/outcomes specified in the EPA-approved workplan and reasons why anticipated outputs/outcomes were not met.
   d. An update on project schedules and milestones, including an explanation of any discrepancies from the EPA-approved workplan.
   e. A list of the properties where assessment activities were performed and/or completed during the reporting quarter.
   f. A budget recap summary table with the following information: current approved project budget; EPA funds drawn down during the reporting quarter; costs drawn down to date (cumulative expenditures); program income generated and used (if applicable); and total remaining funds. The CAR should include an explanation of any discrepancies in the budget from the EPA-approved workplan, of cost overruns or high unit costs, and other pertinent information.

Note: Each property where assessment activities were performed and/or completed must have its corresponding information updated in ACRES (or via the Property Profile Form with prior approval from the EPA Project Officer) prior to submitting the quarterly progress report (see Section III.E. below).

3. The CAR must maintain records that will enable it to report to EPA on the amount of funds disbursed by the CAR to assess specific properties under this cooperative agreement.

4. In accordance with 2 CFR § 200.328(d)(1), the CAR agrees to inform EPA as soon as problems, delays, or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the EPA-approved workplan.

E. Property Profile Submission

1. The CAR must report on interim progress (i.e., assessment started) and any final accomplishments (i.e., assessment completed, clean up required, contaminants, institutional controls, engineering
controls) by completing and submitting relevant portions of the Property Profile Form using the Assessment, Cleanup and Redevelopment Exchange System (ACRES). The CAR must enter the data in ACRES as soon as the interim action or final accomplishment has occurred, or within 30 days after the end of each reporting quarter. The CAR must enter any new data into ACRES prior to submitting the quarterly progress report to the EPA Project Officer. The CAR must utilize the ACRES system unless approval is obtained from the EPA Project Officer to utilize and the Property Profile Form.

F. Final Technical Cooperative Agreement Report with Environmental Results

1. In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, § 200.328, Monitoring and Reporting Program Performance), the CAR agrees to submit to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final technical report on the cooperative agreement and at least one reproducible copy suitable for printing. The final technical report shall document project activities over the entire project period and shall include brief information on each of the following areas:
   a. a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the EPA-approved workplan;
   b. reasons why anticipated outputs/outcomes were not met; and
   c. other pertinent information, including when appropriate, analysis and explanation of cost overruns or high unit costs.

G. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

IV. FINANCIAL ADMINISTRATION REQUIREMENTS

A. Eligible Uses of the Funds for the Cooperative Agreement Recipient

1. To the extent allowable under the EPA-approved workplan, cooperative agreement funds may be used for eligible programmatic expenses to inventory, characterize, assess sites; conduct site-specific planning, general brownfield-related planning activities around one or more brownfield sites, and outreach. Eligible programmatic expenses include activities described in Section V. of these Terms and Conditions. In addition, eligible programmatic expenses may include:
   a. Determining whether assessment activities at a particular site are authorized by CERCLA § 104(k).
   b. Ensuring that an assessment complies with applicable requirements under federal and state laws, as required by CERCLA § 104(k).
   d. Using a portion of the cooperative agreement funds to purchase environmental insurance for the characterization or assessment of the site. Funds may not be used to purchase insurance intended to provide coverage for any of the ineligible uses under Section IV., Ineligible Uses of the Funds for the Cooperative Agreement Recipient.
   e. Any other eligible programmatic costs, including direct costs incurred by the recipient in reporting to EPA; procuring and managing contracts; awarding, monitoring, and managing subawards to the extent required to comply with 2 CFR § 200.331 and the "Establishing and
Managing Subawards" General Term and Condition; and carrying out community involvement pertaining to the assessment activities.

2. **Local Governments Only**. No more than 10% of the funds awarded by this agreement may be used by the CAR itself as a programmatic cost for Brownfield Program development and implementation of monitoring health conditions and institutional controls. The health monitoring activities must be associated with brownfield sites at which at least a Phase II environmental site assessment is conducted and is contaminated with hazardous substances. The CAR must maintain records on funds that will be used to carry out this task to ensure compliance with this requirement.

3. Under CERCLA § 104(k)(5)(B), CARs and subrecipients may use up to 5% of the amount of federal funding for this cooperative agreement for administrative costs, including indirect costs under 2 CFR § 200.414. The limit on administrative costs for this agreement is $30,000. The total amount of indirect costs and any direct costs for cooperative agreement administration by the CAR or subaward administration by subrecipients paid for by EPA under the cooperative agreement may not exceed this amount. As required by 2 CFR § 200.403(d), the CAR and subrecipients must classify administrative costs as direct or indirect consistently and may not classify the same types of cost in both categories.

Eligible cooperative agreement and subaward administrative costs subject to the 5% limitation include direct costs for:

a. Costs incurred to comply with the following provisions of the *Uniform Administrative Requirements for Cost Principles and Audit Requirements for Federal Awards* at 2 CFR Parts 200 and 1500 other than those identified as programmatic.
   i. Record-keeping associated with equipment purchases required under 2 CFR § 200.313;
   ii. Preparing revisions and changes in the budgets, scopes of work, program plans and other activities required under 2 CFR § 200.308;
   iii. Maintaining and operating financial management systems required under 2 CFR § 200.302;
   iv. Preparing payment requests and handling payments under 2 CFR § 200.305;
   vi. Non-federal audits required under 2 CFR Part 200, Subpart F; and
   vii. Closeout under 2 CFR § 200.343 with the exception of preparing the recipient’s final performance report. Costs for preparing this report are programmatic and are not subject to the 5% limitation on direct administrative costs.

b. Pre-award costs for preparation of the proposal and application for this cooperative agreement (including the final workplan) or applications for subawards are not allowable as direct costs but may be included in the CAR’s or subrecipient’s indirect cost pool to the extent authorized by 2 CFR § 200.460.

**B. Ineligible Uses of the Funds for the Cooperative Agreement Recipient**

1. Cooperative agreement funds shall **not** be used by the CAR for any of the following activities:
   a. Cleanup activities;
   b. Site development activities that are not brownfield site assessment activities (e.g., marketing of property (activities or products created specifically to attract buyers or investors) or construction of a new facility);
   c. General community visioning, area-wide zoning updates, design guideline development, master planning, green infrastructure, infrastructure service delivery, and city-wide or comprehensive planning/plan updates - these activities are all ineligible uses of grant funds if unrelated to advancing cleanup and reuse of brownfield sites or sites to be assessed. Note:
for these types of activities to be an eligible use of grant funds, there must be a specific nexus between the activity and how it will help further cleanup and reuse of the priority brownfield site(s). This nexus must be clearly described in the workplan for the project;

d. Job training unrelated to performing a specific assessment at a site covered by the cooperative agreement;

e. To pay for a penalty or fine;

f. To pay a federal cost share requirement (e.g., a cost share required by another federal grant) unless there is specific statutory authority;

g. To pay for a response cost at a brownfield site for which the CAR or subaward recipient is potentially liable under CERCLA § 107;

h. To pay a cost of compliance with any federal law, excluding the cost of compliance with laws applicable to the assessment; and

i. Unallowable costs (e.g., lobbying and purchases of alcoholic beverages) under 2 CFR Part 200, Subpart E.

