Dakota County Community Development Agency

CDA

BOARD MEETING
May 18, 2021 – 3:30 p.m.
Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123

If you wish to speak to an agenda item, please notify the Clerk to the Board via email at sjacobson@dakotacda.org. Emails must be received by 12 p.m. on Tuesday, May 18, 2021. Instructions on how to participate will be sent to anyone interested.

AGENDA **PAGE#**

1. ROLL CALL

A. Audience

Anyone in the audience wishing to address the CDA Board on an item not on the agenda or an item on the consent agenda may come forward at this time. Anyone wishing to address the Board who cannot attend the meeting in person may notify the Clerk to the Board and instructions will be given to participate during the meeting. Comments are limited to five minutes. Comments can be sent prior to the meeting to sjacobson@dakotacda.org.

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For more information, call 651-675-4434.

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

June 15, 2021
CDA Board of Commissioners Regular Meeting – 3:30 p.m.
Dakota County CDA Boardroom, 1228 Town Centre Drive, Eagan, MN 55123

CDA Board of Commissioners
Regular Board Meeting
April 20, 2021

Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123
(Meeting held via Zoom)

Commissioner Slavik called the meeting to order at 3:30 p.m.

COMMISSIONER ROLL CALL

	Present	Absent
Commissioner Slavik, District 1	X	
Commissioner Gaylord, District 2	X	
Commissioner Halverson, District 3	X	
Commissioner Atkins, District 4	X	
Commissioner Workman, District 5		X
Commissioner Holberg, District 6	X	
Commissioner Hamann-Roland, District 7	X	
Commissioner Cummings, At Large		X

CDA staff in attendance:
Tony Schertler, Executive Director
Kari Gill, Deputy Executive Director
Sara Swenson, Director of Administration and Communications
Kaili Braa, Assistant Director of Administration and Communications
Lisa Alfson, Director of Community & Economic Development
Maggie Dykes, Assistant Director of Community & Economic Development
Kathy Kugel, Housing Finance Program 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:
Erin Stwora, Dakota County
Tom Donely, Dakota County
Matt Smith, Dakota County
Marti Fischbach, Dakota County
Cathy Undem, Dakota County
Erik Slettedahl, City of Eagan

AUDIENCE

No audience members addressed the Board. Building was open, but no one was in the audience to testify.

APPROVAL OF AGENDA AND MEETING MINUTES

21-6398 **Approval Of Agenda And Meeting Minutes**

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners that the agenda for the April 20, 2021 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 March 16, 2021 Budget Workshop and Regular Board meeting be approved as written.

Motion: Commissioner Hamann-Roland **Second: Commissioner Halverson**

Ayes: 6 Nays: 0 Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Gaylord	X			
Halverson	X			
Atkins	X			
Workman			X	
Holberg	X			
Hamann-Roland	X			
Cummings			X	

FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA
No Items

CONSENT AGENDA

21-6399 **Approve Record Of Disbursements – March 2021**

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the March 2021 Record of Disbursements is approved as written.

21-6400 **Approval Of Amendments To The Fiscal Year Ended June 30, 2021 Operating Budget**

WHEREAS, the Dakota County CDA has adopted an operating budget for the Fiscal Year Ended June 30, 2021; 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, 2021 pursuant to the requirements of CDA budget policy are affirmed by the CDA Board.

21-6401 **Approving The Creation Of A Limited Liability Company For The Purpose Of Undertaking Housing Development Projects And Approval Of The Acquisition Of Real Property (Prairie Crossing Townhomes, Lakeville) And The Assumption Of Loans By The Dakota County CDA Workforce Housing LLC**

WHEREAS, the Dakota County Community Development Agency (the "CDA") is authorized under Minnesota Statutes, Section 469.012, Subd. 2j, to become a member in a limited liability company for the purpose of undertaking housing projects and housing development projects; and

WHEREAS, limited liability companies and other entities created by the CDA pursuant to Section 469.012, Subd. 2j, are subject to the provisions of Minnesota laws applicable to housing and redevelopment authorities as if they were housing and redevelopment authorities; and

WHEREAS, the CDA desires to create a limited liability company in which it will be the sole member for the purpose of acquiring and owning including multiple townhome projects which (i) were developed by the CDA through various limited partnerships in which the CDA was the sole member in order to take advantage of federal low-income housing tax credits, (ii) have outstanding loans from Minnesota Housing Finance Agency ("MHFA" and the "MHFA Loans"), and (iii) have reached the end of their credit periods (the "Projects"); and

WHEREAS, it is in the best interest of the CDA that it establish the LLC pursuant to Minnesota Statutes, including, without limitation, Section 469.012, Subd. 2j, in which it will be the sole member, to undertake housing development projects and to acquire the Projects; and

WHEREAS, the CDA is the general partner of the Partnership which owns the Property; and

WHEREAS, U.S. Bancorp is willing to withdraw as limited partner of the Partnership for a de minimis amount; and

WHEREAS, it is proposed that the LLC acquire, own and operate the Property owned by the Partnership, and legally described as Lot 1, Block 1 Lakeville Family Housing Third Addition, Dakota County MN, in which the CDA is the sole general partner, and that the LLC assume outstanding loans on the Property, including the following loans made by Minnesota Housing Finance Agency ("MHFA") and Family Housing Fund ("FHF") to finance a portion of the cost of developing the Property (the "Loans"):

Project Owner:	MHFA Loans:	FHF Loans:	CDA Loans:	Address:	MHFA Project #:
Lakeville Downtown Family Housing Limited Partnership	$802,181 Economic Development and Housing Challenge Program ("EDHC")	$243,000	$413,261.53 1st Mortgage: $195,000 LHIA Loan $250,000 HOPE Loan	20430 Icefall Trail, Lakeville, MN 55024	D3660

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

1. The formation of a limited liability company to be known as the Dakota County CDA Workforce Housing II LLC (the "LLC") pursuant to Minnesota Statutes, Section 469.012, Subd. 2j and Chapter 322C, is hereby authorized for the purpose of acquiring and owning Projects.

2. The Articles of Organization of the LLC, which will be filed with the Minnesota Secretary of State, are adopted and approved; and when and as received from the Minnesota Secretary of State, the original Articles of Organization and the certificate of Organization for the LLC shall be inserted in the LLC's minute book and made a permanent part of its records.

3. The Chair of the CDA is authorized and directed to execute and deliver on behalf of the CDA all documents necessary or convenient in order to establish the LLC, including, without limitation:

    a. A Contribution Agreement, pursuant to which the CDA agrees to purchase the sole membership interest in the LLC for $100.00; and
    b. An Operating Agreement in substantially the form on file with the CDA as of the date hereof, which is adopted as the Operating Agreement of the LLC.

4. The Executive Director of the CDA shall certify to the adoption of the Operating Agreement as of this date; and the certified original of the Operating Agreement shall be inserted in the LLC's minute book and made a permanent part of its records.

5. The CDA, as the sole member of the LLC, is authorized to pay all charges and expenses arising out of the organization of the LLC and to reimburse any persons who have made any disbursements therefore, consistent with the policies and procedures of the CDA.

6. The initial fiscal year of the LLC shall end June 30, 2021; thereafter the LLC's fiscal year shall begin the first day of July and shall end on the last day of June.

7. The CDA's Finance Director or his designee is authorized to open an account or accounts in the name of the LLC with U.S. Bank, which is hereby designated as the LLC's depository, and to execute such documents or certificates necessary or convenient in order to open such account; and that each of the persons named in the master certificate of authority for the CDA and its subsidiaries are authorized and empowered to sign checks and other orders for withdrawals of funds and to take such other actions as are in accordance with such certificate.

8. The LLC shall be managed by the CDA, as its sole member, acting through its Board of Commissioners.

9. Tony Schertler, in his capacity as Executive Director of the CDA, is authorized to exercise the functions of the President and Treasurer of the LLC, subject to specific authorization of certain functions to specific persons by resolution adopted by the CDA, as the sole member.

10. As long as the sole member of the LLC is the CDA, the LLC is and shall be subject to the provisions of Minnesota Statutes, Sections 469.001 to 469.047, and other laws that apply to housing and redevelopment authorities, as if the LLC were a housing and redevelopment authority, in accordance with Minnesota Statutes, Section 469.102, Subd. 2j.

11. The Executive Director of the CDA is hereby authorized and directed to execute and deliver, on behalf of the CDA as the sole member of the LLC, all agreements, documents, instruments and certificates necessary or convenient to (i) acquire on behalf of the LLC fee title to the Property (the "Acquisition Documents"), and (ii) to evidence assumption by the LLC of the Loans, including the MHFA and FHF loans (the 'Loan Documents") together with the Acquisition Documents (the "Documents"). Such agreements shall include, but not be limited to, the MHFA and FHF Assumption Agreements and related Amendment to Loan Documents.

12. All Documents shall be executed in forms approved by the Executive Director of the CDA on advice of legal counsel. Execution of such Loan Documents shall constitute conclusive evidence of such approval.

13. The Executive Director is expressly authorized to approve the final terms and conditions of the Loans, including, without limitation, the final principal amount of the Loans.

14. All actions heretofore taken on behalf of the Partnership in furtherance of the conveyance of the Property are hereby approved, ratified, and confirmed.

15. Following conveyance of the Property to the LLC and withdrawal of a limited partner, the Executive Director of the CDA, acting on advice of counsel to the CDA, is hereby authorized and directed on behalf of the CDA as general partner to take actions, and to sign all documents, necessary or convenient to dissolve the Partnerships.

16. All actions taken by staff of and counsel to the CDA to create the LLC to acquire the Property and assume the Loans in accordance with the laws of the State of Minnesota are hereby ratified and confirmed.

17. The Executive Director of the CDA is hereby authorized and directed on behalf of the CDA as the sole member of the LLC, at any time and from time to time hereafter and without further action by the CDA or the LLC, to execute and deliver or cause to be executed and delivered on behalf of the LLC all such other agreements, assignments, statements, instruments, certificates and documents and to do or cause to be done all such other acts and things as he may determine to be necessary or advisable under or in connection with the Loans or the operation and administration of the Property, and the execution by the Executive Director of any such agreement, assignment, statement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of his determination in that respect, including, but not limited to, the execution of any and all agreements with MHFA or FHF for the extension of the time of payment of the MHFA or FHF Loans or any part thereof. The Executive Director is designated as the official representative of the LLC for all matters concerning the Property which require MHFA or FHF consent or approval.

18. The Executive Director and officers of the CDA are authorized and directed to prepare and furnish when the agreements described herein are executed, certified copies of all proceedings and records of the CDA and/or the LLC relating to the Loans and the Property and such agreements and such other affidavits and certificates as may be required to show the facts relating to the due authorization and execution of such agreements as such facts appear from the books and records in said officers' custody and control or as otherwise known to them; and all such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute representations of the CDA and/or the LLC as to the truth of all statements made on behalf of the CDA and/or the LLC and contained therein.

19. MHFA is authorized to rely on the continuing force and effect of this resolution until receipt by the Commissioner of MHFA, at its principal office, of notice in writing from the CDA of any amendments or alterations thereof.

20. In the event the Executive Director or any officer of the CDA authorized to execute documents on behalf of the CDA and the LLC under this resolution shall for any reason be unable to do so, any other member of the Board of Commissioners of the CDA and the Deputy Executive Director are hereby directed and authorized to do so on behalf of the LLC, with the same effect as if executed by the Executive Director.

21. The Executive Director is Tony Schertler and the Deputy Executive Director is Kari Gill.

21-6402 **Acting as General Partner of Lakeville Downtown Family Housing Limited Partnership, Authorizing the Contribution of Prairie Crossing Townhomes to Dakota County CD Workforce Housing II LLC**

WHEREAS, the Dakota County Community Development Agency (the "CDA") is the general partner of Lakeville Downtown Family Housing Limited Partnership (the "Partnership") which owns Prairie Crossing Townhomes (the "Townhomes"); and

WHEREAS, U.S. Bancorp CDC is willing to withdraw as limited partner of the Partnership for a de minimis amount if the Partnership contributes its fee interest in the Townhomes to Dakota County CDA Workforce Housing II LLC (the "LLC").

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Dakota County Community Development Agency, acting it its capacity as general partner of the Lakeville Downtown Family Housing Limited Partnership, That:

1. The Executive Director is hereby authorized and directed to execute and deliver, on behalf of the CDA acting as the general partner of the Partnership, all agreements, documents, instruments and certificates necessary or convenient to (i) convey to the LLC fee title to the Townhomes (the "Sale Documents), and (ii) to evidence assignment by the Partnerships to the LLC of outstanding loans, including the MHFA Loan and Family Housing Fund Loan (the "Loan Documents") and, together with the Sale Documents (the "Documents").
2. All Documents shall be executed in forms approved by the Executive Director of the CDA on advice of legal counsel. Execution of such Documents shall constitute conclusive evidence of such approval.
3. All actions heretofore taken on behalf of the Partnership in furtherance of the conveyance of the Townhomes are hereby approved, ratified, and confirmed.
4. Following conveyance of the Townhomes to the LLC and withdrawal of the limited partner, the Executive Director of the CDA, acting on advice of counsel to the CDA, I hereby authorized and directed on behalf of the CDA as general partner to take actions, and to sign all documents, necessary or convenient to dissolve the Partnerships.
5. MHFA is authorized to rely on the continuing force and effect of this resolution until receipt by the Commissioner of MHFA, at its principal office, of notice in writing from the CDA of any amendments or alterations hereof.
6. In the event the Executive Director or any officer of the CDA authorized to execute documents on behalf of the CDA and the Partnerships under this resolution shall for any reason be unable to do so, or other member of the Board of Commissioners of the CDA and the Deputy Executive Director are hereby directed and authorized to do so on behalf of the Partnership, with the same effect as if executed by the Executive Director.
7. The Executive Director is Tony Schertler and the Deputy Executive Director is Kari Gill.

21-6403 **Authorization To Execute Contract For Furnace And Air Conditioning Replacement At Hillside Gables Townhomes (Mendota Heights)**

WHEREAS, the Dakota County Community Development Agency (CDA) accepted bids on April 1, 2021 for the furnace replacement at Hillside Gables Family Townhomes; and

WHEREAS, Hillside Gables Family Townhomes is part of the Dakota County CDA Workforce LLC; and

WHEREAS, Binder Heating and Air Conditioning, Inc. was the lowest responsible bidder with a bid total of $100,800; and

WHEREAS, funds to complete these projects are included int eh FYE21 budget.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County community Development Agency Board of Commissioners, That the Deputy Executive Director is authorized to sign a contract in the name of the Dakota County CDA Workforce Housing LLC for The Hillside Gables Family Townhome Furnace and Air Conditioning Replacement Project, with Binder Heating and Air Conditioning, Inc. in the amount of $100,800; and

BE IT FURTHER RESOLVED that the Deputy Executive Director is authorized to execute change orders not to exceed $5,040.00

21-6404 **Authorization To Execute Contract For Common Area Flooring Replacement At Crossroads Commons Senior Building (Lakeville)**

WHEREAS, the Dakota County Community Development Agency solicited a bid using Sourcewell, a cooperative purchasing company, for the common area flooring replacement at the CDA owned senior building of Crossroads Commons; and

WHEREAS, Sourcewell creates and maintains competitively solicited cooperative contracts for use by government, educational, and non-profit organizations; and

WHEREAS, funds to complete this project are included int eh FYE21 Common Bond Fund budget.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Deputy Executive Director is authorized to sign a contract with Value Plus Flooring, Inc in the amount of $148,387.73; and

BE IT FURTHER RESOLVED that the Deputy Executive Director is authorized to execute change orders not to exceed $7,420.

21-6405 **Authorization To Execute Contract For Roofing Replacement At Valley Ridge Senior Housing (Burnsville)**

WHEREAS, the Dakota County Community Development Agency accepted bids on April 1, 2021 for the necessary improvements to be made to Valley Ridge Senior Housing; and

WHEREAS, Minnesota Construction, Inc. was the lowest responsive, responsible bidder with a bid total of $296,280 when Alternate 1 is selected; and

WHEREAS, the project will be primarily paid for by insurance proceeds with $297,872 received to date; and

WHEREAS, the Dakota County CDA proposes to execute a contract for the project to commence April 2021.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Deputy Executive Director is authorized to sign a contract for the project with the lowest responsive, responsible bidder Minnesota Construction, Inc. in an amount of $296,280; and

BE IT FURTHER RESOLVED that the Deputy Executive Director is authorized to execute change orders not to exceed the contract amount by 10% of the project total or $29,628; and

BE IT FURTHER RESOLVED that a budget amendment be approved for the project in the amount of $325,908 in the FYE 21 Common Bond Fund EM Budget.

21-6406 **Establish Date For A Public Hearing On The Disposition Of Vacant CDA Property In Farmington And West St. Paul As Part Of The Neighborhood Stabilization Program**

WHEREAS, the Dakota County Community Development Agency (CDA) has purchased property at 1065 Gorman Avenue, West St. Paul; 401 Main Street, Farmington and 4940 204th Street West, Farmington using federal Neighborhood Stabilization Program funding from the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, The CDA has purchased a vacant parcel adjacent and to the north of 401 Main Street, Farmington using CDA General Funds; and

WHEREAS, the Dakota County CDA intends to dispose of the four parcels by conveying them to Twin Cities Habitat for Humanity as an eligible NSP activity (Acquisition/Rehabilitation/Reconstruction); and

WHEREAS, the disposition of the properties satisfies the CDA's Acquisition and Disposition Policy, including the sale of property at less than fair market value for affordable housing; and

WHEREAS, a public hearing is required by the Dakota County CDA in order to dispose of real property that is no longer needed by the CDA.

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

1. A public hearing regarding the disposition of CDA property at 1065 Gorman Avenue, West St Paul; 401 Main Street, Farmington (two parcels); and 4940 204th Street West, Farmington will be held by the CDA on May 18, 2021, at or after 3:30 p.m. at the CDA's main office.

2. The Executive Director or his designee is hereby authorized and directed to cause notice of such public hearing in substantially the form attached to be published in a newspaper of general circulation in Dakota County not less than twenty (20) days prior to such hearing.

21-6407 **Adopt Revisions To The Program Income Reuse Policy For The Community Development Block Grant Program**

WHEREAS, Dakota County is an Entitlement County for funds through the federal Community Development Block Grant (CDBG) Program; and

WHEREAS, the Dakota County Community Development Agency (CDA) is a subgrantee to Dakota County for the CDBG Program; and

WHEREAS, the CDBG Program includes the receipt of program income from various activities, including loan repayments and payoffs, land sales, etc; and

WHEREAS, by Resolution 04-3677 (April 13, 2004), the CDA Board of Commissioners approved the Program Income Reuse Policy for the CDBG program (the "Policy"); and

WHEREAS, the Policy distributes program income into either a Revolving Fund (RF) account or a Non-revolving Income (NI) account; and

WHEREAS, CDA staff recommends revisions be made to the Policy to allow for the reallocation of program income when necessary, to meet the required CDBG spenddown provisions.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That revisions to the Program Income Reuse Policy for the CDBG Program is hereby adopted to allow for the reallocation of program income from subrecipient Revolving Fund accounts where the funds have accumulated into other Revolving Fund accounts for the same activity where the program income funds can be spent more quickly.