2. Cooperative agreement funds may not be used for any of the following properties:

   a. Facilities listed, or proposed for listing, on the National Priorities List (NPL);

   b. Facilities subject to unilateral administrative orders, court orders, and administrative orders on consent or judicial consent decree issued to or entered by parties under CERCLA;

   c. Facilities that are subject to the jurisdiction, custody or control of the United States government except for land held in trust by the United States government for an Indian tribe; or

   d. A site excluded from the definition of a brownfield site for which EPA has not made a property-specific funding determination.

C. Interest-Bearing Accounts and Program Income

1. In accordance with 2 CFR § 1500.7(b), during the performance period of the cooperative agreement, the CAR is authorized to add program income to the funds awarded by EPA and use the program income under the same terms and conditions of this agreement.

2. Program income for the CAR shall be defined as the gross income received by the recipient, directly generated by the cooperative agreement award or earned during the period of the award. Program income includes, but is not limited to, fees charged for conducting assessment, site characterizations, cleanup planning, or other activities when the costs for the activity is charged to this agreement.

3. The CAR must deposit advances of cooperative agreement funds and program income (i.e., fees) in an interest-bearing account.

   a. For interest earned on advances, CARs are subject to the provisions of 2 CFR 200.305(b)(7)(ii) relating to remitting interest on advances to EPA on a quarterly basis.

   b. Any program income earned by the CAR will be added to the funds EPA has committed to this agreement and used only for eligible and allowable costs under the agreement as provided in 2 CFR § 200.307 and 2 CFR § 1500.7, as applicable.

   c. Interest earned on program income is considered additional program income.

   d. The CAR must disburse program income (including interest earned on program income) before requesting additional payments from EPA as required by 2 CFR § 200.305(b)(5).

4. As required by 2 CFR § 200.302, the CAR must maintain accounting records documenting the receipt and disbursement of program income.
5. The recipient must provide as part of its quarterly performance report and final technical report a description of how program income is being used. Further, a report on the amount of program income earned during the award period must be submitted with the quarterly performance report, final technical report, and Federal Financial Report (Standard Form 425).

V. ASSESSMENT REQUIREMENTS

A. Authorized Assessment Activities

1. Prior to conducting or engaging in any on-site activity with the potential to impact historic properties (such as invasive sampling), the CAR shall consult with the EPA Project Officer regarding potential applicability of the National Historic Preservation Act (NHPA) (16 USC § 470) and, if applicable, shall assist EPA in complying with any requirements of the NHPA and implementing regulations.

B. Quality Assurance (QA) Requirements

1. When environmental data are collected as part of the brownfield assessment, the CAR shall comply with 2 CFR § 1500.11 requirements to develop and implement quality assurance practices sufficient to produce data adequate to meet project objectives and to minimize data loss. State law may impose additional QA requirements. Recipients implementing environmental programs within the scope of the assistance agreement must submit to the EPA Project Officer an approvable Quality Assurance Project Plan (QAPP) at least 30 days after the Data Quality Management Call has taken place and prior to the initiating of data collection or data compilation. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance, quality control, and technical activities that must be implemented to ensure that project objectives are met. Environmental programs include direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology.

The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans.

No environmental data collection or data compilation may occur until the QAPP is approved by the EPA Project Officer and Quality Assurance Regional Manager. When the recipient is delegating the responsibility for an environmental data collection or data compilation activity to another organization, the EPA Regional Quality Assurance Manager may allow the recipient to review and approve that organization’s QAPP. Additional information on these requirements can be found at the EPA Office of Grants and Debarment website at https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial.

2. Competency of Organizations Generating Environmental Measurement Data: In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, the CAR agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, the CAR agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. The CAR shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at http://www.epa.gov/fem/lab_comp.htm or a copy may also be requested by contacting the EPA Project Officer for this award.

C. Community Outreach

1. The CAR agrees to clearly reference EPA investments in the project during all phases of community
outreach outlined in the EPA-approved workplan which may include the development of any post-project summary or success materials that highlight achievements to which this project contributed.

a. If any documents, fact sheets, and/or web materials are developed as part of this cooperative agreement, then they shall include the following statement: “Though this project has been funded, wholly or in part, by EPA, the contents of this document do not necessarily reflect the views and policies of EPA.”

b. If a sign is developed as part of a project funded by this cooperative agreement, then the sign shall include either a statement (e.g., this project has been funded, wholly or in part, by EPA) and/or EPA's logo acknowledging that EPA is a source of funding for the project. The EPA logo may be used on project signage when the sign can be placed in a visible location with direct linkage to site activities. Use of the EPA logo must follow the sign specifications available at https://www.epa.gov/grants/epa-logo-seal-specifications-signage-produced-epa-assistance-agreement-recipients.

2. The CAR agrees to notify the EPA Project Officer of public or media events publicizing the accomplishment of significant events related to construction and/or site reuse projects as a result of this agreement, and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days’ notice.

3. To increase public awareness of projects serving communities where English is not the predominant language, CARs are encouraged to include in their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable.

D. All Appropriate Inquiry

1. As required by CERCLA § 104(k)(2)(B)(ii) and CERCLA § 101(35)(B), the CAR shall ensure that a Phase I site characterization and assessment carried out under this agreement will be performed in accordance with EPA’s all appropriate inquiries regulation (AAI). The CAR shall utilize the practices in ASTM standard E1527-13 “Standard Practices for Environmental Site Assessment: Phase I Environmental Site Assessment Process,” or EPA’s All Appropriate Inquiries Final Rule (40 CFR Part 312). A suggested outline for an AAI final report is provided in “All Appropriate Inquiries Rule: Reporting Requirements and Suggestions on Report Content” (Publication Number: EPA 560-F-14-003). This does not preclude the use of cooperative agreement funds for additional site characterization and assessment activities that may be necessary to characterize the environmental impacts at the site or to comply with applicable state standards.

2. AAI final reports produced with funding from this agreement must comply with 40 CFR Part 312 and must, at a minimum, include the information below. All AAI reports submitted to EPA Project Officers as deliverables under this agreement must be accompanied by a completed “All Appropriate Inquiries: Reporting Requirements Checklist for Assessment Grant Recipients” (Publication Number: EPA 560-F-17-194) that the EPA Project Officer will provide to the recipient. The checklist is available to CARs on EPA’s website at www.epa.gov/brownfields. The completed checklist must include:

   a. An opinion as to whether the inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property.

   b. An identification of significant data gaps (as defined in 40 CFR § 312.10), if any, in the information collected for the inquiry. Significant data gaps include missing or unattainable information that affects the ability of the environmental professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in, or to the subject property. The documentation of significant data gaps must include
information regarding the significance of these data gaps.

c. **Qualifications and signature** of the environmental professional(s). The environmental professional must place the following statements in the document and sign the document:

   - “[I, We] declare that, to the best of [my, our] professional knowledge and belief, [I, we] meet the definition of Environmental Professional as defined in §312.10 of this part.”

   - “[I, We] have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. [I, We] have developed and performed the all appropriate inquiries in conformance with the standards and practices set forth in 40 CFR Part 312.”

   **Note:** Please use either “I” or “We.”

d. In compliance with §312.31(b), the environmental professional must include in the final report an **opinion regarding additional appropriate investigation**, if the environmental professional has such an opinion.

3. EPA may review checklists and AAI final reports for compliance with the AAI regulation documentation requirements at 40 CFR Part 312 (or comparable requirements for those using ASTM Standard 1527-13). Any deficiencies identified during an EPA review of these documents must be corrected by the recipient within 30 days of notification. Failure to correct any identified deficiencies may result in EPA disallowing the costs for the entire AAI report as authorized by 2 CFR § 200.338 through 2 CFR § 200.342. If a recipient willfully fails to correct the deficiencies EPA may consider other available remedies under 2 CFR § 200.342.

E. **Completion of Assessment Activities**

1. The CAR shall properly document the completion of all activities described in the EPA-approved workplan. This must be done through a final report or letter from a Qualified Environmental Professional, or other documentation provided by a State or Tribe that shows assessments are complete.

F. **Inclusion of Additional Terms and Conditions**

1. In accordance with 2 CFR § 200.333 the CAR shall maintain records pertaining to the cooperative for a minimum of three (3) years following submission of the final financial report unless one or more of the conditions described in the regulation applies. The CAR shall provide access to records relating to assessments supported with Assessment cooperative agreement funds to authorized representatives of the Federal government as required by 2 CFR § 200.336.

2. The CAR has an ongoing obligation to advise EPA if it assessed any penalties resulting from environmental non-compliance at sites subject to this agreement.

VI. **PAYMENT AND CLOSEOUT**

For the purposes of these Terms and Conditions, the following definitions apply: “payment” is EPA’s transfer of funds to the CAR; “closeout” refers to the process EPA follows to ensure that all administrative actions and work required under the cooperative agreement have been completed.

A. **Payment Schedule**

1. The CAR may request advance payment from EPA pursuant to 2 CFR § 200.305(b)(1) and the prompt disbursement requirements of the General Terms and Conditions of this agreement.
This requirement does not apply to states which are subject to 2 CFR § 200.305(a).

B. Schedule for Closeout

1. Closeout will be conducted in accordance with 2 CFR § 200.343. EPA will close out the award when it determines that all applicable administrative actions and all required work under the cooperative agreement have been completed.

2. The CAR, within 90 days after the expiration or termination of the cooperative agreement, must submit all financial, performance, and other reports required as a condition of the cooperative agreement 2 CFR Part 200.

   a. The CAR must submit the following documentation:
      i. The Final Technical Cooperative Agreement Report as described in Section III.F. of these Terms and Conditions.
      ii. Administrative and Financial Reports as described in the Grant-Specific Administrative Terms and Conditions of this agreement.

   b. The CAR must ensure that appropriate data have been entered into ACRES or all Property Profile Forms are submitted to the EPA Project Officer.

   c. As required by 2 CFR § 200.343, the CAR must immediately refund to EPA any balance of unobligated (unencumbered) advanced cash or accrued program income that is not authorized to be retained for use on other cooperative agreements.
DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
REQUEST FOR BOARD ACTION

Quarterly Update On The 2019 Economic Development Workplan – Informational

Meeting Date: 11/19/2019
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 third quarter of 2019 on the activities in the ED Workplan (Attachment B) including the Open to Business Program (Attachment C). The new Dakota County Open To Business Advisor, Karen Schaffhausen, will be introduced at the meeting.

RECOMMENDATION
Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACT
None.

Supporting Documents:
Attachment A: ED Strategy
Attachment B: Q3 ED Workplan Progress Report
Attachment C: Open To Business Q3 Update

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

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

Strategic Plan Goal:
☒ 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
**1. Strategic Initiative: Coordinate strategic infrastructure and land development**