Motion: Commissioner Holberg **Second: Commissioner Hamann-Roland**

Ayes: 6 Nays: 0 Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			

Gaylord	X		
Halverson	X		
Atkins	X		
Workman			X
Holberg	X		
Hamann-Roland	X		

REGULAR AGENDA

21-6408 **Approval Of Contingent Redevelopment Incentive Grant Award For The City Of Eagan**

Maggie Dykes presented information.

WHEREAS, the Dakota County Community Development Agency (CDA) established a Redevelopment Incentive Grant (RIG) program in 2006 to assist Dakota county cities with redevelopment goals and promote the development of affordable and supportive housing; and

WHEREAS, to date, the program has awarded over $13 million for 64 redevelopment grants and 27 planning grants; and

WHEREAS, the CDA has committed $500,000 in its FEY 2021 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 Eagan (the "City") submitted an application requesting $50,000 for the Sola Salon Development; 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 Eagan is awarded a RIG grant up to $50,000 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 for the CDA.

Motion: Commissioner Atkins **Second: Commissioner Holberg**

Ayes: 7 Nays: 0 Abstentions: 0

	Yes	**No**	**Absent**	**Abstain**
Slavik	X			
Gaylord	X			
Halverson	X			
Atkins	X			
Workman			X	
Holberg	X			
Hamann-Roland	X			

21-6409 **Approval Of 2021 Investment In GREATER MSP**

WHEREAS, the Itasca Project conducted a study in 2010 demonstrating the need for a regional economic development organization to develop and implement a coordinated regional economic development strategy; and

WHEREAS, the Minneapolis St. Paul Regional Economic Development Partnership (GREATER MSP) was created through a public-private partnership to stimulate economic growth and prosperity in the

region to coordinate site selector processes for the metropolitan area; market, brand, and promote the region; and conduct research to Informa a regional economic development strategy; and

WHEREAS, the Dakota County CDA has been granted Economic Development Authority powers by the State Legislature and the Dakota County Board of Commissioners; and

WHEREAS, the Dakota County CDA Board of Commissioners approved participation in GREATER MSP and a financial investment of $100,000 annually since 2011; and

WHEREAS, GREATER MSP has developed strong private sector partners, resulting in approximately 80 percent of the investment originating from the private sector; and

WHEREAS, GREATER MSP has developed and continues to refine a regional economic development strategy to increase the number of jobs in the region, has developed organizational capacity, established global partnerships, represented the region at trade shows throughout the United States and globally, and implemented an award-winning marketing campaign for the region.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the 2021 investment of $100,000 in GREATER MSP is approved.

Motion: Commissioner Gaylord **Second: Commissioner Hamann-Roland**

Ayes: 6 Nays: 0 Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Gaylord	X			
Halverson	X			
Atkins	X			
Workman			X	
Holberg	X			
Hamann-Roland	X			

21-6410 **Approval Of HOME Funds For Twin Cities Habitat For Humanity And Authorization To Execute Related Loan Documents**

Kathy Kugel presented.

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

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

WHEREAS, the Twin Cities Habitat for Humanity (Habitat) is requesting HOME Program funds in an amount of approximately $240,000 for the purpose of acquiring eight vacant single family homes that were formerly public housing units, rehabbing the vacant structures (as authorized by federal funding programs), and selling the properties to a qualified buyer at or below a qualified price; and

WHEREAS, Habitat was selected by the CDA to acquire properties located at: 15442 Drexel Way and 14201 Diamond Path Court, Apple Valley; 1921 Walnut Street, Hastings; 3551 69th Street and 3650 77th Street, Inver Grove Heights; 2262 Apache Street, Mendota Heights; and 195 Kathleen Drive and 157 East Butler Street, West St. Paul, Minnesota previously acquired by the CDA through the Public Housing Program (the “Properties”); and

WHEREAS, Habitat is a housing development organization with extensive experience with the construction and rehabilitation of housing for sale to person and families of low-and moderate-income and with governmental programs such as Section 18 and the HOME Program; and

WHEREAS, the investment of HOME funds requires an affordability period of the units for a period of 5 to 15 years, depending on the amount of HOME provided to the qualified homebuyer; and

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

WHEREAS, prior to commitment of funds and the execution of the Development Agreement, HUD has provided the release of HOME funds, if required, for the project.

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

1. The CDA hereby approves the award of HOME Funds in amount estimated to be $240,000 to Habitat for the purpose of acquiring eight vacant single family homes that were formerly public housing units, rehabbing the vacant structures (as authorized by federal funding programs), and selling the rehabbed properties to a qualified buyer at or below a qualified price.

2. Staff is authorized to prepare, execute, and deliver all documentation necessary or convenient to provide for the commitment of the HOME funds between the Dakota County Community Development Agency as a sub-recipient of Dakota County and Twin Cities Habitat for Humanity; and the Executive Director of the CDA is authorized to execute said documents upon such release.

Motion: Commissioner Atkins **Second: Commissioner Halverson**

Ayes: 6 Nays: 0 Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Gaylord	X			
Halverson	X			
Atkins	X			
Workman			X	
Holberg	X			
Hamann-Roland	X			

INFO **Executive Director's Update**

Tony Schertler provided updates.

INFO **Quarterly Status Report – Quarter 1, 2021**

ADJOURNMENT

21-6411 **Adjournment**

BE IT RESOLVED, that the Dakota county Community Development Agency Board of Commissioners hereby adjourns until Tuesday, May 18, 2021.

Motion: Commissioner Hamann-Roland **Second: Commissioner Gaylord**

Ayes: 6 Nays: 0 Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Gaylord	X			
Halverson	X			
Atkins	X			

Workman		X
Holberg	X	
Hamann-Roland	X	
Cummings		X

The CDA Board meeting adjourned at 3:57 p.m.

_____
Clerk to the Board

Approval Of Revised Statutory And Regulatory Waivers For The Housing Choice Voucher And Public Housing Programs

Meeting Date:	5/18/2021
Department:	Housing Assistance/Property Management
Prepared By:	Lisa Hohenstein
Contact:	Lisa Hohenstein/Anna Judge
Contact Phone:	651-675-4543/651-675-4501

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 revisions to statutory and regulatory waivers for the Housing Choice Voucher and Public Housing Programs.

SUMMARY
Pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act, the U.S. Department of Housing and Urban Development (HUD) issued a Public and Indian Housing (PIH) Notice on April 10, 2020. This notice provides administrative flexibilities and relief to public housing agencies (PHAs) through statutory and regulatory waivers. On July 2, 2020 HUD issued a revision, PIH Notice 2021-14 (HA).

HUD continues to strongly encourage PHAs to utilize any waivers and alternative requirements as necessary to keep Public Housing (PH) and Housing Choice Voucher (HCV) Programs operational to the extent practicable. The notice also provides information on additional actions HUD is taking, including the temporary suspension of the Public Housing Assessment System (PHAS) and the Section Eight Management Assessment Program (SEMAP).

The Dakota County CDA has implemented a number of waivers that will provide flexibility to critical functions when normal operations are restricted and severely constrained, further prevent the spread of COVID-19, and mitigate the health risks posed by COVID-19 to the CDA.

Attachment A is a chart of the waivers implemented and revisions.

RECOMMENDATION
Staff recommends adopting the statutory and regulatory waivers to ensure program compliance.

EXPLANATION OF FISCAL/FTE IMPACT
N/A

Supporting Documents:
Attachment A: Updated Implemented Waivers

Previous Board Action(s):

Resolution No. 21-XXXX

Approval Of Revised Statutory And Regulatory WaiversFor The Housing Choice Voucher And Public Housing Programs

WHEREAS, pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act, the U.S. Department of Housing and Urban Development (HUD) issued a Public and Indian Housing (PIH) Notice on April 10, 2020; and

WHEREAS, this notice provides administrative flexibilities and relief to public housing agencies (PHAs) through statutory and regulatory waivers; and

WHERAS, on May 4, 2021 HUD issued a revision, PIH Notice 2021-14 (HA); and

WHEREAS, HUD strongly encouraged PHAs to utilize any waivers and alternative requirements as necessary to keep Public Housing (PH) and Housing Choice Voucher (HCV) Programs operational to the extent practicable; and

WHEREAS, the Dakota County CDA has implemented a number of waivers that will provide flexibility to critical functions when normal operations are restricted and severely constrained, further prevent the spread of COVID-19, and mitigate the health risks posed by COVID-19 to the CDA.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the revised implemented waivers are approved.

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

☒ Item Type-Consent
☐ Item Type-Discussion
☐ Item Type-Informational

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

Executive Director

Department Director

Housing Choice Voucher Waivers

Item	Statutory and Regulatory Waivers	Summary of Alternative Requirements	Availability Period Ends
HCV-1 Administrative Plan	Regulatory Authority § 982.54(a)	• Establishes an alternative requirement that policies may be adopted without board approval until 9/30/2021. • Any provisions adopted informally must be adopted formally by 12/31/21.	9/30/2021 12/31/2021
HCV-3: Family Income and Composition: Annual Reexamination; Income Verification Requirements	Regulatory Authority §§ 5.233(a)(2), 960.259(c), 982.516(a) Sub-regulatory Guidance PIH Notice 2018-18	• Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHA's to consider self-certification as the highest form of income verification. • PHA's that implement this waiver will be responsible for addressing material income discrepancies that may arise later.	12/31/2021
HCV-4: Family Income and Composition: Interim Examinations	Statutory Authority Section 3(a)(1) Regulatory Authority §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b), and (d), 960.259(c) Sub-regulatory Guidance PIH Notice 2018-18	• Waives the requirements to use the income verification requirements, including the use of EIV, for interim reexaminations.	12/31/2021
HCV-7: Waiting List: Opening and Closing; Public Notice	Regulatory Authority § 982.206(a)(2) Sub-regulatory Guidance PIH Notice 2012-34	• Waives public notice requirements for opening and closing waiting list. • Requires alternative process.	12/31/2021
HCV-6: Family Self-Sufficiency (FSS) Contract of Participation: Contract Extension	Statutory Authority Section 23(c)(3) Regulatory Authority § 984.303(d)	• FSS has a provision that indicates that the PHAs can extend Participation Contracts by up to two years (beyond the original five) for "good cause". PHAs should consider pandemic-related issues as an "automatic" good cause.	12/31/2021
HCV-2: Information When Family is Selected – PHA Oral Briefing	Regulatory Authority §§ 982.301(a)(3), 983.252(a)	• Waives the requirement for an oral briefing. • Provides for alternative methods to conduct required voucher briefing.	12/31/2021
HVC-3: Term of Voucher-Extensions of Term	Regulatory Authority § 982.303(b)(1)	• Allows PHAs to provide voucher extensions regardless of current PHA policy.	12/31/2021

HCV-4: PHA Approval of Assisted Tenancy: When HAP Contract is Executed	Regulatory Authority § 982.305(c)	• Provides for HAP payments for contracts not executed within 60 days. • PHA must not pay HAP to owner until HAP contract is executed.	12/31/2021
HCV-5: Absence from Unit	Regulatory Authority 24 CFR 982.312	• Allows for PHA discretion on absences from units longer than 180 days. • PHAs must not make HAP payments beyond 12/31/2021 for units vacant more than 180 consecutive days.	12/31/2021
11a PHAS	Regulatory Authority 24 CFR Part 902	• Allows for alternatives related to inspections. • PHA to retain prior year PHAS score unless requests otherwise.	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 6/30/2021
11b: SEMAP	Regulatory Authority 24 CFR Part 985	• PHA to retain prior year SEMAP score unless requests otherwise.	HUD will carry forward the most recent SEMAP score on record for any PHA with a fiscal year on or before 12/31/2021
11-b-2 SEMAP	Regulatory Authority § 982.101(a)	• Waives the requirement for PHAs to submit an annual SEMAP certification in PIC within 60 days of FYE during the period of time that HUD will roll forward prior year SEMAP scores.	01/01/2022
MS-1: Mainstream Initial Lease Term	Statutory Authority Section 8(o)(7)(A) Regulatory Authority § 983.309(a)(2)(ii)	• PHA may enter initial lease terms of less than one year regardless of whether the shorter lease term is a prevailing market practice.	12/31/2021
MS-2: Mainstream Criminal Background Screening	Statutory Authority 42 U.S.C. 13663(a), 42 U.S.C. 13661 Regulatory Authority §§ CFR 5.856, 982.553(a)	• PHAs may establish, as an alternative requirement, screening requirements for applicants for Mainstream vouchers which are distinct from those in place for its HCV program in general.	12/31/2021
MS-3: Mainstream Age Eligibility to Enter HAP Contract Statutory Authority	Statutory Authority 42 U.S.C. 8013(k)(2)	• As an alternative requirement, the PHA may choose to expand the definition of an eligible non-elderly family member to include those who were issued a voucher prior to turning 62 and were not yet 63 on the effective date of the HAP Contract.	12/31/2021

HQS Inspections			
HQS-1: Initial Inspection Requirements	Statutory Authority Section 8 (o)(8)(A)(i) Section 8(o)(8)(C) Regulatory Authority §§ 982.305(a), 982.305(b), 982.405	• Changes initial inspection requirements allowing for owner certification that there are no life-threatening deficiencies. • Where self-certification was used, PHA must inspect the unit no later than 06/30/22.	12/31/2021 06/30/2022
HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units	Statutory Authority Section 8 (o)(8)(A) Regulatory Authority §§983.103(b), 983.156(a)(1)	• Changes initial inspection requirements allowing for owner certification that there are no life-threatening deficiencies. • Where self-certification was used, PHA must inspect the unit no later than 06/30/2022.	12/31/2021 06/30/2022
HQS-3: Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option	Statutory Authority Section 8 (o)(8)(A)(ii) Regulatory Authority HOTMA HCV Federal Register Notice January 18, 2017	• Allows for extension of up to 30 days for owner repairs of non-life-threatening conditions.	12/31/2021
HQS-4: HQS Initial Inspection Requirement: Alternative Inspection Option	Statutory Authority Section 8 (o)(8)(A)(iii) Regulatory Authority HOTMA HCV Federal Register Notice January 18, 2017	• Under Initial HQS Alternative Inspection Option-allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies. • Where self-certification was used, PHA must inspect the unit no later than 06/30/2022.	12/31/2021 06/30/2022
HQS-5: HQS Inspection Requirement: Biennial Inspections	Statutory Authority Section 8(o)(D) Regulatory Authority §§ 982.405(a), 983.103(d)	• Allows for delay in biennial inspections. • PHAs must require owner certification there are no life-threatening deficiencies. • PHAs must conduct all delayed biennial inspections from CY 2020 as soon as reasonably possible but not later than 06/20/2022, and must conduct all delayed biennial inspections from CY 2021 as soon as reasonably possible but no later than 12/31/2022.	12/31/2021 06/30/2022
HQS-6: Interim Inspections	Statutory Authority Section 8 (o)(8)(F) Regulatory Authority §§ 982.405(g)	• Waives the requirement for PHA to conduct interim inspection and requires alternative method.	12/31/2021

	§ 983.103(e)	• Allows for repairs to be verified by alternative methods.	
HQS-7 PBV Turnover Unit Inspections	Regulatory Authority § 983.103(c)	• Allows PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies. • Allows for delayed full HQS inspection NLT no later than 06/30/2022.	12/31/2021 06/30/2022
HVC-9: HQS Quality Control Inspections	Regulatory Authority §§ 982.405(b), 983.103€(3)	• Provides for a suspension of the requirement for QC sampling inspections.	12/31/2021

Public Housing Waivers

Item	Statutory and Regulatory Waivers	Summary of Alternative Requirements	Availability Period Ends
PH Annual Reexamination Income Verification	Regulatory Authority § 5.233(a)(2) Sub-regulatory Guidance PIH Notice 2018-18	Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHA's to consider self-certification as the highest form of income verification.	12/31/21
PH Interim Reexaminations	Statutory Authority Section 3(a)(1) Regulatory Authority §5.233(a)(2) 982.516(c)(2) 960.257(b) and (d) Sub-regulatory Guidance PIH Notice 2018-18	Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations.	12/31/21
PH EIV System Monitoring	Regulatory Authority §5.233 Sub-regulatory Guidance PIH Notice 2018-18	Waives the mandatory EIV monitoring requirements.	12/31/21
PH-4 ACOP: Adoption of Tenant Selection Policies	Regulatory Authority §960.202(c)(1)	Establishes an alternative requirement that policies may be adopted without board approval until 9/30/21. Any provisions adopted informally must be adopted formally by 12/31/21.	9/30/21 12/31/21
PH-5 Community Service & Self-Sufficiency Requirement (CSSR)	Statutory Authority Section 12(c) Regulatory Authority §960.603(a) and 960603(b)	Temporarily suspends Community Service and Self-Sufficiency.	Now superseded by 12e
PH-7 Over-income families	Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490 Notice: Notice PIH 2019-11	Changes to timeframe for determination of over-income.	12/31/21
PH-13 Over-Income Limit: Termination Requirement	Statutory Authority Section 16(a) as amended by section 103 of HOTMA Implementation Notice: Housing Opportunity Through	Waives the requirement that a family whose income has exceeded the over-income limit for the locality for two consecutive years be terminated within 6 months of the third income determination.	12/31/21

	Modernization Act of 2016: Final Implementation of Public Housing Income Limit, 83 Fed. Red. 35,490 (July 26, 2018)	As an alternative requirement, over-income families will remain public housing households instead of being terminated and will be charged the applicable FMR as the family's monthly rental amount.	
PH-14 Annual Choice of Rent	Statutory Authority: 42 USC 1437a(a)(2)(A) Regulatory Authority § 960.253	Allows a PHA to give families up to two opportunities to choose between a flat rent and an income-based rent within the same one-year period.	12/31/21
12c Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds	Statutory Authority: Section 9(j) Regulatory Authority § 905.306(d)(5)	Provides a 24-month extension.	For all open Capital Fund grants that were open on April 10, 2020, a 24-month extension from the obligation and expenditure end date in LOCCS as of April 10, 2020: For new Capital Fund grants opened between April 11, 2020 and December 31, 2020, a 24-month extension from the obligation and expenditure end dates in LOCCS as of December 31, 2020.
12e	Statutory Authority: Section 12(c) Regulatory Authority 24 CFR §§ 960.603(a) 960.603(b), 960,607, 966.4(1)(2)(iii)(D)	Waives the requirement that each non-exempt adult resident of public housing contribute 8 hours per month of community service and/or participation in an economic self-sufficiency program. This non-discretionary waiver also suspends enforcement of the requirement by all PHAs operating a public housing program.	Effective for all annual recertifications completed between the publication date of this notice through April 30, 2022.

Approval Of Record Of Disbursements – April 2021

Meeting Date:	5/18/2021
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 April 2021.

SUMMARY
In April 2021, the Dakota County Community Development Agency (CDA) had $5,816,814.41 in disbursements and $436,216.95 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 April 2021.

EXPLANATION OF FISCAL/FTE IMPACT
These disbursements are included in the Fiscal Year Ending June 30, 2021 budget.

Supporting Documents:
Attachment A: Record of Disbursements – April 2021

Previous Board Action(s):

Resolution No. 21-XXXX

Approval Of Record Of Disbursements – April 2021

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, That the April 2021 Record of Disbursements is approved as written.

Executive Director's Comments:		**Strategic Plan Priorities:**
☒ Recommend Action	☒ Item Type-Consent	☐ Focused Housing Programs
☐ Do Not Recommend Action	☐ Item Type-Discussion	☐ Collaboration
☐ Reviewed-No Recommendation	☐ Item Type-Informational	☐ Development/Redevelopment
☐ Reviewed-Information Only		☒ Financial Sustainability
☐ Submitted at Commissioner Request		☒ Operational Effectiveness

Executive Director

Department Director

Dakota County CDA
Record of Disbursements
For the month of April 2021

	Date	Amount	Total
Common Bond Fund			
	04/20/21	$ 63,161.76	
			$ 63,161.76
Disbursing			
	04/01/21	$ 459,585.44	
	04/08/21	$ 187,273.06	
	04/15/21	$ 1,817,470.73	
	04/22/21	$ 571,848.82	
	04/29/21	$ 560,280.06	
			$ 3,596,458.11
Housing Assistance			
	04/01/21	$ 2,045,252.54	
	04/15/21	$ 111,942.00	
			$ 2,157,194.54
Total Disbursements			**$ 5,816,814.41**
April 2021 Payroll			
	04/09/21	$ 216,406.33	
	04/23/21	$ 219,810.62	
Total Payroll			**$ 436,216.95**

Disbursement detail is available in the Finance Office

Acting As General Partner Of Lafayette Family Housing Limited Partnership, Authorizing The Contribution Of Lafayette Townhomes (Inver Grove Heights) To Dakota County CDA Workforce Housing II LLC

Meeting Date:	5/18/2021
Department:	Housing Development
Prepared By:	Lori Zierden
Contact:	Kari Gill
Contact Phone:	651-675-4477

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

PURPOSE/ACTION REQUESTED
- Authorize the contribution of Lafayette Townhomes to the Dakota County CDA Workforce Housing II LLC, upon withdrawal of U.S. Bancorp CDC from the Lafayette Family Housing Limited Partnership, which currently owns this workforce housing development.

SUMMARY
Lafayette Townhomes is a 30-unit workforce housing development located in Inver Grove Heights that was completed in 2006. The construction of Lafayette Townhomes was financed through the use of the federal Low Income Housing Tax Credit ("LIHTC") program. The LIHTC program provides a 10-year stream of federal tax credits as an incentive for private firms to partner in the ownership and operation of affordable housing developments and to provide up front equity for the development to be constructed. In this case, U.S. Bancorp CDC partnered with the CDA to form the Lafayette Family Housing Limited Partnership ("Partnership"), which owns Prairie Crossing Townhomes ("Property"). U.S. Bancorp CDC is the Limited Partner of the Partnership and majority owner of the Property. The CDA is the General Partner of the Partnership and manages the day to day operations of the Property.

The LIHTC program requires properties to maintain rent and income restrictions for an initial 15-year compliance period, during which the IRS may impose tax credit recapture or other penalties for non-compliance. After this initial compliance period ends, the Limited Partner has typically fully realized the tax benefits of the federal tax credits and ownership of the property and seeks to exit the partnership. Lafayette Townhomes is in its 15th year of the compliance period, and the Limited Partner now wishes to exit the Partnership. This provides the opportunity for the CDA to wholly own the Property through the Dakota County CDA Workforce Housing II LLC, of which the CDA is the sole member.

CDA staff is requesting authorization to convey the Property to the Dakota County CDA Workforce Housing II LLC, upon the exit of U.S. Bancorp CDC from the Lafayette Family Housing Limited Partnership. Upon conveyance, the Property will continue to operate as an affordable workforce housing development, subject to the rent and income restrictions currently in place.

RECOMMENDATION
CDA staff is recommending approval to convey the property to the Dakota County CDA Workforce Housing II LLC.

EXPLANATION OF FISCAL/FTE IMPACT
The transaction costs necessary to complete the Partnership exit and Property conveyance are anticipated to be approximately $10,000 and will be budgeted in the FYE22 budget.

Supporting Documents: **Previous Board Action(s):**

Resolution No. 21-XXXX

Acting as General Partner of Lafayette Family Housing Limited Partnership, Authorizing the Contribution of Lafayette Townhomes (Inver Grove Heights) to Dakota County CDA Workforce Housing II LLC

WHEREAS, the Dakota County Community Development Agency (the "CDA") is the general partner of Lafayette Family Housing Limited Partnership (the "Partnership") which owns Lafayette Townhomes (the "Property"); and

WHEREAS, U.S. Bancorp CDC is willing to withdraw as limited partner of the Partnership for a de minimis amount if the Partnership contributes its fee interest in the Townhomes to Dakota County CDA Workforce Housing II LLC (the "LLC").

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Dakota County Community Development Agency, acting in its capacity as general partner of the Lafayette Family Housing Limited Partnership, as follows:

1. The Executive Director is hereby authorized and directed to execute and deliver, on behalf of the CDA acting as the general partner of the Partnership, all agreements, documents, instruments and certificates necessary or convenient to (i) convey to the LLC fee title to the Property (the "Sale Documents"), and (ii) to evidence assignment by the Partnerships to the LLC of outstanding loans, including the MHFA Loan and Family Housing Fund Loan (the "Loan Documents" and, together with the Sale Documents, the "Documents").

2. All Documents shall be executed in forms approved by the Executive Director of the CDA on advice of legal counsel. Execution of such Documents shall constitute conclusive evidence of such approval.

3. All actions heretofore taken on behalf of the Partnership in furtherance of the conveyance of the Townhomes are hereby approved, ratified and confirmed.

4. Following conveyance of the Property to the LLC and withdrawal of the limited partner, the Executive Director of the CDA, acting on advice of counsel to the CDA, is hereby authorized and directed on behalf of the CDA as general partner to take actions, and to sign all documents, necessary or convenient to dissolve the Partnership.

5. MHFA is authorized to rely on the continuing force and effect of this resolution until receipt by the Commissioner of MHFA, at its principal office, of notice in writing from the CDA of any amendments or alterations hereof.

6. In the event the Executive Director or any officer of the CDA authorized to execute documents on behalf of the CDA and the Partnership under this resolution shall for any reason be unable to do so, any other member of the Board of Commissioners of the CDA and the Deputy Executive Director are hereby directed and authorized to do so on behalf of the Partnership, with the same effect as if executed by the Executive Director.

7. The Executive Director is Tony Schertler and the Deputy Executive Director is Kari Gill.

Executive Director's Comments:		**Strategic Plan Goal:**
☒ Recommend Action	☒ Item Type-Consent	☒ Focused Housing Programs
☐ Do Not Recommend Action	☐ Item Type-Discussion	☐ Collaboration
☐ Reviewed-No Recommendation	☐ Item Type-Informational	☐ Development/Redevelopment
☐ Reviewed-Information Only		☐ Financial Sustainability
☐ Submitted at Commissioner Request		☐ Operational Effectiveness

Executive Director

Department Director

Approval Of The Acquisition Of Real Property (Lafayette Townhomes, Inver Grove Heights) And The Assumption Of Loans By The Dakota County CDA Workforce Housing II LLC

Meeting Date:	5/18/2021
Department:	Housing Development
Prepared By:	Lori Zierden
Contact:	Kari Gill
Contact Phone:	651-675-4477

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

PURPOSE/ACTION REQUESTED
- Approve the acquisition of property (Lafayette Townhomes, Inver Grove Heights) by the Dakota County CDA Workforce Housing II LLC, and the assumption of loans related to that property.

SUMMARY
The CDA II LLC was created as an ownership structure for workforce housing developments that have exited their initial Limited Partnership structures. The CDA is the sole member of the CDA II LLC. Revenues and expenses may be pooled amongst the properties owned by the CDA II LLC to facilitate long-term viability of all of the properties, similar to the Common Bond structure for the CDA senior housing properties.

Lafayette Townhomes ("Property") has reached the end of its 15 year tax credit compliance period and U.S. Bancorp CDC (Limited Partner) will be withdrawing from the Partnership and will be transferred to the CDA II LLC. Lafayette Townhomes will be the second workforce housing property to be owned by the CDA II LLC and overall the 14th property to exit from the original partnership structure.

RECOMMENDATION
CDA staff recommends authorization the CDA II LLC to acquire the Property and assume the outstanding loans related to this Property.

EXPLANATION OF FISCAL/FTE IMPACT
The transaction costs for the acquisition of this property will be budgeted in FYE22. Once the Property is acquired by the CDA II LLC, revenue and expenses related to the property will be included in the CDA's financial statements. The revenues and expenses are currently reported on the related partnership financial statements.

Supporting Documents: **Previous Board Action(s):**

Resolution No. 21-XXXX

Approval Of The Acquisition Of Real Property (Lafayette Townhomes, Inver Grove Heights) And The Assumption Of Loans By The Dakota County CDA Workforce Housing II LLC.

WHEREAS, the Dakota County Community Development Agency (the "CDA") is the general partner of Lafayette Family Housing Limited Partnership (the "Partnership") which owns Lafayette Townhomes (the "Property"); and

WHEREAS, U.S. Bancorp is willing to withdraw as limited partner of the Partnership for a de minimis amount; and

WHEREAS, the CDA has established the Dakota County Community Development Agency Workforce Housing II LLC (the "CDA II LLC") pursuant to Minnesota Statutes, Section 469.012, Subd. 2j, in which the CDA is the sole member; and

WHEREAS, it is proposed that the CDA II LLC acquire, own and operate the Property owned by the Partnership, and legally described as Lot 1, Block 1 Lafayette East Fourth Addition, Dakota County MN, in which the CDA is the sole general partner, and that the CDA II LLC assume outstanding loans on the Property, including the following loans made by Minnesota Housing Finance Agency ("MHFA") and Family Housing Fund ("FHF") to finance a portion of the cost of developing the Property ("the Loans"):

Project Owner:	MHFA Loans:	FHF Loans:	CDA Loans:	Address:	MHFA Project #:
Lafayette Family Housing Limited Partnership	$700,000 Economic Development and Housing Challenge Program ("EDHC")	$200,000	$281.558 1st Mortgage; $195,900 LHIA Loan $250,000 HOPE Loan	4889 Bongard Way, Inver Grove Heights MN 55076	D3660

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, acting in its capacity as sole member of the Dakota County Community Development Agency Workforce Housing II LLC, as follows:

1. The Executive Director of the CDA is hereby authorized and directed to execute and deliver, on behalf of the CDA as the sole member of the CDA II LLC, all agreements, documents, instruments and certificates necessary or convenient to (i) acquire on behalf of the CDA II LLC fee title to the Property (the "Acquisition Documents"), and (ii) to evidence assumption by the CDA II LLC of the Loans, including the MHFA and FHF loans (the "Loan Documents") (together with the Acquisition Documents, the "Documents"). Such agreements shall include, but not be limited to, the MHFA and FHF Assumption Agreement and related Amendment to Loan Documents.

2. All Documents shall be executed in forms approved by the Executive Director of the CDA on advice of legal counsel. Execution of such Loan Documents shall constitute conclusive evidence of such approval.

3. The Executive Director is expressly authorized to approve the final terms and conditions of the Loans, including, without limitation, the final principal amount of the Loans.

4. All actions heretofore taken on behalf of the Partnership in furtherance of the conveyance of the Property are hereby approved, ratified and confirmed.

5. Following conveyance of the Property to the CDA II LLC and withdrawal of the limited partner, the Executive Director of the CDA, acting on advice of counsel to the CDA, is hereby authorized and directed on behalf of the CDA as general partner to take actions, and to sign all documents, necessary or convenient to dissolve the Partnerships.

6. All actions heretofore taken on behalf of the CDA II LLC in furtherance of the acquisition of the Property are hereby approved, ratified and confirmed.

7. The Executive Director of the CDA is hereby authorized and directed on behalf of the CDA as the sole member of the CDA II LLC, at any time and from time to time hereafter and without further action by the CDA or the CDA II LLC, to execute and deliver or cause to be executed and delivered on behalf of the CDA II LLC all such other agreements, assignments, statements, instruments, certificates and documents and to do or cause to be done all such other acts and things as he may determine to be necessary or advisable under or in connection with the Loans or the operation and administration of the Property, and the execution by the Executive Director of any such agreement, assignment, statement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of his determination in that respect, including, but not limited to, the execution of any and all agreements with MHFA or FHF for the extension of the time of payment of the MHFA or FHF Loans or any part thereof. The Executive Director is designated as the official representative of the CDA II LLC for all matters concerning the Property which require MHFA or FHF consent or approval.

8. The Executive Director and officers of the CDA are authorized and directed to prepare and furnish when the agreements described herein are executed, certified copies of all proceedings and records of the CDA and/or the CDA II LLC relating to the Loans and the Property and such agreements and such other affidavits and certificates as may be required to show the facts relating to the due authorization and execution of such agreements as such facts appear from the books and records in said officers' custody and control or as otherwise known to them; and all such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute representations of the CDA and/or the CDA II LLC as to the truth of all statements made on behalf of the CDA and/or the CDA II LLC and contained therein.

9. MHFA is authorized to rely on the continuing force and effect of this resolution until receipt by the Commissioner of MHFA, at its principal office, of notice in writing from the CDA of any amendments or alterations thereof.

10. In the event the Executive Director or any officer of the CDA authorized to execute documents on behalf of the CDA and the CDA II LLC under this resolution shall for any reason be unable to do so, any other member of the Board of Commissioners of the CDA and the Deputy Executive Director are hereby directed and authorized to do so on behalf of the CDA II LLC, with the same effect as if executed by the Executive Director.

11. The Executive Director is Tony Schertler and the Deputy Executive Director is Kari Gill.

Executive Director's Comments:		**Strategic Plan Priorities:**
☒ Recommend Action	☒ Item Type-Consent	☒ Focused Housing Programs
☐ Do Not Recommend Action	☐ Item Type-Discussion	☐ Collaboration
☐ Reviewed-No Recommendation	☐ Item Type-Informational	☐ Development/Redevelopment
☐ Reviewed-Information Only		☐ Financial Sustainability
☐ Submitted at Commissioner Request		☐ Operational Effectiveness

Executive Director

Department Director

Authorization To Execute Agreements For Weatherization Insulation Services

Meeting Date:	5/18/2021
Department:	Community & Economic Development
Prepared By:	Lisa Alfson
Contact:	Lisa Alfson
Contact Phone:	651-675-4467

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

PURPOSE/ACTION REQUESTED
- Authorize the Executive Director to execute agreements for weatherization insulation services.

SUMMARY
The Dakota County Community Development Agency (CDA) is one of 23 weatherization service providers selected by the Minnesota Department of Commerce – State Energy Office (DOC) to provide weatherization services to low-income homeowners. Weatherization services are primarily funded through the U.S. Department of Energy and the Department of Health and Human Services, in addition to leveraged funds from area gas and electric utilities. Annual contracts are executed between the CDA and DOC; the upcoming program year is July 1, 2021 through June 30, 2022.

The CDA currently contracts with two insulation contractors for the Weatherization Program. These contractors are responsible for the entire shell work to properly weatherize a home including: diagnostic testing, major/minor air sealing, attic insulation, sidewall insulation, ductwork sealing, baseload upgrades (including refrigerators, low flow faucet fixtures, and LED light bulbs), and ASHRAE compliant ventilation for indoor air quality. All shell weatherization work is completed and then paid out based on the per unit price lists (see Attachment A). The three-year agreements with the current insulation contractors end on June 30, 2021.

The CDA released a Request for Proposals (RFP) on April 13, 2021 seeking qualified insulation contractors. The RFP was distributed to the two existing contractors, as well as contractors that have expressed interest in the Weatherization program in the past. The RFP was published on the CDA website and linked to the National Association of Minority Contractors – Upper Midwest website. The RFP was also posted on the Twin Cities Section 3 Collaborative website in addition to the Clean Energy Resource Teams organization. Two informational sessions were held to answer any questions from potential responders.

RFP responses were due by 4:30 p.m. on April 30, 2021. Three acceptable responses were received by the deadline. Responses were evaluated and scored by CDA staff using the RFP scoring criteria (see Attachment B).

RECOMMENDATION
CDA staff recommends entering into agreements with three insulation contractors: Franek Construction, Inc.; R&B Construction and Weatherization; and V&D Construction LLC for the timeframe of July 1, 2021 through June 30, 2022, with the option to extend the agreements for two additional one-year periods.

V&D Construction LLC is a residential construction company with some insulating experience, but minimal weatherization exposure. They have expressed interest in procuring the necessary equipment and learning the specifics of the Weatherization program. DOC offers significant training funds annually, which will allow the CDA to provide V&D Construction with the necessary training. This will help develop another contractor and expand the pool of eligible contractors for the Weatherization program.

EXPLANATION OF FISCAL/FTE IMPACT
The CDA 2021/2022 program year funding from the Minnesota Department of Commerce allows for approximately 150 homes to be weatherized. Each insulation contractor will be asked to weatherize approximately 50 units for an averaged total of $234,000 ($4,684/unit).

Supporting Documents:
Attachment A: 2020/2021 Weatherization Price List
Attachment B: RFP response scores

Previous Board Action(s):

Resolution No. 21-XXXX

Authorization To Execute Agreements For Weatherization Insulation Services

WHEREAS, the Dakota County Community Development Agency (CDA) is one of 23 weatherization service providers selected by the Minnesota Department of Commerce – State Energy Office (DOC) to provide weatherization services to low-income homes; and

WHEREAS, weatherization insulation contractors are responsible for the entire shell work to properly weatherize a home including: diagnostic testing, major/minor air sealing, attic insulation, sidewall insulation, ductwork sealing, baseload upgrades (including refrigerators, low flow faucet fixtures, and LED light bulbs), and ASHRAE compliant ventilation for indoor air quality, and is done using per unit price lists; and

WHEREAS, the CDA released a Request for Proposals (RFP) on April 13, 2021 seeking qualified insulation contractors; and

WHEREAS, three acceptable RFP responses were received by the deadline of 4:30 p.m. on April 30, 2021; and

WHEREAS, RFP Responses were evaluated and scored by CDA staff using the RFP scoring criteria; and

WHEREAS, CDA staff recommends entering into agreements with three insulation contractors: Franek Construction, Incorporated; R&B Construction and Weatherization; and V&D Construction LLC for the timeframe of July 1, 2021 through June 30, 2022, with the option to extend the agreements for two additional one-year periods.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to sign agreements for weatherization insulation services with Franek Construction, Inc.; R&B Construction and Weatherization; and V&D Construction LLC for the timeframe of July 1, 2021 through June 30, 2022, with the option to extend the agreements for two additional one-year periods.