<table>
<thead>
<tr>
<th>Strategic Activity</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Apply for 2019 EPA Brownfield Assessment Grant funds</td>
<td>Q2 Report</td>
</tr>
<tr>
<td>1. Develop Brownfield Assessment Coalition &amp; Coalition Advisory Committee (January)</td>
<td>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 $500,000 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 funding awards in late spring 2019. On March 21, County staff attended an informational meeting with Representative Betty McCollum to discuss the EPA Brownfield Program. Rep. McCollum stated she will support increased funding of EPA Brownfield Program.</td>
</tr>
<tr>
<td>2. Work with Stantec (Consultant) on development of grant leveraging weekly calls (January)</td>
<td>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.</td>
</tr>
<tr>
<td>3. Submit grant (by January 31)</td>
<td>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 focusing on economic development.</td>
</tr>
<tr>
<td>4. If awarded, develop work plan and convene coalition advisory committee</td>
<td>County and CDA staff created a GIS map application based on a list of priority properties submitted by the Cities in response to previously created maps. The list of priority properties will be evaluated in Q4 for brownfield assessment needs utilizing the EPA grant to develop an inventory of potential brownfield sites.</td>
</tr>
<tr>
<td>B. Update the brownfield site inventory, focusing on economic development and housing opportunities</td>
<td>The conservation 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 &quot;prioritized areas&quot; in Q2.</td>
</tr>
<tr>
<td>1. Develop comprehensive maps that help cities and developers identify potential brownfield redevelopment opportunities</td>
<td>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/could/will align with not only city prioritized areas but also County and CDA prioritized areas.</td>
</tr>
<tr>
<td>2. If awarded EPA funds, we can utilize $5 to do more work with inventory, focusing on ED and housing opportunities</td>
<td>Discussions continued on potential brownfield economic development program for Board consideration (Board approval). Staff also worked on efforts to prioritize redevelopment sites identified as part of EPA grant. These will continue to be prioritized throughout Q4 and Q1 2020. CDA and County staff will then see how this prioritization aligns with County and CDA redevelopment priorities.</td>
</tr>
<tr>
<td>C. Continue working with Cities to understand City prioritized redevelopment areas and consider potential collaborations</td>
<td>Proposed changes to the RIG program were presented to cities at the City/County/CDA Joint Roundtable meeting on March 19. CDA staff also presented proposed RIG program to CDA Board at March 19 Board meeting. Staff will take feedback received on the 19th and review the proposed changes, and return to CDA Board on May 21 for consideration.</td>
</tr>
<tr>
<td>1. Define prioritized area</td>
<td>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.</td>
</tr>
<tr>
<td>2. Meet with each city individually to obtain list of prioritized redevelopment areas</td>
<td>New process implemented. Received two applications (total, one redevelopment). Both RIG applications were reviewed by ED Steering Committee in September and October. Both RIG applications will be considered by CDA Board of Commissioners at November 19 Board meeting.</td>
</tr>
<tr>
<td>3. Discuss pros and cons of aligning city identified priority areas with CDA and County funding (RIG, ELF)</td>
<td>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.</td>
</tr>
<tr>
<td>D. Evaluation and Redesign of RIG program</td>
<td>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/could/will align with not only city prioritized areas but also County and CDA prioritized areas.</td>
</tr>
<tr>
<td>1. Develop options for RIG program (Jan - Feb)</td>
<td>Discussions continued on potential brownfield economic development program for Board consideration (Board approval). Staff also worked on efforts to prioritize redevelopment sites identified as part of EPA grant. These will continue to be prioritized throughout Q4 and Q1 2020. CDA and County staff will then see how this prioritization aligns with County and CDA redevelopment priorities.</td>
</tr>
<tr>
<td>2. Present options to CDA Board (March)</td>
<td>Proposed changes to the RIG program were presented to cities at the City/County/CDA Joint Roundtable meeting on March 19. CDA staff also presented proposed RIG program to CDA Board at March 19 Board meeting. Staff will take feedback received on the 19th and review the proposed changes, and return to CDA Board on May 21 for consideration.</td>
</tr>
</tbody>
</table>

**1.1 Strategic Initiatives: Coordinate strategic infrastructure and land development (cont.)**

<table>
<thead>
<tr>
<th>Strategic Activity</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. Creation of Dakota Broadband</td>
<td>Q2 Report</td>
</tr>
<tr>
<td>1. Lisa attend DBB Executive Committee meetings to monitor discussions on C-Net (specifically construction of C-Net).</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 Allum is part of this group.</td>
</tr>
<tr>
<td>2. Development implementation plan for C-Net (in conjunction with DBB Executive Committee and DBB EO)</td>
<td>DBB is the first Executive Director, Carah Koch. CDA staff continued to be part of C-Net subcommittee, which has been meeting monthly, to discuss forward progress on C-Net business plan. C-Net subcommittee is also developing materials for future DBB Board strategic planning workshop.</td>
</tr>
<tr>
<td>F. Opportunity Zones</td>
<td>Q2 Report</td>
</tr>
</tbody>
</table>

**Q4 Actions**

- November, staff seeking formal approval of EPA Cooperative Agreement and amending agreement with environmental consultant professional (Stantec) to implement EPA grants.
2. Strategic Initiative: Link workforce development and economic development

Strategic Activity

Milestones

Q1 Report

Q2 Report

Q3 Report

Q4 Actions

A. Support awareness of workforce-related tools and resources for employers in the region

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.

B. Work with partners to develop economic development links and presence on County and CDA websites for business audiences

1. Dakota/Scott Workforce Development Board has sent out four email blasts to employers, chambers of commerce, and city community development directors (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.

2. In addition, D/S WDB staff have posted four topics on LinkedIn, including ADA Basic Education as a Resource (202 views); Traffily as a tool for HEI/ESF (168 views); New WDB member Rachel Reinsck (215 views); and promoting the March 27 Job Fair (236 views).

C. Open To Business and CDA websites for business audiences

1. 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 & 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).

3. Strategic Initiative: Create prospect response capacity

Strategic Activity

Milestones

Q1 Report

Q2 Report

Q3 Report

Q4 Actions

A. Research developing an Economic Gardening program

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 FY19 CDA Budget (May/June)

6. If recommended and funded, implement July 2019

1. 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.

2. 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 Economic Gardening program (extra $20,000) will be proposed during the April 2 CDA Board budget workshop with more details provided at April 16 Board meeting.

B. Work with partners to develop economic development links and presence on County and CDA websites for business audiences

1. Research and review peer county websites (Q2)

2. Develop content options for County and CDA websites.

3. Implement Fall 2019

1. Dakota 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.

2. 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.

C. Open To Business

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.

2. Address marketing issues.

3. Address communication concerns.

See attached quarterly update from OTB Advisor, Laurie Crow. Also attached is latest success story profile, B2J Burgers and Brats.

See attached quarterly update from OTB Advisor, Laurie Crow. Also attached is latest success story profile, B2J Burgers and Brats.

See attached quarterly update from OTB Advisor, Laurie Crow. Also attached is latest success story profile, B2J Burgers and Brats.

Three Dakota County businesses secured to participate in 2019/20 CEO Nest program. One business from Eagan, one from Burnsville, and one from Lakeville. Staff plans to have each business meet with the Board of Commissioners as part of the Good For Business meetings.

County staff developed website content throughout Q3.

ED website workgroup met October 1 to review and refine content.