Executive Director's Comments:		**Strategic Plan Priorities:**
☒ Recommend Action	☒ Item Type-Consent	☒ Focused Housing Programs
☐ Do Not Recommend Action	☐ Item Type-Discussion	☐ Collaboration
☐ Reviewed-No Recommendation	☐ Item Type-Informational	☐ Development/Redevelopment
☐ Reviewed-Information Only		☐ Financial Sustainability
☐ Submitted at Commissioner Request		☐ Operational Effectiveness

Executive Director

Department Director

	DAKOTA COUNTY MINNESOTA WEATHERIZATION PRICE LIST – FINAL SITE-BUILT HOMES, 7/1/20 - 6/30/21		
	Instructions for RFP: **We have included existing pricing. Measures are broken out into labor and material. Add to the columns to the right an accurate breakdown of material and labor costs per measure.** **Adjust costs to current industry standards (note that LED bulbs are expected to decrease).**	**Current Price (total material & labor)**	**2021.2022 Price Adjustment**
ATTIC			
Aa. Air Leakage			
Aa1m	Bypasses, per hour: materials	**$40.00**	
Aa1l	Bypasses, per hour: labor	**$40.00**	
Aa2m	Treat vertical attic scuttle door (kneewall), cost per item: materials	**$67.50**	
Aa2l	Treat vertical attic scuttle door (kneewall), cost per item: labor	**$67.50**	
Aa3m	Treat pull-down attic stairs, cost per item: materials	**$177.50**	
Aa3l	Treat pull-down attic stairs, cost per item: labor	**$177.50**	
Aa4m	Damming attic storage areas, per linear foot: materials	**$2.50**	
Aa4l	Damming attic storage areas, per linear foot: labor	**$2.50**	
Aa5l	Box in recessed lights, cost per light: materials	**$36.50**	
Aa5l	Box in recessed lights, cost per light: labor	**$36.50**	
Aa6m	ICAT/Energy Star-rated replacement recessed fixtures (LED), cost per light, installed: materials	**$55.00**	
Aa6l	ICAT/Energy Star-rated replacement recessed fixtures (LED), cost per light, installed: labor	**$55.00**	
Aa7m	R-61 vent, cost per vent: materials	**$30.00**	
Aa7l	R-61 vent, cost per vent: labor	**$30.00**	
Aa8m	R-90 vent, cost per vent: materials	**$32.50**	
Aa8l	R-90 vent, cost per vent: labor	**$32.50**	
Aa9m	Soffit vents, any size, cost per vent: materials	**$19.00**	
Aa9l	Soffit vents, any size, cost per vent: labor	**$19.00**	
Aa10m	Attic hatch treatment. (Weather-stripping, R-50 insul. with 8" Thermax, edges foil-taped, dam): materials	**$70.00**	
Aa10l	Attic hatch treatment. (Weather-stripping, R-50 insul. with 8" Thermax, edges foil-taped, dam): labor	**$70.00**	
Aa11m	Kneewall bypass, per linear foot: materials	**$5.50**	
Aa11l	Kneewall bypass, per linear foot: labor	**$5.50**	
Aa12m	Attic ventilation chutes, any size, cost per chute: materials	**$4.50**	
Aa12l	Attic ventilation chutes, any size, cost per chute: labor	**$4.50**	
Aa13m	New 5/8” sheetrock hatch, cost per hatch: materials	**$29.00**	
Aa13l	New 5/8” sheetrock hatch, cost per hatch: labor	**$29.00**	
Aa14m	Dam around Class B or masonry chimney: materials	**$30.00**	
Aa14l	Dam around Class B or masonry chimney: labor	**$30.00**	
Ac. Collar Beam			

Ac1m	Open attic cellulose, per sq. ft. / R: materials	**$0.028**	
Ac1l	Open attic cellulose, per sq. ft. / R: labor	**$0.028**	
Ar. Roof Rafter			
Ar1m	Slant walls, cellulose, dense-pack, per sq. ft.: materials	**$0.96**	
Ar1l	Slant walls, cellulose, dense-pack, per sq. ft.: labor	**$0.96**	
Ar2m	Slants from interior (drill and patch), per sq. ft.: materials	**$1.25**	
Ar2l	Slants from interior (drill and patch), per sq. ft.: labor	**$1.25**	
Ak. Kneewalls			
Ak1m	Insulate kneewall- Add R-11 fiberglass batts (horizontal) with Tyvek wrap, per sq. ft.: materials	**$0.95**	
Ak1l	Insulate kneewall- Add R-11 fiberglass batts (horizontal) with Tyvek wrap, per sq. ft.: labor	**$0.95**	
Ak2m	Rigid Insulation – R-11 (Thermax and Insulation) inside kneewall, per sq. ft.: materials	**$1.01**	
Ak2l	Rigid Insulation – R-11 (Thermax and Insulation) inside kneewall, per sq. ft.: labor	**$1.01**	
Ak3m	Kneewalls, batt, R-19, with Tyvek, per sq. ft.: materials	**$1.25**	
Ak3l	Kneewalls, batt, R-19, with Tyvek, per sq. ft.: labor	**$1.25**	
Ak4m	Insulate kneewall-Add R-22 fiberglass batts with Tyvek wrap, per sq. ft.: materials	**$1.35**	
Ak4l	Insulate kneewall-Add R-22 fiberglass batts with Tyvek wrap, per sq. ft.: labor	**$1.35**	
Ak5m	Kneewalls, Tyvek only, per sq. ft.: materials	**$0.45**	
Ak5l	Kneewalls, Tyvek only, per sq. ft.: labor	**$0.45**	
Ak6m	Kneewalls, Tyvek & Lath, dense-pack, per sq. ft.: materials	**$1.35**	
Ak6l	Kneewalls, Tyvek & Lath, dense-pack, per sq. ft.: labor	**$1.35**	
Ao. Outer Ceiling Joist			
Ao1m	Blow flat roof/tuck under garage/ floored attic, per sq. ft./ R: materials	**$0.09**	
Ao1l	Blow flat roof/tuck under garage/ floored attic, per sq. ft./ R: labor	**$0.09**	
Ao3m	Floored attic, dense pack, per sq. ft/R: materials	**$0.09**	
Ao3l	Floored attic, dense pack, per sq. ft/R: labor	**$0.09**	
W. WALLS			
Wa1m	Walls, interior w/ patch, 3.5-4 lbs, per sq. ft. net: materials	**$1.15**	
Wa1l	Walls, interior w/ patch, 3.5-4 lbs, per sq. ft. net: labor	**$1.15**	
Wa2m	Walls, wood lap siding, 3.5-4 lbs, per sq. ft. net: materials	**$1.03**	
Wa2l	Walls, wood lap siding, 3.5-4 lbs, per sq. ft. net: labor	**$1.03**	
Wa3m	Walls, stucco w/ patch, 3.5-4 lbs, per sq. ft. net: materials	**$1.35**	
Wa3l	Walls, stucco w/ patch, 3.5-4 lbs, per sq. ft. net: labor	**$1.35**	
Wa4m	Walls, steel/alum./vinyl siding, 3.5-4 lbs, per sq. ft. net: materials	**$1.15**	
Wa4l	Walls, steel/alum./vinyl siding, 3.5-4 lbs, per sq. ft. net: labor	**$1.15**	
Wa5m	Walls, slate/asbestos/shake, 3.5-4 lbs, per sq. ft. net: materials	**$1.23**	
Wa5l	Walls, slate/asbestos/shake, 3.5-4 lbs, per sq. ft. net: labor	**$1.23**	
Wa6m	Walls, additional back-plastered, 3.5-4 lbs, per sq. ft. net: materials	**$0.10**	
Wa6l	Walls, additional back-plastered, 3.5-4 lbs, per sq. ft. net: labor	**$0.10**	

Wa7m	Walls, tubing large cavities, per ft3 of space: materials	**$1.94**	
Wa7l	Walls, tubing large cavities, per ft3 of space: labor	**$1.94**	
Wa8m	Walls, FG batts and vapor retarder in open walls, per sq. ft.: materials	**$0.83**	
Wa8l	Walls, FG batts and vapor retarder in open walls, per sq. ft.: labor	**$0.83**	
Wa9m	Setup cost for Lead-Safe Work Practices: materials	**$160.00**	
Wa9l	Setup cost for Lead-Safe Work Practices: labor	**$160.00**	
Wa10m	Extruded polystyrene, per sq. ft. per inch: materials	**$1.67**	
Wa10l	Extruded polystyrene, per sq. ft. per inch: labor	**$1.67**	
Wa11m	Patch test hole, each: materials		
Wa11l	Patch test hole, each: labor		
D. DOORS			
D1m	Door weather-stripping, cost per door: materials	**$30.00**	
D1l	Door weather-stripping, cost per door: labor	**$30.00**	
D2m	Standard door sweep, cost per door: materials	**$13.00**	
D2l	Standard door sweep, cost per door: labor	**$13.00**	
D3m	Door replacement w/ hardware, steel/wood, pre-hung, cost per door: materials	**$326.79**	
D3l	Door replacement w/ hardware, steel/wood, pre-hung, cost per door: labor	**$326.79**	
D4m	Adjust strike plate and lockset: materials		
D4l	Adjust strike plate and lockset: labor		
W. WINDOWS			
Wi1m	Replace glass in wood Prime up to 36 x 36, cost per window: materials	**$42.50**	
Wi1l	Replace glass in wood Prime up to 36 x 36, cost per window: labor	**$42.50**	
Wi2m	Storm Window - standard: materials		
Wi2l	Storm Window - standard: labor		
Wi3m	Storm Window - large: materials		
Wi3l	Storm Window - large: labor		
Wi4m	Sash replacement and other related work: materials		
Wi4l	Sash replacement and other related work: labor		
H. HEALTH AND SAFETY			
H1m	Dryer vent, new installation, cost per item: materials	**$95.00**	
H1l	Dryer vent, new installation, cost per item: labor	**$95.00**	
H2m	Dryer vent, replacement, hood only, cost per item : materials	**$27.50**	
H2l	Dryer vent, replacement, hood only, cost per item : labor	**$27.50**	
H3m	Dryer vent, replacement, 8’ duct, 2 elbows, insulate, cost per item: materials	**$42.50**	
H3l	Dryer vent, replacement, 8’ duct, 2 elbows, insulate, cost per item: labor	**$42.50**	
H4m	Combustion air intake, drill, install hood, duct, trap, cost per item: materials	**$97.50**	
H4l	Combustion air intake, drill, install hood, duct, trap, cost per item: labor	**$97.50**	
H5m	Smoke alarm, installed, cost per item: materials	**$15.08**	
H5l	Smoke alarm, installed, cost per item: labor	**$15.08**	
H6m	Combination smoke/CO alarm, cost per item: materials	**$36.50**	
H6l	Combination smoke/CO alarm, cost per item: labor	**$36.50**	

H7m	Duct sealing with mastic, caulk, tape, per hour: materials	**$40.00**	
H7l	Duct sealing with mastic, caulk, tape, per hour: labor	**$40.00**	
H8l	Blower door testing, cost per job: labor	**$115.00**	
H9l	Pressure balancing, cost per job: labor	**$32.50**	
H10l	Combustion appliance zone (CAZ) depressurization testing, cost per job (multiple tests/test at final inspection only): labor	**$47.50/ $23.75**	
H11l	Pressure pan tests, cost per job: labor	**$23.00**	
H12m	Combustion air intake, install trap on existing, cost per item: materials	**$47.93**	
H12l	Combustion air intake, install trap on existing, cost per item: labor	**$47.93**	
H13m	Exhaust fan, install/wire, range, new, cost per item (Venmar IAQ or equivalent): materials	**$400.00**	
H13l	Exhaust fan, install/wire, range, new, cost per item (Venmar IAQ or equivalent): labor	**$400.00**	
H14m	Exhaust fan, install/wire, range, replacement, cost per item (Venmar IAQ or equivalent): materials	**$262.50**	
H14l	Exhaust fan, install/wire, range, replacement, cost per item (Venmar IAQ or equivalent): labor	**$262.50**	
H15m	Exhaust fan, range, new insulated rigid duct, cost per item: materials	**$53.00**	
H15l	Exhaust fan, range, new insulated rigid duct, cost per item: labor	**$53.00**	
H16m	Exhaust fan, range, new damper vent, cost per item: materials	**$44.58**	
H16l	Exhaust fan, range, new damper vent, cost per item: labor	**$44.58**	
H17l	Exhaust fan flow test, cost per test: labor	**$21.00**	
H18m	Exhaust fan, install/wire, ceiling, new, cost per item (Panasonic WG or equiv. w/motion sensor)*: materials	**$425.00**	
H18l	Exhaust fan, install/wire, ceiling, new, cost per item (Panasonic WG or equiv. w/motion sensor)*: labor	**$425.00**	
H189	Exhaust fan, install/wire, ceiling, repl., cost per item (Panasonic WG or equiv. w/motion sensor)*: materials	**$312.50**	
H19l	Exhaust fan, install/wire, ceiling, repl., cost per item (Panasonic WG or equiv. w/motion sensor)*: labor	**$312.50**	
H20m	Exhaust fan, ceiling, new insulated rigid duct, cost per item: materials	**$52.50**	
H20l	Exhaust fan, ceiling, new insulated rigid duct, cost per item: labor	**$52.50**	
H21m	Exhaust fan, ceiling, new damper vent, cost per item: materials	**$42.50**	
H21l	Exhaust fan, ceiling, new damper vent, cost per item: labor	**$42.50**	
H22m	Exhaust fan, ceiling, add for light, cost per item	**$110.00**	
H23m	Firetaping sheetrock, per linear foot: materials	**$0.43**	
H23l	Firetaping sheetrock, per linear foot: labor	**$0.43**	
H24m	Junction box: secure and close up: materials		
H24l	Junction box: secure and close up: Labor		
F. FOUNDATION			
F1m	Rim joist, R-19 batt, per sq. ft.: materials	**$0.71**	
F1l	Rim joist, R-19 batt, per sq. ft.: labor	**$0.71**	
F2m	Foundation insulation, 2” Thermax, seams and edges taped, per sq. ft.: materials	**$2.95**	
F2l	Foundation insulation, 2” Thermax, seams and edges taped, per sq. ft.: labor	**$2.95**	
F3m	Open floor ins., as over crawl, R-19 batt, per sq. ft.: materials	**$0.67**	
F3l	Open floor ins., as over crawl, R-19 batt, per sq. ft.: labor	**$0.67**	

F4m	4-mil poly, per sq. ft. : materials	**$0.25**	
F4l	4-mil poly, per sq. ft. : labor	**$0.25**	
F5m	Spray Foam (2-part set) – per board foot: materials	**$1.69**	
F5l	Spray Foam (2-part set) – per board foot: labor	**$1.69**	
F6m	Vapor barrier, 8 mil, per sq. ft.: materials	**$0.55**	
F6l	Vapor barrier, 8 mil, per sq. ft.: labor	**$0.55**	
M. MISCELLANEOUS			
M1m	Water heater blanket, R-7, install, cost per item: materials	**$32.50**	
M1l	Water heater blanket, R-7, install, cost per item: labor	**$32.50**	
M2m	Pipe insulation, foam, taped, per lin. ft.: materials	**$2.13**	
M2l	Pipe insulation, foam, taped, per lin. ft.: labor	**$2.13**	
M3m	Caulking, 50-yr silicone or 25-yr acrylic, per lin. ft.: materials	**$0.52**	
M3l	Caulking, 50-yr silicone or 25-yr acrylic, per lin. ft.: labor	**$0.52**	
M4l	General labor (add to material cost when necessary), per person/hour: labor	**$72.50**	
M5m	Furnish and install furnace filter, cost per item: materials	**$9.40**	
M5l	Furnish and install furnace filter, cost per item: labor	**$9.40**	
M6m	Insulate stairwell walls and steps, cost per job: materials	**$125.00**	
M6l	Insulate stairwell walls and steps, cost per job: labor	**$125.00**	
M7m	Sheetrock, per sq. ft.: materials	**$2.50**	
M7l	Sheetrock, per sq. ft.: labor	**$2.50**	
M8m	Niagara EarthMassage or equivalent 1.5 gallon per minute showerhead, installed: materials	**$18.00**	
M8l	Niagara EarthMassage or equivalent 1.5 gallon per minute showerhead, installed: labor	**$18.00**	
M9m	Niagara EarthMassage or equivalent 1.5 gallon per minute showerhead, hand-held, installed: materials	**$33.00**	
M9l	Niagara EarthMassage or equivalent 1.5 gallon per minute showerhead, hand-held, installed: labor	**$33.00**	
M10m	LED light bulbs, installed, 6 W standard and globe LEDs (40 W incandescent replacement): materials	**$5.00**	
M10l	LED light bulbs, installed, 6 W standard and globe LEDs (40 W incandescent replacement): labor	**$5.00**	
M11m	LED light bulbs, installed, 9 to 15 W LEDs (60 W to75 W incandescent repl. incl. globes/floods): materials	**$5.00**	
M11l	LED light bulbs, installed, 9 to 15 W LEDs (60 W to75 W incandescent repl., including globes/floods): labor	**$5.00**	
M12m	LED light bulbs, installed, 9 to 15 W dimmable LEDs (60 W - 75 W incand. repl., incl.globes/floods): materials	**$5.00**	
M12l	LED light bulbs, installed, 9 to 15 W dimmable LEDs (60 W - 75 W incand. repl., incl. globes/floods): labor	**$5.00**	
M13m	LED light bulbs, installed, 4 W dimmable candle-style (25 W incandescent replacement): materials	**$5.00**	
M13l	LED light bulbs, installed, 4 W dimmable candle-style (25 W incandescent replacement): labor	**$5.00**	

M14m	LED light bulbs, installed, 20 W LEDs (100 W incandescent replacement): materials	**$7.50**	
M14l	LED light bulbs, installed, 20 W LEDs (100 W incandescent replacement): labor	**$7.50**	
M15m	LED light bulbs, installed, 5/9/20 W LEDs three-way (40/60/100 W incandescent replacement): materials	**$9.00**	
M15l	LED light bulbs, installed, 5/9/20 W LEDs three-way (40/60/100 W incandescent replacement): labor	**$9.00**	
M16m	LED light bulbs, installed, 4' fluorescent replacement (32 W T8 or 40 W T12 fluor. equivalent): materials	**$30.00**	
M16l	LED light bulbs, installed, 4' fluorescent replacement (32 W T8 or 40 W T12 fluor. equivalent): labor	**$10.00**	
M17m	LED light bulbs, installed, 2' fluorescent replacement (17 W T8 fluorescent equivalent): materials	**$20.00**	
M17l	LED light bulbs, installed, 2' fluorescent replacement (17 W T8 fluorescent equivalent): labor	**$10.00**	
	*The price for replacement of a bath fan, or installation of a new bath fan, includes the first $100.00 of an electrician's cost. Any electrician's cost above $100.00 can be billed as an additional cost. The cost of a permit can be billed as an additional cost as well.		