Interviews were held in early October to hire the next OTB Advisor for Dakota County. CDA staff sat in on final interviews. Karen Schaffhausen was hired as the new OTB Advisor and began October 28. She will meet the CDA Board at the November 19 Board meeting.
## 4. Strategic Initiative: Enhance image, marketing and branding

### A. GREATER MSP Investment

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Q1 Report</th>
<th>Q2 Report</th>
<th>Q3 Report</th>
<th>Q4 Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GREATER MSP present to CDA Board (January)</td>
<td></td>
<td></td>
<td>CDA Board approved $500,000 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 (PAC)] on GREATER MSP activities, which will be shared with ED Steering Committee and Board.</td>
<td>CDA staff attended the GREATER MSP Business Investment Summit on August 5, hearing about the competitiveness of Minnesota and learning how to increase our competitiveness from a site selector. Learned there is no longer the PAC but smaller committees will work on the specific GREATER MSP goals.</td>
</tr>
<tr>
<td>2. CDA Board decide to fund/not fund GREATER MSP (February)</td>
<td></td>
<td></td>
<td>CDA staff attended the GREATER MSP Business Investment Summit on August 5, hearing about the competitiveness of Minnesota and learning how to increase our competitiveness from a site selector. Learned there is no longer the PAC but smaller committees will work on the specific GREATER MSP goals.</td>
<td></td>
</tr>
<tr>
<td>3. IF funded, staff obtain quarterly updates from PAC member (Kim Lindquist)</td>
<td></td>
<td></td>
<td>CDA staff attended the GREATER MSP Business Investment Summit on August 5, hearing about the competitiveness of Minnesota and learning how to increase our competitiveness from a site selector. Learned there is no longer the PAC but smaller committees will work on the specific GREATER MSP goals.</td>
<td></td>
</tr>
<tr>
<td>4. Attend GREATER MSP events and trainings, as applicable</td>
<td></td>
<td></td>
<td>CDA staff attended the GREATER MSP Business Investment Summit on August 5, hearing about the competitiveness of Minnesota and learning how to increase our competitiveness from a site selector. Learned there is no longer the PAC but smaller committees will work on the specific GREATER MSP goals.</td>
<td></td>
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</tbody>
</table>

### B. Discuss approaches to promoting County to business audiences

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Q1 Report</th>
<th>Q2 Report</th>
<th>Q3 Report</th>
<th>Q4 Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Monitor Chamber efforts for marketing/branding Dakota County</td>
<td></td>
<td></td>
<td></td>
<td>CDA staff attended the LV Manufacturing Appreciation event. October 30 - CDA staff attended the Twin Cities Luxury Home and Garden Show in Minneapolis to promote Dakota County to brokers and developers.</td>
</tr>
<tr>
<td>2. Continue dialogue with cities on this effort, tying in the work of the website improvements.</td>
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</tbody>
</table>

### 5. Strategic Initiative: Provide quality workforce housing

#### A. Prepare a finance and development plan for levy support housing

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Q1 Report</th>
<th>Q2 Report</th>
<th>Q3 Report</th>
<th>Q4 Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preliminary discussion with CDA Board on levy supported housing, focusing on financial and legal feasibility (Feb)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2. Analyze potential sites, financial structures, product types (Q1 - Q2)</td>
<td></td>
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<tr>
<td>3. Make decisions on site, finances, product (Q2-Q3)</td>
<td></td>
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<tr>
<td>4. Develop rent structure (Q3)</td>
<td></td>
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<tr>
<td>5. City approvals, bidding of work, etc.</td>
<td></td>
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<tr>
<td>6. Anticipate construction Spring 2020</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### B. Discuss approaches to promoting County to business audiences

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Q1 Report</th>
<th>Q2 Report</th>
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<th>Q4 Actions</th>
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<tr>
<td>2. CDA Board decide to fund/not fund GREATER MSP (February)</td>
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<tr>
<td>3. IF funded, staff obtain quarterly updates from PAC member (Kim Lindquist)</td>
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<td></td>
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<tr>
<td>4. Attend GREATER MSP events and trainings, as applicable</td>
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</tbody>
</table>

### Other Activities Undertaken by Committee

#### Items not on Work Plan but undertaken by Committee

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Q1 Report</th>
<th>Q2 Report</th>
<th>Q3 Report</th>
<th>Q4 Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>On October 10, CDA staff attended meeting of Scott Chambers and Dakota Chambers (all 6 represented), Workforce Development Board staff, and Scott CDA staff to discuss how the County could be more involved in economic development. Next meeting is scheduled for January 2020.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Clients Served 115

Business Stage:
Pre Start Planning 38
Start Up 23
Existing Business, Opportunity 33
Existing Business, Challenged 21

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

Client Direct TA by Quarter:
1st QTR 274.25
2nd QTR 301.60
3rd QTR 212.75

Financing:
Loans Approved
Number 6
O2B Direct Lending $ 535,000
Leveraged $ 5,751,965
(Bank/Owner Equity/Other Outside Financing)

Referral Source:
Municipality 59
Other Entrepreneur 8
Bank Referral 16
Friends/Family 6
Other 19
Web 7

Industry Segment:
Retail 19
Service 47
Food 25
Health/Fitness 8
Manufacturing 5
Construction/Real Estate 7
Technology 2
Wholesale/Distribution 2

Client City:
Residence Business
Apple Valley 11 9
Burnsville 18 23
Eagan 15 16
Farmington 9 7
Hastings 4 5
Inver Grove Heights 9 9
Lakeville 10 13
Mendota Heights 4 2
Rosemount 6 3
S. St. Paul 2 6
W. St. Paul 4 6
Financing to Businesses Located in Dakota County:

**Approved Financing:**
Business Type: Manufacturer  
Location: Burnsville  
Referred by: Bank Partner  
OTB Financing: $150,000  
Other Financing: $3,200,000 Bank, $320,000 Equity

Overview: Open to Business provided gap financing to preserve working capital and assist a new operator in purchasing the real estate and operations of an existing manufacturing business.

**Approved Financing:**
Business Type: Child Care Center  
Location: Burnsville  
Referred by: Bank Partner  
OTB Financing: $60,000  
Other Financing: $839,000 Bank, $92,635 Equity  
Projected Jobs Created: 17

Overview: Clients have owned and operated a child care center in Wisconsin since 2011. The owners strive to keep as many toxins and chemicals as possible out of the center and also prepare all organic and all-natural food on site. With that success under their belt, the clients decided to bring their concept to the Twin Cities market. They purchased and renovated a vacant former child care center in Burnsville, with funding and support from 21st Century Bank, who reached out to Open to Business provide supplemental financing for working capital and ensured the project was able to move forward.

**Approved Financing:**
Business Type: Restaurant  
Location: Eagan  
Referred by: Web  
OTB Financing: $75,000  
Other Financing: $217,500 Bank, $15,830 Equity  
Projected Jobs Created: 24 FTEs

Overview: Long-time Minneapolis restaurateurs opening a new concept/location in Eagan. Client reached out to Open to Business looking for help in locating and securing a bank partner, and leveraging the program to support the project. O2B assisted with locating a suitable bank partner, assembling a complete loan package, and ultimately provided subordinate funding to fill an equity and collateral gap and make the project a reality.
**Approved Financing:**
Business Type: Restaurant  
Location: West St Paul  
Referred by: Bank  
OTB Financing: $100,000  
Other Financing: $817,000 Bank, $370,000 Equity  
Projected Jobs Created: 2 Full-time, 20 Part-time

Overview: Couple operating a longstanding Mendota Heights restaurant purchased a property in West St Paul in order to launch a new concept. The property required extensive renovation to be used as a restaurant- which the Client’s bank was unable to fully provide- and reached out to Open to Business for assistance. O2B was able to approve subordinate Gap financing to allow the project to move forward.

**Financing to Dakota Residents Operating a Business Elsewhere:**

**Approved Financing:**  
Business Type: Gas/C-Store  
Location: Minneapolis (Burnsville Resident)  
Referred by: Bank Partner  
OTB Financing: $100,000  
Other Financing: $1,100,000 Bank, $92,500 Equity

Overview: Client purchased an existing Gas Station and C-Store business in 2011- leasing the property from the seller. Open to Business provided gap financing to assist the client in purchasing the commercial real-estate, and preserve the client’s working capital.

**Approved Financing:**  
Business Type: Car Wash  
Location: St Paul (Mendota Heights Resident)  
Referred by: Bank Partner  
OTB Financing: $50,000  
Other Financing:

Overview: Client approached their bank for assistance in making leasehold improvements that would allow the business to increase its capacity, and by extension its revenue. The Business leases its facilities, and the bank was unable to assist at this time due to a lack or collateral and referred the client to Open to Business. O2B was able to approve the current need, and is working with the client to pursue a larger package to purchase the real estate.
Executive Director’s Update – Informational

Meeting Date: 11/19/2019
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 December 17, 2019 CDA Board meeting agenda.

RECOMMENDATION
N/A – Informational Only

EXPLANATION OF FISCAL/FTE IMPACT
N/A

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
MEMO

November 15, 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 3, 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></th>
<th>Elderly/Disabled as of June 30</th>
<th>Youth/Family as of June 30</th>
<th>Elderly/Disabled as of September 30</th>
<th>Youth/Family as of September 30</th>
<th>%/Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>1,669</td>
<td>831</td>
<td>1,669</td>
<td>831</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing</td>
<td>183</td>
<td>257</td>
<td>183</td>
<td>257</td>
<td>0</td>
</tr>
<tr>
<td>Choice Vouchers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Affordable Housing</td>
<td>1100</td>
<td>1,730</td>
<td>1100</td>
<td>1,730</td>
<td>0</td>
</tr>
<tr>
<td>Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Development-Based</td>
<td>2,952</td>
<td>2,818</td>
<td>2,952</td>
<td>2,818</td>
<td>0</td>
</tr>
<tr>
<td>Housing Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>All Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing</td>
<td>2,236</td>
</tr>
<tr>
<td>Choice Vouchers</td>
<td></td>
</tr>
<tr>
<td>Portable Outgoing</td>
<td>159</td>
</tr>
<tr>
<td>Vouchers</td>
<td>345</td>
</tr>
<tr>
<td>Other Rental Housing</td>
<td>119</td>
</tr>
<tr>
<td>Subsidy Programs</td>
<td></td>
</tr>
<tr>
<td>Total Tenant-Based</td>
<td>2,859</td>
</tr>
<tr>
<td>Housing Vouchers</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></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</td>
<td>17</td>
<td>14</td>
<td>17</td>
<td>0</td>
<td>48</td>
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<tr>
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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;</td>
<td>6</td>
<td>15</td>
<td>10</td>
<td>0</td>
<td>31</td>
</tr>
<tr>
<td>Downpayment</td>
<td></td>
<td></td>
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<td>Mortgage Credit Certificates</td>
<td>5</td>
<td>14</td>
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<td>0</td>
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<td>Pre-Purchase Counseling</td>
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<td>14</td>
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<td>Home Stretch Homebuyer</td>
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### Home Foreclosure

<table>
<thead>
<tr>
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<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>
<td>45</td>
<td>0</td>
<td>130</td>
<td>218</td>
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<td>Notice of Pendency</td>
<td>187</td>
<td>166</td>
<td>192</td>
<td>0</td>
<td>545</td>
<td>1,420</td>
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</tbody>
</table>

Graph represents monthly data.

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

<table>
<thead>
<tr>
<th></th>
<th>as of June 30</th>
<th>as of September 30</th>
<th>% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>170/111</td>
<td>170/111</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>72/56</td>
<td>72/56</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>215/117</td>
<td>215/117</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td><strong>457/284</strong></td>
<td><strong>457/284</strong></td>
<td><strong>0</strong></td>
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</table>

### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>All</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>238</td>
<td>268</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>265</strong></td>
<td><strong>295</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>3</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>8</td>
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<tr>
<td>Weatherization Projects Completed</td>
<td>2</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>7</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>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>4</td>
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<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>4</td>
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### 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>6</td>
<td>5</td>
<td>10</td>
<td>0</td>
<td>21</td>
<td>23</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>23</td>
<td>27</td>
<td>28</td>
<td>0</td>
<td>78</td>
<td>196</td>
</tr>
</tbody>
</table>

### CDA Properties in Apple Valley

**Senior Housing Developments**
- Orchard Square • 50 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 in Apple Valley**
- 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**
- Haralson Apartments • 36 units

**Non-CDA Bond Financed Housing**
- Hidden Ponds • 19 affordable family units of 84 total units
- Heathstone 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**: 17%
- **Section 811 Units**: 7%
- **Tax Credit Units**: 5%
- **Bond Financed Units**: 2%
- **Other**: 0%
Status Report

Burnsville  •  Quarter 3, 2019
Statistics through September 30, 2019

Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>June 30</th>
<th>September 30</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>206</td>
<td>206</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>83</td>
<td>83</td>
<td>0</td>
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<tr>
<td>Total Development-Based Housing Units</td>
<td>289</td>
<td>289</td>
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</table>

Tenent-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>June 30</th>
<th>September 30</th>
<th>% Change</th>
</tr>
</thead>
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<tr>
<td>Tenant Based Housing Choice Vouchers</td>
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<td>Portable Income Vouchers</td>
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<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>15</td>
<td>14</td>
<td>-1</td>
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<tr>
<td>Total Tenant-Based Housing Vouchers</td>
<td>629</td>
<td>581</td>
<td>-48</td>
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Tenent-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>2</td>
<td>0</td>
<td>5</td>
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<tr>
<td>Weatherization Projects Completed</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>5</td>
</tr>
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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>2</td>
<td>4</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>6</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