	EXHIBIT C -- PRICE LIST		
	DAKOTA COUNTY MINNESOTA WEATHERIZATION PRICE LIST – FINAL MOBILE HOMES, 7/1/20 - 6/30/21	Price	
A. ROOF/CEILING			
A1m	Ceiling bypasses, per hour: materials	**$38.75**	
A1l	Ceiling bypasses, per hour: labor	**$38.75**	
A2m	Roof vents, cost per item: materials	**$28.88**	
A2l	Roof vents, cost per item: labor	**$28.88**	
A3m	Insulation, per sq. ft.: materials	**$0.68**	
A3l	Insulation, per sq. ft.: labor	**$0.68**	
A4m	Roof coating, per sq. ft.: materials	**$0.75**	
A4l	Roof coating, per sq. ft.: labor	**$0.75**	
B. DOORS			
B1m	Front door (standard or steel), cost per door: materials	**$350.00**	
B1l	Front door (standard or steel), cost per door: labor	**$350.00**	
B2m	Back door (standard), cost per door: materials	**$253.75**	
B2l	Back door (standard), cost per door: labor	**$253.75**	
B3m	Storm door, remove and reinstall, cost per item: materials	**$73.75**	
B3l	Storm door, remove and reinstall, cost per item: labor	**$73.75**	
B4m	Exterior water heater access door, cost per door: materials	**$115.00**	
B4l	Exterior water heater access door, cost per door: labor	**$115.00**	
B5	Other door replacements or repairs		
C. WINDOWS			
C1m	Caulking/sealing, cost per window: materials	**$9.40**	
C1k	Caulking/sealing, cost per window: labor	**$9.40**	
C2m	Weatherstrip windows, cost per window: materials	**$15.92**	
C2l	Weatherstrip windows, cost per window: materials	**$15.92**	
C3m	Frame repair/adjustment, cost per window: materials	**$26.09**	
C3l	Frame repair/adjustment, cost per window: labor	**$26.09**	
C4m	Glass replacement, per sq. ft.: materials	**$10.56**	
C4l	Glass replacement, per sq. ft.: labor	**$10.56**	
C5	Other window replacements or repairs		
D. FLOOR/BELLY			
D1m	Insulation, blown fiberglass, per sq. ft.: materials	**$1.00**	
D1l	Insulation, blown fiberglass, per sq. ft.: labor	**$1.00**	
D2m	Belly repair, including insulation, per sq. ft.: materials	**$3.25**	
D2l	Belly repair, including insulation, per sq. ft.: labor	**$3.25**	
D3m	Skirting repair, per linear ft.: materials	**$1.84**	
D3l	Skirting repair, per linear ft.: labor	**$1.84**	
D4m	Vapor barrier, 8-mil, per sq. ft.: materials	**$0.60**	
D4l	Vapor barrier, 8-mil, per sq. ft.: labor	**$0.60**	
D5m	Floor bypasses (including wall and floor), cost per job: materials	**$112.50**	

D5l	Floor bypasses (including wall and floor), cost per job: labor	**$112.50**	
D6m	Furnace return routing (seal all floor returns), cost per job: materials	**$94.25**	
D6l	Furnace return routing (seal all floor returns), cost per job: labor	**$94.25**	
D7m	Crossover or A/C duct replacement, cost per job: materials	**$100.50**	
D7l	Crossover or A/C duct replacement, cost per job: labor	**$100.50**	
D8m	Seasonal damper, cost per job: materials	**$107.20**	
D8l	Seasonal damper, cost per job: labor	**$107.20**	
E. WALLS			
E1m	Insulate walls, fiberglass batts, 2x6, per sq. ft.: materials	**$0.67**	
E1l	Insulate walls, fiberglass batts, 2x6, per sq. ft.: labor	**$0.67**	
E2m	Insulate walls, fiberglass batts, 2x4, per sq. ft.: materials	**$0.62**	
E2l	Insulate walls, fiberglass batts, 2x4, per sq. ft.: labor	**$0.62**	
E3m	Insulate walls, fiberglass batts, 2x2, per sq. ft.: materials	**$0.61**	
E3l	Insulate walls, fiberglass batts, 2x2, per sq. ft.: labor	**$0.61**	
F. HEALTH AND SAFETY			
F1m	Dryer vent, new installation, cost per item: materials	**$95.00**	
F1l	Dryer vent, new installation, cost per item: labor	**$95.00**	
F2m	Combustion air intake, drill, install hood, duct, trap, cost per item: materials	**$96.88**	
F2l	Combustion air intake, drill, install hood, duct, trap, cost per item: labor	**$96.88**	
F3m	Smoke alarm, installed, cost per item: materials	**$15.00**	
F3l	Smoke alarm, installed, cost per item: labor	**$15.00**	
F4m	Combination smoke/CO alarm, cost per item: materials	**$36.50**	
F4l	Combination smoke/CO alarm, cost per item: labor	**$36.50**	
F5m	Duct sealing with mastic, caulk, tape, per hour: materials	**$40.00**	
F5l	Duct sealing with mastic, caulk, tape, per hour: labor	**$40.00**	
F6l	Blower door testing, cost per job: labor	**$115.00**	
F7l	Pressure balancing, cost per job: labor	**$32.50**	
F8l	Combustion appliance zone (CAZ) depressurization testing, cost per job (multiple tests/test at final inspection only: labor	**47.50/ $23.75**	
F9l	Pressure pan tests, cost per job: labor	**$23.00**	
F10m	Dryer vent, replacement, hood only, cost per item: materials	**$27.50**	
F10l	Dryer vent, replacement, hood only, cost per item: labor	**$27.50**	
F11m	Dryer vent, replacement, 8' duct, 2 elbows, insulate, cost per item: materials	**$42.50**	
F11l	Dryer vent, replacement, 8' duct, 2 elbows, insulate, cost per item: labor	**$42.50**	
F12m	Combustion air intake, install trap on existing, cost per item: materials	**$47.93**	
F12l	Combustion air intake, install trap on existing, cost per item: labor	**$47.93**	
F13m	Exhaust fan, install/wire, range, new, cost per item (Venmar IAQ or equivalent): materials	**$400.00**	
F13l	Exhaust fan, install/wire, range, new, cost per item (Venmar IAQ or equivalent): labor	**$400.00**	
F14m	Exhaust fan, install/wire, range, replacement, cost per item (Venmar IAQ or equivalent): materials	**$262.50**	
F14l	Exhaust fan, install/wire, range, replacement, cost per item (Venmar IAQ or equivalent): labor	**$262.50**	
F15l	Exhaust fan flow test, per test: labor	**$21.00**	

F16m	Exhaust fan, install/wire, ceiling, new, per item (Panasonic WG or equiv. w/motion sensor)*: materials	**$425.00**	
F16l	Exhaust fan, install/wire, ceiling, new, per item (Panasonic WG or equiv. w/motion sensor)*: labor	**$425.00**	
F17m	Exhaust fan, install/wire, ceiling, repl., per item (Panasonic WG or equiv. w/motion sensor)*: materials	**$312.50**	
F17l	Exhaust fan, install/wire, ceiling, repl., per item (Panasonic WG or equiv. w/motion sensor)*: labor	**$312.50**	
F18m	Exhaust fan, install/wire, wall, new, per item (Panasonic WG or equiv. w/motion sensor)*: materials	**$425.00**	
F18l	Exhaust fan, install/wire, wall, new, per item (Panasonic WG or equiv. w/motion sensor)*: labor	**$425.00**	
F19m	Exhaust fan, install/wire, wall, repl., per item (Panasonic WG or equiv. w/motion sensor)*: materials	**$312.50**	
F19l	Exhaust fan, install/wire, wall, repl., per item (Panasonic WG or equiv. w/motion sensor)*: labor	**$312.50**	
G. MISCELLANEOUS			
G1m	Water heater blanket, R-7, install, cost per item: materials	**$32.50**	
G1l	Water heater blanket, R-7, install, cost per item: labor	**$32.50**	
G2m	Pipe insulation, foam, taped, per lin. ft.: materials	**$2.13**	
G2l	Pipe insulation, foam, taped, per lin. ft.: labor	**$2.13**	
G3m	Caulking, 50-yr silicone or 25-yr acrylic, per lin. ft.: materials	**$0.52**	
G3l	Caulking, 50-yr silicone or 25-yr acrylic, per lin. ft.: labor	**$0.52**	
G4l	General labor (add to material cost when necessary), per person/hour: labor	**$72.50**	
G5m	Furnish and install furnace filter, cost per item: materials	**$9.40**	
G5l	Furnish and install furnace filter, cost per item: labor	**$9.40**	
G6m	Niagara EarthMassage or equiv. 1.5 gallon per minute showerhead, installed: materials	**$18.00**	
G6l	Niagara EarthMassage or equiv. 1.5 gallon per minute showerhead, installed: labor	**$18.00**	
G7m	Niagara EarthMassage or equiv. 1.5 gallon per minute showerhead, hand-held, installed: materials	**$33.00**	
G7l	Niagara EarthMassage or equiv. 1.5 gallon per minute showerhead, hand-held, installed: labor	**$33.00**	
G8m	LED light bulbs, installed, 6 W standard and globe LEDs (40 W incandescent replacement): materials	**$5.00**	
G8l	LED light bulbs, installed, 6 W standard and globe LEDs (40 W incandescent replacement): labor	**$5.00**	
G9m	LED light bulbs, installed, 9 to 15 W LEDs (60 W to75 W incandescent replacement, including globes/floods): materials	**$5.00**	
G9l	LED light bulbs, installed, 9 to 15 W LEDs (60 W to75 W incandescent replacement, including globes/floods): labor	**$5.00**	
G10m	LED light bulbs, installed, 9 to 15 W dimmable LEDs (60 W - 75 W incandescent replacement, including globes/floods): materials	**$5.00**	
G10l	LED light bulbs, installed, 9 to 15 W dimmable LEDs (60 W - 75 W incandescent replacement, including globes/floods): labor	**$5.00**	
G11m	LED light bulbs, installed, 4 W dimmable candle-style (25 W incandescent replacement): materials	**$5.00**	

G11l	LED light bulbs, installed, 4 W dimmable candle-style (25 W incandescent replacement): labor	**$5.00**	
G12m	LED light bulbs, installed, 20 W LEDs (100 W incandescent replacement): materials	**$7.50**	
G12l	LED light bulbs, installed, 20 W LEDs (100 W incandescent replacement): labor	**$7.50**	
G13m	LED light bulbs, installed, 5/9/20 W LEDs three-way (40/60/100 W incandescent replacement): materials	**$9.00**	
G13l	LED light bulbs, installed, 5/9/20 W LEDs three-way (40/60/100 W incandescent replacement): labor	**$9.00**	
G14m	LED light bulbs, installed, 4' fluorescent replacement bulbs (32 W T8 or 40 W T12 fluorescent equivalent): materials	**$20.00**	
G14l	LED light bulbs, installed, 4' fluorescent replacement bulbs (32 W T8 or 40 W T12 fluorescent equivalent): labor	**$10.00**	
G15m	LED light bulbs, installed, 2' fluorescent replacement bulbs (17 W T8 fluorescent equivalent): materials	**$15.00**	
G15l	LED light bulbs, installed, 2' fluorescent replacement bulbs (17 W T8 fluorescent equivalent): labor	**$10.00**	

*The price for replacement of a bath fan, or installation of a new bath fan, includes the first $100.00 of an electrician's cost. Any electrician's cost above $100.00 can be billed as an additional cost. The cost of a permit can be billed as an additional cost as well.

Dakota County
Community Development
Agency
CDA

1228 Town Centre Drive | Eagan, MN 55123
PHONE 651-675-4400 | TDD/TTY 711
www.dakotacda.org

MEMO

May 14, 2021

TO: Weatherization Insulation Services Response For Proposals (RFP) Responders

FROM: Lisa Alfson, Director of Community & Economic Development
Justin Lindall, Weatherization Coordinator

RE: Program Year 2021-2022 Weatherization Insulation Services

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On April 30, 2021, the Dakota County CDA received three acceptable RFP responses to provide insulation services for the CDA Weatherization Program. The responses were reviewed and scored based upon answers to the Contractor's Technical Qualifications questions as part of the April 13 Request For Proposal (RFP). A total of 124 points were possible, with no minimal score required to be considered.

Below are the contractors and points awarded based on the RFP responses:

Contractor Name	Points Received
Franek Construction Inc	117
R&B Construction and Weatherization	105
V&D Construction LLC	64

CDA staff proposes entering into contracts with all three contractors. The Dakota County Board of Commissioners will be considering the authorization to enter into such agreements at the Tuesday, May 18th Board meeting that begins at 3:30pm. This meeting will be held via Zoom and a link to the meeting will be sent to all three contractors.

Thank you for your interest in working with the CDA on the upcoming Weatherization program year.

Authorization To Execute A Bridges Rental Assistance Program Grant Agreement Between The Dakota County Community Development Agency And Minnesota Housing Finance Agency

Meeting Date: 5/18/2021
Department: Housing Assistance
Prepared By: Lisa Hohenstein
Contact: Lisa Hohenstein
Contact Phone: 651-675-4543

Fiscal/FTE Impact:
☐ None
☐ Amount included in current budget
☐ Budget amendment requested
☐ FTE included in current complement
☐ New FTE(s) requested
☒ Other: Grant Term 7/1/21-6/30/23

PURPOSE/ACTION REQUESTED

- Authorization to Execute a Bridges Rental Assistance Grant Agreement between the Dakota County Community Development Agency (CDA) and Minnesota Housing Finance Agency (MHFA).

SUMMARY

The Dakota County CDA was awarded funding for the Bridges Rental Assistance Program, in the amount of $270,668. Funding for this program is awarded on a biennium basis and will assist 16 households.

The Bridges Rental Assistance Program provides rental subsidies, security deposits and other housing related expenses to income eligible families whose head of household has a diagnosed mental illness, and is eligible for the Housing Choice Voucher Program or who can become eligible to participate in the Housing Choice Voucher Program or other permanent housing option based on successful participation in the Bridges Program, with a priority for serving those exiting institutions or experiencing homelessness. Rental assistance is provided, in partnership, with services funded through other sources to help participants achieve housing stability and transition to permanent sustainable housing opportunities.

RECOMMENDATION

As required by Minnesota Housing Finance Agency, staff is requesting the Executive Director be authorized to execute the grant agreement for the stated amount and sign any additional or future documents.

EXPLANATION OF FISCAL/FTE IMPACT

The CDA will serve sixteen households through the Bridges Rental Assistance Program. The grant amount awarded to the CDA is $270,668 for the period July 1, 2021 through June 30, 2023.

Supporting Documents:
Attachment A: Minnesota Housing Bridges Award Letter

Previous Board Action(s):

Resolution No. 21-XXXX

Authorization To Execute A Bridges Rental Assistance Program Grant Agreement Between The Dakota County Community Development Agency And Minnesota Housing Finance Agency

WHEREAS, Minnesota Housing Finance Agency has awarded the Dakota County Community Development Agency $270,668 for the Bridges Rental Assistance Program; and

WHEREAS, the grant amount awarded is for the period July 1, 2021 through June 30, 2023; and

WHEREAS, this grant will provide assistance to families whose head of household has a diagnosed mental illness; and

WHEREAS, this program will assist 16 households.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to sign the grant agreements and any additional, or future, documents related to the Bridge's grant.

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

☒ Item Type-Consent
☐ Item Type-Discussion
☐ Item Type-Informational

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

Executive Director

Department Director

April 26, 2021

Lisa Hohenstein
Dakota County Community Development Agency **Sent via email**
1228 Town Centre Drive
Eagan, MN 55123

Re: Bridges Rental Assistance Program Funding

Dear Lisa,

We are pleased to inform you that your proposal was selected for funding by the Minnesota Housing board on April 22, 2021. Your application was one of 18 selected for approval, representing a total of $5,590,671, which will provide needed rental assistance to integrate people with mental illness into the community and provide them with housing.

Your organization was selected for up to $270,668.00 with a monthly administrative fee per household of $60.00 for a grant term beginning July 1, 2021 through June 30, 2023. Funding is contingent upon satisfactory completion of all due diligence items, approval of which is at the sole discretion of Minnesota Housing, as well as the Minnesota Legislature's approval of Bridges appropriations in sufficient amounts to fund the awards.

Enclosed with this letter is the Due Diligence Checklist, the Grant Contract Agreement with Exhibits, a Sample Cooperative Agreement, and a Contact Form. All items listed in the Due Diligence Checklist must be returned to and approved by Minnesota Housing prior to the execution of the Grant Contract Agreement. **NOTE:** Expenses incurred prior to the execution of the Grant Contract Agreement are not allowed and will not be reimbursed.

A **mandatory** due diligence information session will be held on Thursday, April 29, 2021 from 1:00-2:30 p.m. CT via GoToWebinar. The information session will provide an overview of the program, Grant Contract Agreement provisions, and required due diligence. The session will also allow time for questions. Register for the session using the following URL: https://attendee.gotowebinar.com/register/8922108462947167246. After registering, you will receive a confirmation email with further instructions.

If you have program specific questions, contact Ellie Miller at ellie.miller@state.mn.us.

Thank you for your continued commitment in serving homeless, disabled, and low-income households and partnering with Minnesota Housing as we work to affordably house Minnesotans.

Sincerely,

James Lehnhoff
Assistant Commissioner, Multifamily

Enclosures:
Due Diligence Checklist
Grant Contract Agreement and Exhibits
Sample Cooperative Agreement
Contact Form

Bridges Rental Assistance Program
Due Diligence Checklist

All items listed below must be submitted no later than 4:30 p.m. CT on Monday, June 7, 2021.

Expenses incurred prior to the execution of the Grant Contract Agreement by both parties cannot be reimbursed. Contact Merideth Mayrand at **mhfa.grants@state.mn.us** with any questions related to due diligence.

Submit the following items electronically to mhfa.grants@state.mn.us. Once all due diligence items have been submitted and approved, Minnesota Housing will initiate electronic signing of the Grant Contract Agreement via DocuSign.

- ❑ A signed original, or signed and certified, **Board Resolution** specific to the grant that includes the award amount and the employee authorized to execute the Grant Contract Agreement. Also provide the name(s), title(s), and email address(es) of the individual(s) authorized to sign. If there is more than one signer of your Grant Contract Agreement, also list the routing order of the signatures. This information will be used to route the document for electronic signature via DocuSign. Once fully executed, your signer(s) will automatically receive a copy through DocuSign. A hard copy will not be mailed.

- ❑ A screenshot of your organization's **current standing from the Minnesota Secretary of State website** (required only for non-governmental organizations). The screenshot should show the Business Record Details of your organization and must include all information above the Filing History section. The Renewal Due Date must be after the start of the grant term. A copy of the current **Certificate of Good Standing** will also be accepted but is not required.

- ❑ A **Certificate of Liability Insurance with Employee Dishonesty/Crime Coverage** in the amount of at least one-eighth of the total grant amount. The expiration date of the policy must be after the start of the grant term. Minnesota Housing must be named as a certificate holder. Employee theft coverage will not be accepted.

- ❑ A **Bridges Waiting List Selection Plan**. If changes are required, you will be notified directly by Bridges staff no later than Tuesday, June 15, 2021. A final version of the Waiting List Selection Plan will be due to Minnesota Housing by Tuesday, June 22, 2021.

- ❑ A draft, unexecuted copy of the **Cooperative Agreement** between the Housing Authority and Local Mental Health Entity. If changes are required, you will be notified directly by Bridges staff no later than Tuesday, June 15, 2021. A fully executed copy of the Cooperative Agreement will be due to Minnesota Housing by Tuesday, June 22, 2021.

- ❑ **Contact Form** in the format provided by Minnesota Housing listing contact information for the Grantee, Mental Health Initiative, and Participant referrals.

- ❑ **SWIFT vendor number** for your organization (refer below for new Grantees).

- ❑ A signed and completed **W-9**.

New Grantees or if changes have occurred:

An **Electronic Funds Transfer (EFT) Form**, which is available from Minnesota Housing upon request. More information is available on Minnesota Management and Budget's website at: EFT Forms and Information. If you have not registered as a vendor with the State of Minnesota, this will need to be completed prior to completing the EFT Form. Go to the Vendor Registration Link to complete this process. Once the form is completed, provide Minnesota Housing your SWIFT vendor number, and send a copy of your W-9 so that payments will not be delayed.

Conduct Public Hearing To Receive Comments On The Disposition Of CDA Real Property As Part Of The Neighborhood Stabilization Program And Authorization To Enter Into Purchase And Loan Development Agreements With Twin Cities Habitat For Humanity

Meeting Date:	5/18/2021
Department:	Community & Economic Development
Prepared By:	Kathy Kugel
Contact:	Lisa Alfson
Contact Phone:	651-675-4467

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

PURPOSE/ACTION REQUESTED
- Conduct and close a public hearing regarding the disposition of vacant property.
- Authorize the Executive Director to enter into purchase and loan development agreements for the four lots located at 1065 Gorman Avenue, West St. Paul; 401 Main Street (two lots), Farmington; and 4940 204th Street West, Farmington.

SUMMARY
The Dakota County CDA received a direct award from the U.S. Department of Housing and Urban Development (HUD) in 2009 for the Neighborhood Stabilization Program (NSP) with the purpose of stabilizing communities through the purchase and redevelopment of abandoned and foreclosed homes. With these funds, the CDA purchased 16 vacant, foreclosed homes, including the three properties list above.

Costs incurred by the CDA to purchase, demolish, and maintain the three aforementioned NSP properties were reimbursed 100 percent with federal NSP funds. These three parcels have been part of the NSP land banked properties. The grant agreement with HUD requires the land banked lots be developed into new housing that is sold or rented to an income qualifying household.

The CDA purchased 1065 Gorman Avenue in West St. Paul for $80,000 and it was demolished July 2009. The CDA purchased 401 Main Street in Farmington for $63,900 and it was demolished August 2009 and an adjacent smaller vacant parcel was also acquired at this time with CDA General Fund. The CDA purchased 4940 204th Street West in Farmington for $80,000 and it was demolished December 2009. Attachments B, C and D provide more detail on the properties.

The CDA proposes to sell the properties to Twin Cities Habitat for Humanity (Habitat) for $1.00 each who will in turn construct a new home on each site and sell them to a low/moderate income homebuyers (50-80% Area Median Income). Presently, it is anticipated Habitat will be able to construct two single family homes or a duplex on the 401 Main Street property, which would mean a total of four homes will be constructed and sold to qualified buyers. As part of the transaction, the CDA will also provide approximately $60,000 to $90,000 per home in HOME and NSP funds ($270,000 total) to assist with the development value gap and the homebuyer affordability gap (as required by the Dakota County HOME Consortium HOME Program Resale/Recapture Policy). Habitat is a non-profit developer that will sell the completed homes to income eligible homebuyers that meet all NSP and HOME requirements. The CDA has partnered with Habitat on 18 NSP properties in the past.

The CDA Acquisition and Disposition Policy (Policy) states CDA-owned property must be sold at fair market value, with some exceptions. Two such exceptions are: (1) the property is conveyed to a non-profit or for-profit developer of affordable housing; and (2) the property is sold to a low- or moderate-income purchaser. The Policy requires a public hearing to be held prior to the sale of the CDA-owned property. Attachment A is the affidavit of publication for the public hearing.

RECOMMENDATION
Staff recommends authorizing the Executive Director to enter into purchase and loan development agreements with Twin Cities Habitat for Humanity for these properties.

EXPLANATION OF FISCAL/FTE IMPACT
The CDA will provide approximately $60,000 to $90,000 per constructed home in federal NSP and HOME dollars to assist with the affordability of the home for a low-income homebuyer (a requirement of the Dakota County HOME Consortium HOME Program Resale/Recapture Policy) and the development value gap.

Supporting Documents:
Attachment A: Affidavit of Publication
Attachment B: 1065 Gorman Avenue, West St. Paul
Attachment C: 401 Main Street, Farmington
Attachment D: 4940 204th Street West, Farmington

Previous Board Action(s):
21-6406; (4/20/2021)

Resolution No. 21-XXXX

Conduct Public Hearing To Receive Comments On The Disposition Of CDA Real Property As Part Of The Neighborhood Stabilization Program And Authorization To Enter Into Purchase And Loan Development Agreements With Twin Cities Habitat For Humanity

WHEREAS, the Dakota County Community Development Agency (CDA) has purchased property at 1065 Gorman Avenue, West St. Paul; 401 Main Street, Farmington; And 4940 204th Street West, Farmington using federal Neighborhood Stabilization Program (NSP) funding from the U.S. Department of Housing and Urban Development (HUD); and

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

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

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

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

WHEREAS, the Dakota County Community Development Agency (CDA) administers the HOME Investment Partnerships Program (HOME) for Dakota County; and

WHEREAS, the Dakota County Board of Commissioners approved the HOME Program substantial amendments to the 2019 and 2020 Action Plans at its April 20, 2021 board meeting to allocate available HOME Investment Partnerships Program funds, as well as available program income, to Twin Cities Habitat for Humanity, Inc. for the purpose of constructing and selling single family homes located at 1065 Gorman Ave, West Saint Paul; 4940 204th St, Farmington; and 401 Main St, Farmington to buyers meeting all eligibility criteria.

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

1. The CDA hereby approves the disposition of property at 1065 Gorman Avenue, West St. Paul to Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

2. The CDA hereby approves the disposition of the two parcels at 401 Main Street, Farmington to Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

3. The CDA hereby approves the disposition of property at 4940 204th Street West, Farmington to Twin Cities Habitat for Humanity, Inc. for one dollar ($1.00).

4. The CDA will provide HOME and NSP funding to each home constructed for development value gap and homebuyer affordability gap.

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

Executive Director's Comments:

- ☒ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed-No Recommendation
- ☐ Reviewed-Information Only
- ☐ Submitted at Commissioner Request

- ☐ Item Type-Consent
- ☒ Item Type-Discussion
- ☐ Item Type-Informational

Strategic Plan Priorities:

- ☒ Focused Housing Programs
- ☐ Collaboration
- ☐ Development/Redevelopment
- ☐ Financial Sustainability
- ☐ Operational Effectiveness

Executive Director

Department Director

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF DAKOTA) ss

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

Dakota County Tribune

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

DAKOTA

with additional circulation in the counties of:

DAKOTA

and has full knowledge of the facts stated below:

(A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02.

(B) This Public Notice was printed and published in said newspaper(s) once each week, for 1 successive week(s); the first insertion being on 04/23/2021 and the last insertion being on 04/23/2021.

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

By: Diane Erickson
Designated Agent

Subscribed and sworn to or affirmed before me on 04/23/2021 by Diane Erickson.

Darlene M MacPherson
Notary Public

DARLENE MARIE MACPHERSON
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan 31, 2024

Rate Information:
(1) Lowest classified rate paid by commercial users for comparable space:
$27.40 per column inch

Ad ID 1132136

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY NOTICE OF PUBLIC HEARING ON THE DISPOSITION OF CDA-OWNED PROPERTY

NOTICE IS HEREBY GIVEN that the Dakota County Community Development Agency (the "Agency") will meet on Tuesday, May 18, 2021 at or after 3:30 p.m. at its offices at 1228 Town Centre Drive, Eagan, Minnesota 55123, for the purposes of conducting a public hearing to consider the sale, transfer and/or exchange of property currently owned by the CDA.

The proposed parcels to be sold, transferred, and/or exchanged are hereby described as:

- Lots 3 and 4, Michel and Wichert's Subdivision of Block 18 of B. Michel's Addition to West St. Paul, Dakota County, Minnesota (1065 Gorman Avenue, West St. Paul, MN 55118);
- The South 108 feet of Lot 7, and the South 108 feet of the West Half of Lot 8, Block 30, Town of Farmington, Dakota County, Minnesota AND The North 62 feet of Lot 7 and the North 62 feet of West 1/2 of Lot 8, Block 30, Town of Farmington, according to the recorded plat thereof and situate in Dakota County, Minnesota (401 Main Street, Farmington, MN 55024)
- That part of Lot One (1), Block Five (5) of Pine Knoll lying North of a line described as follows: Beginning at a point on East Line of said Lot One (1), said point being 75 feet South of the Northeast corner of said Lot One(1), running thence Southwesterly in a straight line to a point on the West line of said Lot One (1), said point being 137.125 feet South of Northwest corner of said Lot One (1), and there terminating, Dakota County, Minnesota. (4940 204th Street West, Farmington, 55024)

Persons seeking more information on this proposed sale, transfer, and/or exchange of these properties should contact Kathy Kugel at 651-675-4478. Members of the public can participate in the public hearing in one of the following ways:

- All persons interested may appear and be heard at the time and place set forth above.
- The public may comment in writing or via voicemail. Any comments and materials submitted by 12:00 pm of the day of the meeting will be attached to the public record and available for review by the Board. Comments may be submitted to the Clerk of the Board via email at sjacobson@dakotacda.state.mn.us or by voicemail at 651-675-4434.
- If you wish to speak at the public hearing and are unable to attend in person, please notify the Clerk to the Board via email at sjacobson@dakotacda.state.mn.us. Emails must be received by 12:00 pm of the day of the meeting. Instructions on how to participate will be sent to anyone interested.

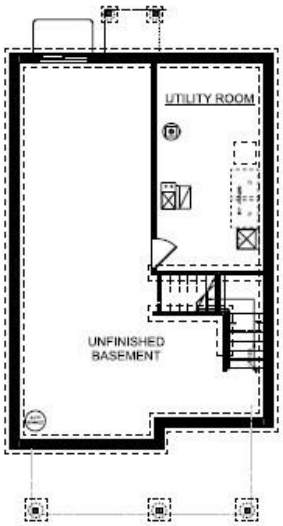
BY ORDER OF THE BOARD
OF COMMISSIONERS OF THE
DAKOTA COUNTY COMMUNITY
DEVELOPMENT AGENCY
By /s/ Tony Schertler
Executive Director

Published in the
Dakota County Tribune
April 23, 2021
1132136

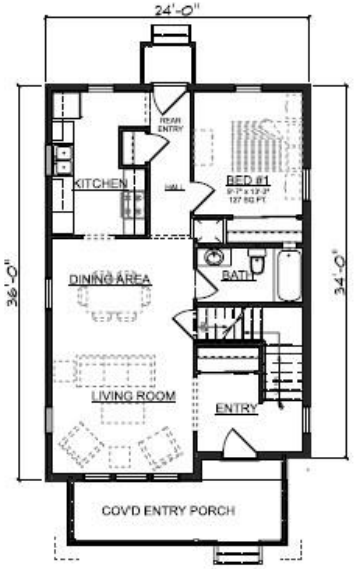
Attachment B – 1065 Gorman Ave, West St. Paul summary

Original Structure
Built: 1911
Bedrooms: 4
Baths: 1
CDA acquired: April 2009
Purchase price: $80,000
Demolished: July 2009
Current status: Vacant
2021 Assessed Value: $87,600

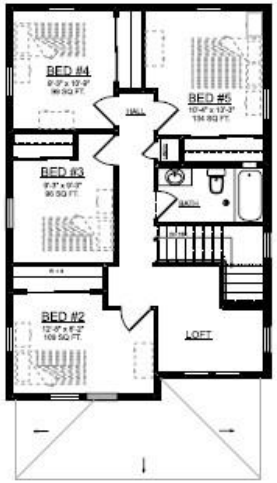
RENDERED IMAGE. ACTUAL CONSTRUCTION MAY VARY.



FOUNDATION PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN

Twin Cities Habitat for Humanity

1954 UNIVERSITY AVE. W.
ST. PAUL, MN 55104

OFFICE: 651-207-1700
FAX: 651-641-8641

SINGLE FAMILY DWELLING
MODEL: 11TS5-2
DETACHED 2-STALL GARAGE

1065 GORMAN AVE.
WEST ST. PAUL, MN 55118

BASEMENT UNFINISHED SQ. FT. = 872
FIRST FLOOR FINISHED SQ. FT. = 872
SECOND FLOOR FINISHED SQ. FT. = 861
*TOTAL FINISHED SQ. FT. = 1733
*Finished area calculated from outside edge of walls
TOTAL SQ. FT. = 2616
(INCLUDES UNFINISHED BASEMENT)

Attachment C – 401 Main St, Farmington summary

Original Structure
Built: 1905
Bedrooms: 3
Baths: 1
CDA acquired: March 2009
Purchase price: $63,900
Demolished: August 2009
Current status: Vacant
2021 Assessed Value: $43,200

RENDERING MAY NOT REFLECT ACTUAL CONSTRUCTED HOUSE

Habitat for Humanity Twin Cities Building Community
1954 UNIVERSITY AVE. W.
ST. PAUL, MN 55104
OFFICE: 651-207-1700
FAX: 651-641-8641

SINGLE FAMILY DWELLING
MODEL: 29TS4-2
DETACHED 2-STALL GARAGE

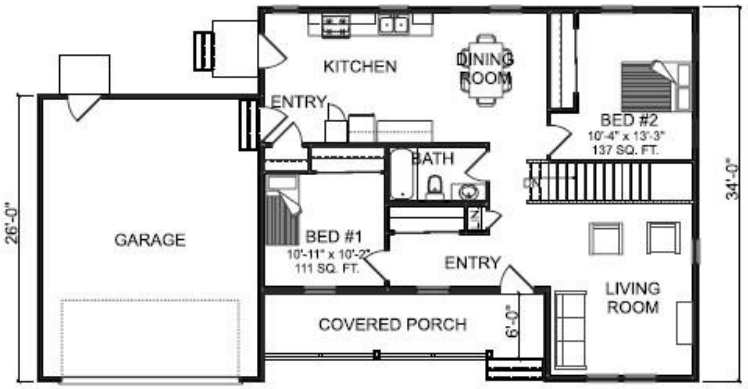
401 MAIN STREET
FARMINGTON, MN 55024

BASEMENT FINISHED SQ. FT. = 116
BASEMENT UNFINISHED SQ. FT. = 700
FIRST FLOOR FINISHED SQ. FT. = 816
SECOND FLOOR FINISHED SQ. FT. = 676
*TOTAL FINISHED SQ. FT. = 1608
*Finished area calculated from outside edge of walls
TOTAL SQ. FT. = 2308
(INCLUDES UNFINISHED BASEMENT)

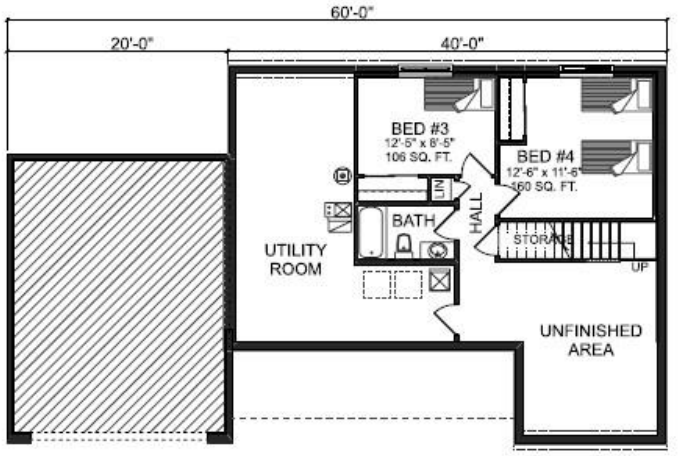
Attachment D – 4940 204th St W, Farmington summary

Original Structure
Built: 1980
Bedrooms: 3
Baths: 2
CDA acquired: August 2009
Purchase price: $80,000
Demolished: December 2009
Current status: Vacant
2021 Assessed Value: $53,300

RENDERING MAY NOT REFLECT ACTUAL CONSTRUCTED HOUSE



MAIN FLOOR PLAN



LOWER LEVEL

Habitat for Humanity
1954 UNIVERSITY AVE. W.
ST. PAUL, MN 55104
OFFICE: 651-207-1700
FAX: 651-641-8641

SINGLE FAMILY DWELLING
MODEL: 25R4-2 II
ATTACHED 2-STALL GARAGE

4940 204TH ST. W.
FARMINGTON, MN 55024

**LOWER LEVEL UNFINISHED SQ. FT. = 808
LOWER LEVEL FINISHED SQ. FT. = 344
UPPER LEVEL SQ. FT. = 1152
*TOTAL FINISHED SQ. FT. = 1496
*Finished area calculated from outside edge of walls
**Utility room is included in the unfinished sq. footage
TOTAL SQ. FT. = 2304

TOTAL SQ. FT. W/ GARAGE = 2837

Presentation Of The Proposed Budget And Plan For The Fiscal Year Ending June 30, 2022

Meeting Date:	5/18/2021
Department:	Finance
Prepared By:	Ken Bauer
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: FYE 22 Budget Proposal

PURPOSE/ACTION REQUESTED
- Presentation of the Budget and Plan for the Fiscal Year Ending June 30, 2022.

SUMMARY
The proposed operating budget for the fiscal year ending June 30, 2022 was a product of several months of work by the Executive Director, the Finance Department and the Department Directors and their staff. A budget workshop was held with the CDA Board on March 16, 2021. Staff believes the proposed budget allows the CDA to move towards meeting the affordable housing and community development goals of the county while at the same time maintaining financial stability.

The budget was prepared to address the goals discussed in the Budget Message starting on page 1 in the accompanying Budget and Plan for the Fiscal Year Ending June 30, 2022.

Total revenue for annually budgeted funds is approximately $72.1 million which is a $2 million increase from the $70.1 million in the current year budget. Budgeted expenditures total almost $68.3 million, which is an $1.5 million increase from the $66.8 million in the current year budget. Overall, the CDA continues to be in sound financial condition. The proposed budget projects an increase of $3.86 million in consolidated fund balances.

RECOMMENDATION
No action is required. The budget will be submitted for adoption at the June 15, 2021 board meeting.

EXPLANATION OF FISCAL/FTE IMPACT
Presentation only.

Supporting Documents:
Attachment A: Budget and Plan for the Fiscal Year Ending June 30, 2022

Previous Board Action(s):

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

- ☐ Item Type-Consent
- ☒ Item Type-Discussion
- ☐ Item Type-Informational

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

Executive Director

Department Director

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY

BUDGET AND PLAN FOR THE FISCAL YEAR ENDING JUNE 30, 2022

Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123
Telephone (651) 675-4400

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Dakota County
Community Development
Agency
CDA

1228 Town Centre Drive | Eagan, MN 55123
PHONE 651-675-4400 | TDD/TTY 711
www.dakotacda.org

May 12, 2021

Chair Slavik and Dakota County Community Development Agency (CDA) Commissioners:

I am pleased to submit for your consideration, the annual operating budget for the fiscal year ending June 30, 2022 (FYE22). This budget request will allow the agency to continue to address the affordable housing and community development needs in Dakota County communities, while at the same time, maintain a high degree of financial stability for the CDA. This budget is the product of the input received from the CDA Board of Commissioners during the March 16 Budget Workshop and several months of work by the Executive Director, Finance Department, Department Directors and their staff. This budget was prepared to address the following goals:

- **New Housing Development:** This budget reflects the continued pursuit of three new housing developments that will be proceeding during the course of the year. The Gateway site in West St. Paul was funded in the same manner as the Common Bond Senior Housing program. We have opened the waiting list and look forward to the project being available for occupancy. This is a pilot project to assist single individuals and should help guide the CDA in developing more of these units in the future. With more levy support, the Common Bond Financing tool has the capacity to develop more housing units should the Board so choose. The CDA succeeded in attracting $5M of Housing Improvement Bonds (HIBs) from the Minnesota Housing Finance Agency for Nicols Pointe project in Eagan. This development will provide 24 units for seniors with a preference for Veterans at very low income (below 30% AMI). Finally, the CDA has presented final plans for our housing development on Concord Street in Inver Grove Heights. Once we receive City approvals, we will return to the Board for financing. Together these projects will expand our portfolio by more than 100 units. Of critical importance will be commencing land assembly for future developments.