Project Based Vouchers
- Chowen Bend Townhomes • 32 units
- Cliff Hill • 32 units
- Horizon Heights • 25 units

Section 811 Housing
- West Apartments • 24 units
- Leah's Apartments • 17 units

Section 236 Housing
- Chancellor Manor • 200 units

Section 202 Housing
- Ebenezer Ridge Point • 42 units

Non-CDA Managed Tax Credit
- Timber Ridge • 48 units
- Andrew's Pointe • 57 units

Non-CDA Bond Financed Housing
- Grande Market Place • 46 affordable units of 113 total units
- Dakota Station • 60 affordable units of 150 total units
- Wyngate Townhomes • 10 affordable units of 505 total units

Non-CDA Other
- County Road 5 - Tasks Unlimited • 6 affordable units
- Scott-Carver-Dakota CAP Agency • 8 affordable units

Program statistics are available upon request.
Status Report

Eagan • Quarter 3, 2019
Statistics through September 30, 2019

Development-Based Housing Programs

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

<table>
<thead>
<tr>
<th>Program</th>
<th>All</th>
<th>All</th>
<th>%/Δ Quarter</th>
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<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
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<td>341</td>
<td>16</td>
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<td>Portable Incoming Vouchers</td>
<td>21</td>
<td>22</td>
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<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>14</td>
<td>15</td>
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<tr>
<td>Total Tenant-Based Housing Vouchers</td>
<td>360</td>
<td>378</td>
<td>18</td>
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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>
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</thead>
<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>2</td>
<td>1</td>
<td>3</td>
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<td>6</td>
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<td>Weatherization Projects Completed</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>8</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>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

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>4</td>
<td>0</td>
<td>17</td>
<td>27</td>
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<td>Notice of Pendency</td>
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Rental Assisted Housing

Development-Based Housing Programs

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<thead>
<tr>
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<th>as of September 30</th>
<th>%/⁻/⁻ Previous Quarter</th>
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<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>66/51</td>
<td>66/51</td>
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<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>60/0</td>
<td>60/0</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>37/115</td>
<td>37/115</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td><strong>163/166</strong></td>
<td><strong>163/166</strong></td>
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</table>

Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>All</th>
<th>%/⁻/⁻ Previous Quarter</th>
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</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>44/51</td>
<td>7</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>4/5</td>
<td>1</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>7/5</td>
<td>-2</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>55/61</strong></td>
<td><strong>6</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></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>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weatherization Projects Completed</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>0</td>
<td>9</td>
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<tr>
<td><strong>Weatherization</strong></td>
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<td><strong>2</strong></td>
<td><strong>5</strong></td>
<td><strong>0</strong></td>
<td><strong>9</strong></td>
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</table>

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>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</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**
  - 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.

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>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>5</td>
<td>22</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>18</td>
<td>19</td>
<td>13</td>
<td>0</td>
<td>50</td>
<td>117</td>
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- 105 -
### Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>As of June 30</th>
<th>As of September 30</th>
<th>%/-% Previous Quarter</th>
</tr>
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<tbody>
<tr>
<td><strong>CDA Housing Programs</strong></td>
<td>103</td>
<td>103</td>
<td>0</td>
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<tr>
<td><strong>Project Based Housing Choice Vouchers</strong></td>
<td>80</td>
<td>80</td>
<td>0</td>
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<td><strong>Other Affordable Housing Programs</strong></td>
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<td>109</td>
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<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
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<td><strong>212</strong></td>
<td><strong>0</strong></td>
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### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>As of June 30</th>
<th>As of September 30</th>
<th>%/-% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tenant Based Housing Choice Vouchers</strong></td>
<td>92</td>
<td>88</td>
<td>-4</td>
</tr>
<tr>
<td><strong>Portable Incoming Vouchers</strong></td>
<td>6</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td><strong>Other Rental Housing Subsidy Programs</strong></td>
<td>6</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>103</strong></td>
<td><strong>100</strong></td>
<td><strong>-3</strong></td>
</tr>
</tbody>
</table>

### CDA Properties in Hastings

#### Senior Housing Developments
- Mississippi Terrace • 40 units
- River Town 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
- 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.

---

### 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><strong>Rehab &amp; Improvement Loans Closed</strong></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Weatherization Projects Completed</strong></td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>6</td>
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### 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><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>
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### 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 2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sheriff Sales</strong></td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td><strong>Notice of Pendency</strong></td>
<td>13</td>
<td>5</td>
<td>11</td>
<td>0</td>
<td>29</td>
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</table>
Inver Grove Heights • Quarter 3, 2019
Statistics through September 30, 2019

Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Units as of June 30</th>
<th>Units as of September 30</th>
<th>% Change to Previous Quarter</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>
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<tr>
<td>Total Development-Based Housing Units</td>
<td>177</td>
<td>423</td>
<td>0</td>
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Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Units as of June 30</th>
<th>Units as of September 30</th>
<th>% Change to Previous Quarter</th>
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</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>160</td>
<td>177</td>
<td>17</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>11</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>4</td>
<td>4</td>
<td>-2</td>
</tr>
<tr>
<td>Total Tenant-Based Housing Units</td>
<td>175</td>
<td>190</td>
<td>15</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 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>1</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Weatherization Projects Completed</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>5</td>
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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>

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
- Prairie Estates • 40 family units
- 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.

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>2</td>
<td>0</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>12</td>
<td>16</td>
<td>10</td>
<td>0</td>
<td>38</td>
<td>92</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th></th>
<th>as of June 30</th>
<th>as of September 30</th>
<th>¾/⁻ Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>264/175</td>
<td>264/175</td>
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</tr>
<tr>
<td>Project Based Housing</td>
<td>0/0</td>
<td>0/0</td>
<td>0</td>
</tr>
<tr>
<td>Choice Vouchers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Affordable Housing</td>
<td>24/126</td>
<td>24/126</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Development-Based Housing Units**: 288/301

### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>All</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing</td>
<td>145</td>
<td>163</td>
</tr>
<tr>
<td>Tenant Based Housing</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Choice Vouchers</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

**Total Tenant-Based Housing Vouchers**: 162/180

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

### 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>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Weatherization Projects Completed</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
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</table>