- **Financial Sustainability:** This budget continues the consideration of the long-term view of our revenues and costs. Examples of adjustments we are making to ensure a more stable financial footing are continuing to pursue Rental Assistance Demonstration for the Public Housing program and aligning the CDA economic development efforts (primarily the local grant programs) with levy funding.

- **Special Benefit Tax Levy Support:** The budget includes the 2021 levy level of 0.0164 percent of the estimated market value. This is less than the maximum available levy allowable to the CDA (0.0185). This ongoing tax authority provides debt service payments required by the Common Bond Fund for the Senior Housing Development Program, funding for the HOPE Program to provide gap financing for affordable housing

and homebuyer/homeowner initiatives, resources for small rental assistance programs, and funding for economic development activities. Should the Board agree to develop more housing units, staff would recommend increasing our levy towards the maximum limit.

- **Addressing Hard to House Population Needs**: We continue to collaborate with Dakota County Community Services to address needs outlined in the Housing Business Plan. In FYE22, the CDA will continue to provide levy supported vouchers for homeless families at Dakota Woodlands. This pilot initiative is in its second year and is fully utilized. The long-term sustainability or need for this initiative will need to be evaluated. The CDA also has leased up Project Based Vouchers at Cahill Place and continues to house 10 families in workforce townhome units that were set aside for referrals from the County. Staff continue to participate in County workgroups to address the needs of homeless populations.

- **Support for Economic Development and Redevelopment Activities:** A modest amount of funding is earmarked in the budget to continue to support economic development initiatives such as Open to Business, CEO Next, and the investment in GREATER MSP. The Redevelopment Incentive Grant (RIG) Program continues to receive funding to assist projects focused on addressing redevelopment needs around the county.

- **Common Bond Financing:** The CDA has directly developed 1,731 units in 29 separate buildings of Senior Housing through this levy supported financing structure. We continue to examine our Capital Needs projections to maintain a financially efficient program.

- **Family Workforce Housing:** We will continue to work on identifying parcels for potential future family workforce housing developments in addition to the Denmark Trail site in Farmington. We continue our negotiations with the Minnesota Housing Finance Agency and the Family Housing Fund about ways to address the maturing subordinate debt they hold on this program. We will have a recommended financing plan in place by the time the first debt matures in 2022.

- **Public Housing:** Staff closed out the Demo Dispo process with HUD for 120 units of public housing. These are now part of a LLC that will own the properties until we are able to position them to sell for homeownership opportunities. Nine vacant single-family homes are being transitioned to Habitat for Humanity to provide units for affordable homeownership targeting households earning between 50-80% of Area Median Income. Continued collaboration with Habitat is being discussed to convert future vacant units into homeownership. We are also communicating with residents of the Demo Dispo units that have indicated an interest in purchasing the home they live in. Aside from those 120 units; 203 units remain in our public housing portfolio. We are continuing to explore the Rental Assistance Demonstration (RAD) process for those properties.

- **Maintenance of CDA Properties**: The budget includes $4.1 million in non-routine capital improvement expenditures for our rental housing developments. This has become an increasing large portion of the budget as our housing stock gets older. Annual updates of our financial forecasts that were initially prepared in March 2017 projecting our capital needs for the next 20 years are completed so that we're earmarking funds for current and future capital needs. We are continuing to review our capital needs estimates.

- **Staffing**: This budget reflects a slight reduction of overall staff from 110.85 to 109.29 FTEs.

THE BUDGET IN BRIEF

Consistent with prior years, the accompanying operating budget excludes the Workforce Housing Limited Partnerships. These partnerships are separate legal entities with different fiscal year ends than the CDA and they have their own budgets and financial audits. After fifteen years when the CDA acquires sole ownership of these partnerships, they are accounted for in the Workforce Housing LLC Fund which is a blended component unit of the CDA and they are then included in the operating budget.

The operating budget also excludes certain programs that are principally used to account for Federal or State grants that have grant periods that generally do not coincide with the Agency's fiscal year or that run across multiple fiscal years. For these programs, the grant budget, contract and grantor oversight provide the necessary control over the expenditure of these funds. Appendix D provides a projection of the revenues and expenses for these programs. This projection was used during the budgeting process to estimate staffing levels and the allocation of administrative costs.

Total revenue for annually budgeted programs is projected to be $72.1 million versus $70.1 million in the current year budget for an increase of $2 million or almost three percent (3%). The largest sources of revenue are intergovernmental (grants), $28.7 million; rental revenue, $24.1 million and taxes, $8.8 million. These three revenue sources account for 85% of budgeted revenue. The HUD-funded Voucher program grant accounts for ninety-five percent (95%) of all grant revenue. Rental revenue is increasing a little under three percent (3%) and taxes are unchanged from the current year.

Budgeted expenses total almost $68.3 million versus $66.8 million in the current year budget for an increase of almost $1.5 million or bout two percent (2%). The largest categories of expense are housing assistance payments, $25.4 million; general, $9.7 million and administrative, $12.3 million. Housing assistance payments are increasing by $1.1 million or six percent (6%) due to anticipated higher utilization and higher average housing assistance payments. Administrative is little changed from the current year. General expense which is primarily comprised of taxes, insurance and program costs is increasing $1.9 million which accounts for much of the increase from the prior year. Most of the increase relates to programmatic costs in the Housing Development & Renewal (HD&R) programs as well as the HOPE and Tax Increment programs. Detail regarding these expenses is provided in Appendix A on page 27 for the HD&R and HOPE programs and Appendix B on page 28 for the Tax Increment program.

The proposed budget anticipates an increase in CDA budgetary fund balances of $3.86 million for a total of almost $155.5 million. Of this, almost $68.7 million is attributable to the Real Estate Operations program which also holds much of the retained earnings (cash flows) from the senior housing program and certain cash flows from the workforce housing developments. These funds provide a reserve to meet the capital needs of these buildings as identified in the twenty-year capital projections. The housing assistance and rental properties have another $48.9 million in fund balance. These fund balances are generally restricted by grantor (HUD or MHFA) or by debt covenants. The locally financed HD&R, Levy and HOPE programs have $27.9 million in budgetary fund balance and the Tax Increment districts have a cumulative $10 million. Any remaining fund balance is attributable to the HIA, office and technology programs.

In summary, the agency continues to be in sound financial condition because of its diversified funding streams. While we are certainly not immune to the ups and downs of Federal and State budget processes, we are much less impacted than most of our peers. This achievement is in no small part due to the support provided by the CDA and County Commissioners.

Respectfully submitted,

Tony Schertler
Executive Director

BUDGET PROCESS

BUDGET ADOPTION

The management of the Dakota County Community Development Agency submits a proposed operating budget to the Board of Commissioners no later than the third Tuesday each May. All operating funds are subject to the annual budget process with the exception of certain grant awards, which are subject to the grant contract limitations, and trust and agency funds. The fiscal year of the agency begins on July 1 and ends on June 30.

BUDGET CALENDAR

Important dates in the development of the budget are given below:

February 1 - 28	Budget estimate forms and instructions are distributed to each Department Head.
March 1 - 31	Departments prepare estimates of revenues and expenses for the next budget period. Completed budget estimates are submitted to the Finance Director.
April 1 - 30	The Executive Director and Finance Director conduct departmental hearings. A final determination is made on the amounts to be recommended to the Board of Commissioners. The proposed budget and the Executive Director's budget message are prepared.
May board meeting	The Executive Director and Department Heads present the recommended budget to the Board of Commissioners for their consideration and review. The budget is formally adopted by board resolution at either the May board meeting or the June board meeting.
June 30	The adopted budget is recorded in the accounting records.
July 1	The budget goes into effect.

OPERATING BUDGET POLICIES AND PROCEDURES

The development of the Dakota County Community Development Agency's budget is based on the following guidelines and policies:

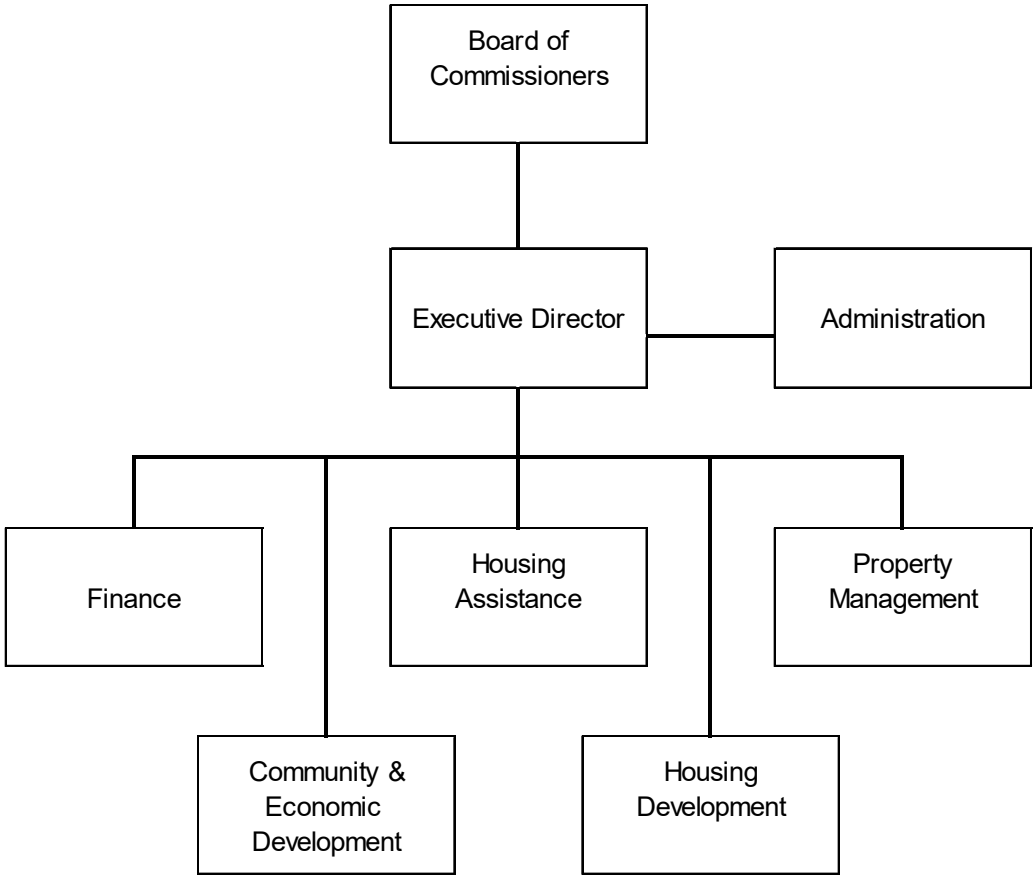
- The primary budgetary objective is to provide the highest possible level of service without impairing the Agency's sound financial condition. Continual efforts will be made to improve productivity, lower costs and enhance service.

- The budget should be balanced for each fund; total available resources should equal or exceed total anticipated expenses.

- The agency will avoid budgetary procedures that balance the current budget at the expense of meeting future years' obligations.

- The agency will maintain a budgetary control system to ensure adherence to the budget and will prepare regular reports comparing actual revenues & expenses to budgeted amounts.

ORGANIZATIONAL CHART

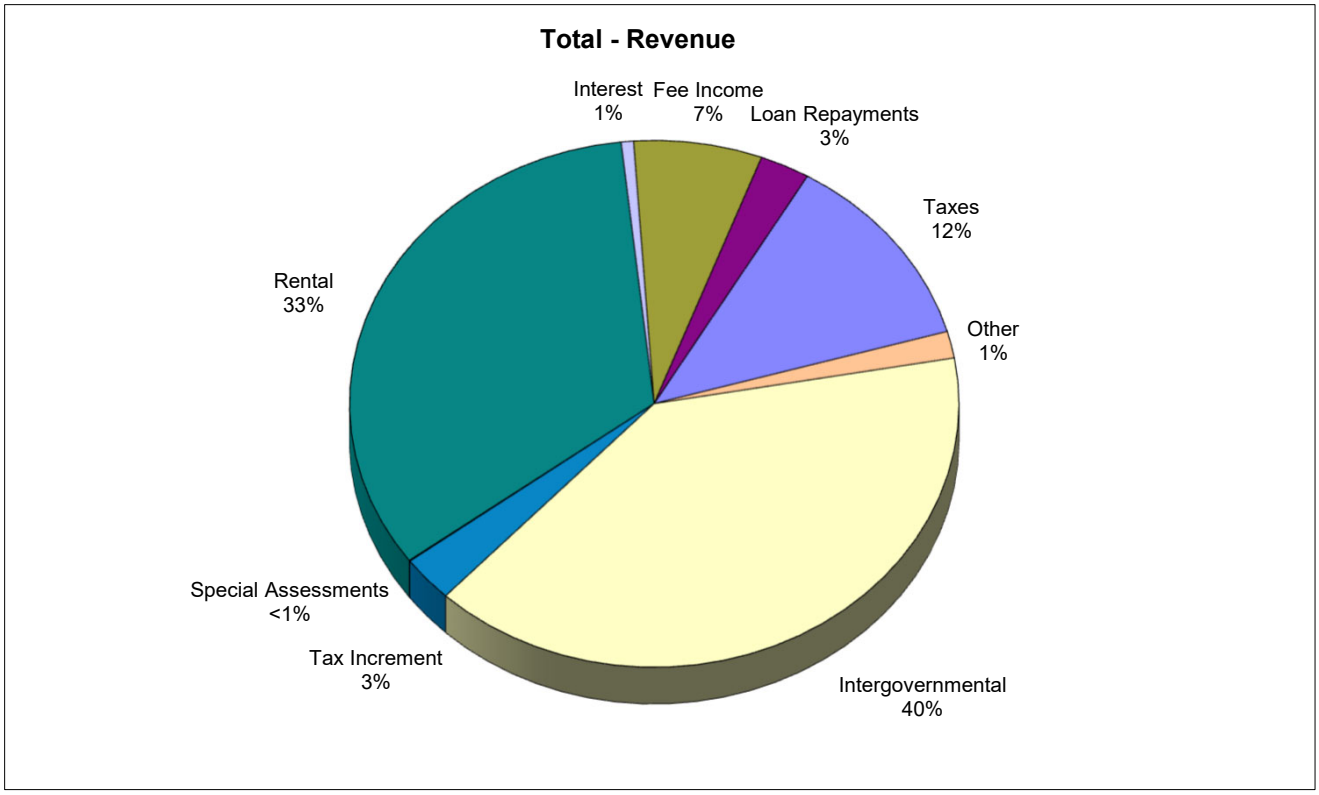


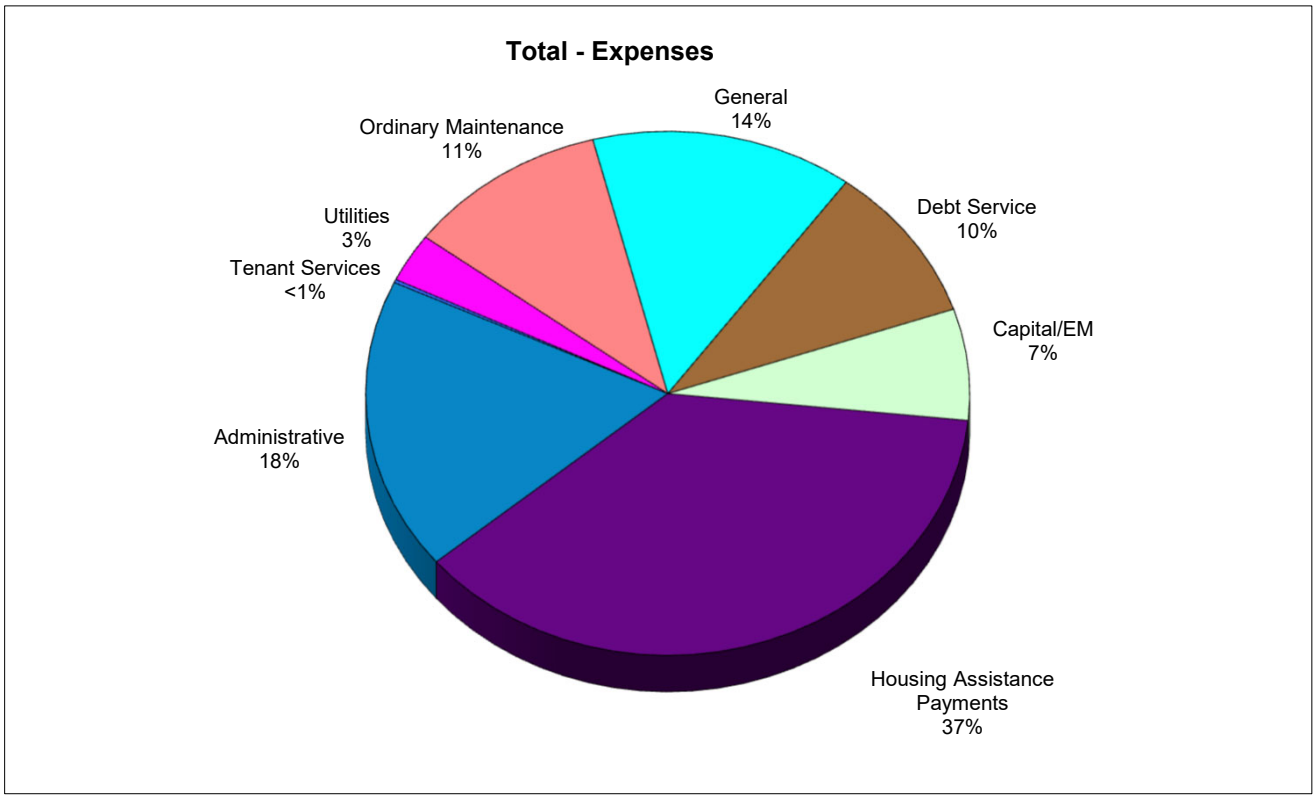
BUDGET SUMMARY

The fiscal year ending June 30, 2022 budget anticipates total revenues of $72,113,677 and total expenses of $68,251,936 for a net increase in budget balance of $3,861,741.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Intergovernmental	$ 22,772,852	$ 24,932,295	$ 28,198,428	$ 28,680,701
Taxes	7,607,466	8,162,792	8,787,762	8,786,895
Tax increment	1,914,818	2,139,357	2,271,605	2,027,233
Special assessments	90,291	118,553	57,258	37,213
Rental	20,509,770	21,670,478	23,161,242	24,092,774
Interest	2,545,117	1,722,105	460,166	474,171
Fee income	4,588,061	5,188,027	4,847,252	4,914,891
Loan repayments	1,901,722	2,645,414	2,601,746	1,913,747
Land sales	167,813	579,214	2,871,350	-
Other	1,221,824	2,315,530	3,076,227	1,186,052
	63,319,734	69,473,765	76,333,036	72,113,677
EXPENSE				
Administrative	10,090,039	10,595,813	12,190,795	12,335,929
Tenant services	200,588	215,784	235,580	135,485
Utilities	1,691,353	1,753,454	1,980,554	2,055,484
Ordinary maintenance	5,757,401	6,325,201	6,890,717	7,391,751
General	5,380,725	8,286,497	5,299,132	9,601,216
Housing assistance payments	20,126,405	21,154,614	24,243,102	25,426,845
Debt service	7,058,545	7,225,765	6,857,629	6,628,293
Capital/extraordinary maint.	3,264,620	3,299,956	7,180,215	4,676,933
	53,569,676	58,857,084	64,877,724	68,251,936
Increase (decrease) in budget balance before transfers	9,750,058	10,616,681	11,455,312	3,861,741
TRANSFERS IN (OUT)	-	-	-	-
Increase (decrease) in budget balance	9,750,058	10,616,681	11,455,312	3,861,741
BEGINNING BUDGET BALANCE	117,597,692	127,347,750	140,171,164	151,626,476
LLC merger adjustment	-	2,206,733	-	-
ENDING BUDGET BALANCE	$ 127,347,750	$ 140,171,164	$ 151,626,476	$ 155,488,217