### 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>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></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>4</td>
<td>0</td>
<td>9</td>
<td>16</td>
</tr>
<tr>
<td>Notice of Pendency</td>
<td>25</td>
<td>19</td>
<td>20</td>
<td>0</td>
<td>64</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.
### Development-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>as of June 30</th>
<th>as of September 30</th>
<th>% as of June 30</th>
<th>% as of September 30</th>
<th>% as of June 30</th>
<th>% as of September 30</th>
<th>% Previous Quarter</th>
</tr>
</thead>
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<td>125</td>
<td>24</td>
<td>24</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Tier Housing Choice Vouchers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>12</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

\[\text{Total Development-Based Housing Units: } 137 + 25 = 162\]

### Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th>Program Type</th>
<th>as of June 30</th>
<th>as of September 30</th>
<th>% as of June 30</th>
<th>% as of September 30</th>
<th>% as of June 30</th>
<th>% as of September 30</th>
<th>% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>22</td>
<td>33</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Portable Intra-Contract Vouchers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Rental Housing Choice Vouchers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

\[\text{Total Tenant-Based Housing Vouchers: } 22 + 33 = 55\]

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>1</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>
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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>
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</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>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>4</td>
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<tr>
<td>Notice of Pendency</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>21</td>
</tr>
</tbody>
</table>

### CDA Properties in Mendota Heights

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

- **Workforce Housing Developments**
  - Hillside Gables Townhomes • 24 units

- **Scattered Site Public Housing**
  - 1 unit

- **Other Affordable Housing in Mendota Heights**
  - Dakota Adults • 12 handicapped units

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

<table>
<thead>
<tr>
<th></th>
<th>as of June 30</th>
<th>as of September 30</th>
<th>%/⁻ Previous Quarter</th>
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</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>104/32</td>
<td>104/32</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
<td>39/28</td>
<td>39/28</td>
<td>0</td>
</tr>
<tr>
<td>Other Affordable Housing Programs</td>
<td>0/90</td>
<td>0/90</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Development-Based Housing Units</strong></td>
<td><strong>143/150</strong></td>
<td><strong>143/150</strong></td>
<td><strong>0</strong></td>
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</table>

Tenant-Based Housing Programs

<table>
<thead>
<tr>
<th></th>
<th>All</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>60/65</td>
<td>5</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>4/3</td>
<td>-1</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>1/1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>65/69</strong></td>
<td><strong>4</strong></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></th>
<th>All</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
<td>60/65</td>
<td>5</td>
</tr>
<tr>
<td>Portable Incoming Vouchers</td>
<td>4/3</td>
<td>-1</td>
</tr>
<tr>
<td>Other Rental Housing Subsidy Programs</td>
<td>1/1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>65/69</strong></td>
<td><strong>4</strong></td>
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</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>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Weatherization Projects Completed</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

## 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>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Mortgage Credit Certificate Requested</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</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**

**Project Based Vouchers**
- 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></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>7</td>
<td>0</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>Notice of Pendency</td>
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<td>5</td>
<td>15</td>
<td>0</td>
<td>32</td>
<td>105</td>
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</table>
**Development-Based Housing Programs**

<table>
<thead>
<tr>
<th></th>
<th>as of June 30</th>
<th>as of September 30</th>
<th>% Previous Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDA Housing Programs</td>
<td>170/0</td>
<td>170/0</td>
<td>0</td>
</tr>
<tr>
<td>Project Based Housing Choice Vouchers</td>
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<td>0/44</td>
<td>0</td>
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<tr>
<td>Other Affordable Housing Programs</td>
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<td><strong>Total Development-Based Housing Units</strong></td>
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<td><strong>466/95</strong></td>
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**Tenant-Based Housing Programs**

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<tr>
<th></th>
<th>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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<tr>
<td>Other Rental Housing Subsidy Programs</td>
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<td>-8</td>
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<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
<td><strong>0/257</strong></td>
<td><strong>261/4</strong></td>
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Tenant-based program vouchers may be used by residents of development-based housing.

**Housing Improvement Programs**

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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>
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<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>2</td>
<td>3</td>
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**First Time Homebuyer Programs**

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<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>
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<th>Quarter 1</th>
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<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
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<td>Sheriff Sales</td>
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**Development-Based Housing Programs**

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<th>%/- Previous Quarter</th>
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<td>CDA Housing Programs</td>
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<td>Other Affordable Housing Programs</td>
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**Tenant-Based Housing Programs**

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<thead>
<tr>
<th>Program Type</th>
<th>as of June 30</th>
<th>as of September 30</th>
<th>%/- Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Based Housing Choice Vouchers</td>
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<td>372</td>
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<td>Portable Incoming Vouchers</td>
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<tr>
<td>Other Rental Housing Subsidy Programs</td>
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<td>-2</td>
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<td><strong>Total Tenant-Based Housing Vouchers</strong></td>
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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>
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<tbody>
<tr>
<td>Rehab &amp; Improvement Loans Closed</td>
<td>2</td>
<td>3</td>
<td>2</td>
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<td>7</td>
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<tr>
<td>Weatherization Projects Completed</td>
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**First Time Homebuyer Programs**

<table>
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<th>Program Type</th>
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<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
<th>2019 YTD</th>
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</thead>
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**Home Foreclosure**

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<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
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<th>2018 Total</th>
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<td>11</td>
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<tr>
<td>Notice of Pendency</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>0</td>
<td>27</td>
<td>94</td>
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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>Location</th>
<th>2019 Q3</th>
<th>2019 YTD</th>
<th>% Change</th>
<th>2018 Q3</th>
<th>2018 YTD</th>
<th>% Change</th>
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<tr>
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Total Tenant-Based Housing Vouchers: 5

### Home Improvement Programs

<table>
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<tr>
<th>Location</th>
<th>2019 Q1</th>
<th>2019 Q2</th>
<th>2019 Q3</th>
<th>2019 Q4</th>
<th>2019 YTD</th>
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<td>Cannon Falls</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>Lilydale</td>
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</tr>
<tr>
<td>Vermillion</td>
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<td>0</td>
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### First Time Homebuyer Programs

<table>
<thead>
<tr>
<th>Location</th>
<th>2019 Q1</th>
<th>2019 Q2</th>
<th>2019 Q3</th>
<th>2019 Q4</th>
<th>2019 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Mortgage Loans Closed &amp; Downpayment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Mortgage Credit Certificate</td>
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### Home Foreclosure

<table>
<thead>
<tr>
<th>Location</th>
<th>2019 Q1</th>
<th>2019 Q2</th>
<th>2019 Q3</th>
<th>2019 Q4</th>
<th>2019 YTD</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Sales</td>
<td>1</td>
<td>0</td>
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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.
**Tenant 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.