BUDGET SUMMARY - GRAPH





AUTHORIZED FULL-TIME POSITIONS

	Actual FYE 2020	Budget FYE 2021	Budget FYE 2022
ADMINISTRATION			
Executive Director	1.00	1.00	1.00
Director of Administration & Communications	1.00	1.00	1.00
Assistant Director of Administration	1.00	1.00	1.00
Human Resources Administrator	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00
Software Systems Coordinator	1.00	1.00	1.00
Network Support Specialist	-	1.00	-
Administrative Coordinator	1.00	1.00	1.00
Office Support Assistant Lead	0.50	-	-
Office Support Assistant	3.67	3.00	3.00
	11.17	11.00	10.00
COMMUNITY & ECONOMIC DEVELOPMENT			
Director of Community & Econ Dev	1.00	1.00	1.00
Assistant Director of Community & Econ Dev	1.00	1.00	1.00
Program Manager	-	-	1.00
Housing Finance Program Coordinator	1.69	2.00	1.00
CD Coordinator	1.00	1.00	1.00
Housing Rehab Coordinator	1.00	1.00	1.00
Housing Rehab Specialist	1.00	1.00	1.00
Weatherization Coordinator	0.71	1.00	1.00
Weatherization Specialist	1.00	1.00	1.60
First-time Homebuyer Specialist	0.45	-	-
Homeownership Specialist	1.00	1.00	1.00
Program/Office Support Assistant	0.83	1.00	2.00
	10.68	11.00	12.60
FINANCE			
Director of Finance	1.00	1.00	1.00
Assistant Director of Finance	1.00	1.00	1.00
Senior Accountant	3.00	3.00	3.00
Accountant	2.75	3.00	3.00
Accounting Specialist	2.00	2.00	2.00
	9.75	10.00	10.00
HOUSING ASSISTANCE			
Director of Housing Assistance	1.00	1.00	1.00
Assistant Director of Housing Assistance	0.80	1.00	1.00
Program Manager	1.00	1.00	-
Program Coordinator	-	-	1.80
Compliance and Landlord Relations Manager	1.00	1.00	1.00
Housing Specialist	9.50	9.00	9.00
Limited Term Housing Inspector/Specialist	1.13	0.07	-
HQS Inspector	-	1.00	1.00
Office Support Assistant	2.83	3.00	2.00
	17.26	17.07	16.80

AUTHORIZED FULL-TIME POSITIONS – cont'd

	Actual FYE 2020	Budget FYE 2021	Budget FYE 2022
HOUSING DEVELOPMENT			
Deputy Executive Director	1.00	1.00	1.00
Capital Projects Manager	2.00	2.00	3.00
Capital Projects Administrator	1.00	1.00	-
Real Estate Specialist	1.00	1.00	1.00
Limited Term Construction Manager	0.16	0.16	-
	5.16	5.16	5.00
PROPERTY MANAGEMENT			
Director of Property Management	1.00	1.00	1.00
Assistant Director of Property Management	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00
Property Manager	8.17	8.00	8.00
Assistant Property Manager	5.00	5.00	5.00
Limited Term Assistant Property Manager	0.09	0.38	0.13
Office Support Assistant	2.00	2.00	2.00
Program Support Assistant	0.91	1.00	1.00
Maintenance Manager	0.92	1.00	1.00
Facilities Contract Manager	1.00	1.00	1.00
Maintenance Technician III	1.00	1.00	1.00
Maintenance Technician II	2.00	4.00	2.00
Maintenance Technician I	11.79	10.00	13.00
Preventive Maintenance Tech	1.00	1.00	1.00
Apprentice	-	1.00	-
Resident Caretaker	15.99	16.08	14.10
Relief Caretaker	1.66	2.16	2.66
	54.53	56.62	54.89
TOTAL POSITIONS	**108.55**	**110.85**	**109.29**

HOUSING DEVELOPMENT & RENEWAL

Housing Development & Renewal (HD&R) is used to account for resources that are not legally obligated, or by sound financial management, required to be accounted for in another program. Some of the programs in HD&R include the first-time homebuyer program, conduit debt financing, low-income housing tax credit suballocater, land acquisition, limited partner financing, economic development and redevelopment incentive grants.

Revenues consist primarily of loan repayments and land sales. Expenses relate to HD&R activities, first-time homebuyer program, economic development, redevelopment incentive grant and land banking. Transfers in are from Levy to fund the general expenses of economic development and redevelopment incentive grant.

The projected budget balance of $19,793,882 is designated for future housing, development & renewal activities. A further breakdown of locally funded housing and community development programs is provided in Appendix A.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Intergovernmental	$ 29,800	$ 746,654	$ 450,000	$ 120,000
Interest	221,007	169,085	165,000	68,000
Fee Income	548,638	530,845	757,265	662,288
Loan repayments	1,570,782	1,949,172	1,730,970	1,675,221
Land sales	167,813	49,363	2,839,100	-
Other	326,834	1,030	1,794,315	-
	2,864,874	3,446,149	7,736,650	2,525,509
EXPENSE				
Administrative	854,349	832,035	899,302	813,598
Utilities	4,669	5,365	4,800	-
Ordinary maintenance	30,552	28,567	56,928	55,707
General	1,559,948	2,978,088	983,080	4,423,000
Capital expenditures	56,550	112,326	75,000	75,000
	2,506,068	3,956,381	2,019,110	5,367,305
Increase (decrease) in budget balance before transfers	358,806	(510,232)	5,717,540	(2,841,796)
TRANSFERS IN (OUT)	176,386	288,907	471,926	2,003,126
Increase (decrease) in budget balance	535,192	(221,325)	6,189,466	(838,670)
BEGINNING BUDGET BALANCE	14,129,219	14,664,411	14,443,086	20,632,552
ENDING BUDGET BALANCE	$ 14,664,411	$ 14,443,086	$ 20,632,552	$ 19,793,882

HOUSING DEVELOPMENT & RENEWAL - EXPENSES

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
ADMINISTRATION				
Administrative				
Administrative	$ 111,577	$ 151,186	$ 185,758	$ 173,744
COMMUNITY & ECONOMIC DEV				
Administrative				
Administrative	223,042	276,505	269,862	312,547
General	42,334	1,814,563	361,292	2,400,000
	265,376	2,091,068	631,154	2,712,547
First-time homebuyer program				
Administrative	103,331	95,880	82,097	54,217
General	313,963	218,699	53,100	5,000
	417,294	314,579	135,197	59,217
Economic development				
Administrative	74,087	73,415	79,146	99,111
General	188,358	215,492	232,000	581,000
	262,445	288,907	311,146	680,111
Redevelopment incentive grant				
Administrative	8,416	11,239	23,126	31,015
General	719,116	465,000	226,780	1,292,000
	727,532	476,239	249,906	1,323,015
Local weatherization				
Administrative	34,430	13,362	14,299	31,944
General	294,687	170,464	85,505	100,000
	329,117	183,826	99,804	131,944
	2,001,764	3,354,619	1,427,207	4,906,834
HOUSING DEVELOPMENT				
Administrative				
Administrative	80,529	30,116	40,871	64,387
Land banking				
Administrative	215,181	180,290	202,528	45,051
General	-	93,519	22,913	45,000
Capital expenditures	56,550	112,326	75,000	75,000
	271,731	386,135	300,441	165,051
	352,260	416,251	341,312	229,438
PROPERTY MANAGEMENT				
Land holding costs				
Administrative	3,756	42	1,615	1,582
Utilities	4,669	5,365	4,800	-
Ordinary maintenance	30,552	28,567	56,928	55,707
General	1,490	351	1,490	-
	40,467	34,325	64,833	57,289
	$ 2,506,068	$ 3,956,381	$ 2,019,110	$ 5,367,305

REAL ESTATE OPERATIONS

Real Estate Operations (REO) is used to account for resources that are not legally obligated, or by sound financial management, required to be accounted for in another fund. Some of the programs in REO include construction management, property management, capital/extraordinary maintenance management, asset management, partnership management and to hold funds released from rental financing structures.

Revenues consist primarily of management fees generated from the rental properties. Expenses are for the development and management of these rental properties.

The projected budget balance of $68,670,512 is designated for future real estate operations activities.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Fee Income	$ 3,699,207	$ 4,330,358	$ 3,774,183	$ 3,919,569
Interest	1,307,105	822,790	260,000	350,000
Other	45,351	90,891	12,079	25,990
	5,051,663	5,244,039	4,046,262	4,295,559
EXPENSE				
Administrative	2,088,878	2,189,659	2,904,230	2,987,188
Ordinary maintenance	16,158	18,316	18,952	21,917
General	3,502	23,740	13,000	4,000
Capital/extraordinary maintenance	9,406	26,678	50,000	-
	2,117,944	2,258,393	2,986,182	3,013,105
Increase (decrease) in budget balance before transfers	2,933,719	2,985,646	1,060,080	1,282,454
TRANSFERS IN (OUT)	-	-	-	-
Increase (decrease) in budget balance	2,933,719	2,985,646	1,060,080	1,282,454
BEGINNING BUDGET BALANCE	60,408,613	63,342,332	66,327,978	67,388,058
ENDING BUDGET BALANCE	$ 63,342,332	$ 66,327,978	$ 67,388,058	$ 68,670,512

REAL ESTATE OPERATIONS – EXPENSES

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
ADMINISTRATION				
Administrative				
Administrative	$ 1,034,883	$ 1,049,257	$ 1,122,261	$ 1,184,996
Indirect cost allocation	(1,034,883)	(1,049,257)	(1,122,261)	(1,184,996)
	-	-	-	-
Property management				
Administrative	71,634	80,105	148,706	138,702
General	-	-	4,000	4,000
	71,634	80,105	152,706	142,702
	71,634	80,105	152,706	142,702
FINANCE				
Administrative				
Administrative	931,670	1,085,343	1,136,958	1,159,565
Indirect cost allocation	(931,670)	(1,085,343)	(1,136,958)	(1,159,565)
	-	-	-	-
Property management				
Administrative	21,865	23,749	39,842	46,903
	21,865	23,749	39,842	46,903
NONDEPARTMENTAL				
Administrative	45,969	42,324	77,311	75,755
General	25,033	32,124	35,000	35,000
Capital/extraordinary maint.	9,406	26,678	50,000	-
	80,408	101,126	162,311	110,755
Indirect cost allocation	(71,002)	(74,448)	(112,311)	(110,755)
	9,406	26,678	50,000	-
COMMUNITY & ECONOMIC DEV				
Workforce development				
Administrative	18,642	30,862	29,232	-
General	3,502	23,740	9,000	-
	22,144	54,602	38,232	-
HOUSING ASSISTANCE				
Administrative				
Administrative	1,280	982	8,491	-

REAL ESTATE OPERATIONS – EXPENSES – cont'd

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
HOUSING DEVELOPMENT				
Administrative				
Administrative	34,381	78,348	125,073	219,067
Senior development				
Administrative	14,692	-	63,941	65,483
Workforce development				
Administrative	36,016	39,151	-	-
EM management				
Administrative	460,277	512,198	521,643	524,118
	545,366	629,697	710,657	808,668
PROPERTY MANAGEMENT				
Senior marketing/pre-leasing				
Administrative	1,726	6,986	76,972	70,837
Workforce marketing/pre-leasing				
Administrative	18,865		-	-
Ordinary maintenance	1,750	2,943	-	-
	20,615	2,943	-	-
Property management				
Administrative	1,409,500	1,417,278	1,890,330	1,922,078
Ordinary maintenance	14,408	15,373	18,952	21,917
	1,423,908	1,432,651	1,909,282	1,943,995
	1,446,249	1,442,580	1,986,254	2,014,832
	$ 2,117,944	$ 2,258,393	$ 2,986,182	$ 3,013,105

HIA LOANS

HIA Loans accounts for the receipt and expenditure of resources established by two Housing Improvement Areas (HIA). The first was the Niakwa Village Second Addition HIA in May 2014 and the second was the Town Homes at Wildwood Pond HIA in June 2014. For each HIA, the CDA entered into a development fee with the respective homeowner association to fund housing improvements using Housing Development & Renewal Fund and HOPE Fund resources which will be repaid through the imposition of Housing Improvement Fees (special assessments) against the homeowners.

Budgeted revenues consist exclusively of special assessments. Budgeted expenses are comprised of administrative and interest costs that are associated with the Housing Improvement Areas.

The projected budget balance of ($137,756) represents expenses that will be repaid through the imposition of special assessments.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Special Assessments	$ 90,291	$ 118,553	$ 57,258	$ 37,213
EXPENSE				
Administrative	374	804	1,877	1,131
General	17,254	13,215	10,810	9,006
	17,628	14,019	12,687	10,137
Increase (decrease) in budget balance before transfers	72,663	104,534	44,571	27,076
TRANSFERS IN (OUT)	-	-	-	-
Increase (decrease) in budget balance	72,663	104,534	44,571	27,076
BEGINNING BUDGET BALANCE	(386,600)	(313,937)	(209,403)	(164,832)
ENDING BUDGET BALANCE	$ (313,937)	$ (209,403)	$ (164,832)	$ (137,756)

HOPE

HOPE accounts for the receipt and expenditure of resources dedicated towards the Housing Opportunities Enhancement Fund. Revenues consist of loan repayments and interest revenue. Expenses are for the development, acquisition and rehabilitation, and acquisition and preservation of multifamily rental and single-family homeownership housing within Dakota County. Transfers in consist of the tax revenues collected in Levy.

The projected budget balance of $2,952,051 is restricted for future HOPE-related expenses. A further breakdown of locally funded housing and community development programs is provided in Appendix A.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Interest	$ 83,112	$ 50,819	$ 1,000	$ -
Loan repayments	296,763	657,716	832,250	200,000
Other	6,009	66,527	8,000	31,000
	385,884	775,062	841,250	231,000
EXPENSE				
Administrative	72,232	33,063	79,211	94,096
General	1,196,771	1,925,891	1,319,559	2,620,000
	1,269,003	1,958,954	1,398,770	2,714,096
Increase (decrease) in budget balance before transfers	(883,119)	(1,183,892)	(557,520)	(2,483,096)
TRANSFERS IN (OUT)	927,996	1,150,000	1,150,000	575,000
Increase (decrease) in budget balance	44,877	(33,892)	592,480	(1,908,096)
BEGINNING BUDGET BALANCE	4,256,682	4,301,559	4,267,667	4,860,147
ENDING BUDGET BALANCE	$ 4,301,559	$ 4,267,667	$ 4,860,147	$ 2,952,051

LEVY

Levy accounts for the receipt and expenditure of the Agency's tax levy. Revenues consist primarily of tax receipts and interest income. Expenses are restricted for senior housing development and rental subsidies. Transfers out consist of debt service payments of $5,600,000 pledged towards bonds issued to finance the construction of senior housing developments, $2,578,126 of tax revenue collected for the HOPE Fund & Housing Redevelopment & Renewal and housing assistance of $400,000 for Lincoln Place, Bridges & for additional pilot program funds.

The projected budget balance of $5,172,353 is designated for future levy-supported expenses. A further breakdown of locally funded housing and community development programs is provided in Appendix A.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Taxes	$ 7,607,466	$ 8,162,792	$ 8,787,762	$ 8,786,895
Intergovernmental	10,478	10,612	11,584	-
Interest	70,944	63,483	1,000	1,000
Fee income	-	1,272	-	-
	7,688,888	8,238,159	8,800,346	8,787,895
EXPENSE				
Administrative	8,493	6,970	-	-
Increase (decrease) in budget balance before transfers	7,680,395	8,231,189	8,800,346	8,787,895
TRANSFERS IN (OUT)	(6,807,629)	(7,281,207)	(7,579,376)	(8,578,126)
Increase (decrease) in budget balance	872,766	949,982	1,220,970	209,769
BEGINNING BUDGET BALANCE	1,918,866	2,791,632	3,741,614	4,962,584
ENDING BUDGET BALANCE	$ 2,791,632	$ 3,741,614	$ 4,962,584	$ 5,172,353

TAX INCREMENT FINANCING

Tax Increment Financing accounts for the receipt and expense of tax increment revenues across 8 tax increment districts. Revenues consist primarily of tax increment receipts, interest income and loan repayments. Expenses are for administration and housing and redevelopment expenses that are consistent with State law. A further breakdown of expenses and transfers by district is provided in Appendix B.

The projected budget balance of $10,044,854 is restricted by tax increment district for future TIF-related expenses. A breakdown of this budget balance by district is provided in Appendix B.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Tax increment	$ 1,914,818	$ 2,139,357	$ 2,271,605	$ 2,027,233
Interest	158,322	112,744	2,529	1,950
Loan repayments	34,177	38,526	38,526	38,526
Land sales	-	529,851	32,250	-
	2,107,317	2,820,478	2,344,910	2,067,709
EXPENSE				
Administrative	50,286	43,672	86,834	92,078
General	533,956	1,096,919	731,646	197,000
Capital outlay	177,456	33,490	791,791	420,000
	761,698	1,174,081	1,610,271	709,078
Increase (decrease) in budget balance before transfers	1,345,619	1,646,397	734,639	1,358,631
TRANSFERS IN (OUT)	(443,047)	(890,716)	(430,000)	-
Increase (decrease) in budget balance	902,572	755,681	304,639	1,358,631
BEGINNING BUDGET BALANCE	6,723,331	7,625,903	8,381,584	8,686,223
ENDING BUDGET BALANCE	$ 7,625,903	$ 8,381,584	$ 8,686,223	$ 10,044,854

SENIOR HOUSING (COMMON BOND)

Senior Housing accounts for the operation of the CDA's bond financed developments. Revenues consist primarily of user charges to tenants and interest earned on operating and CDA-held reserve accounts. Expenses are for the administration, operation and financing of these developments. Capital/extraordinary maintenance expenses for the budget year are shown in Appendix C. Budgeted transfers in consist of debt service payments from Levy. The budget includes the addition of the 54-unit Gateway Place development in the fall of 2021.

The projected budget balance of $30,116,376 includes an operating reserve and a repair and replacement reserve. The entire budget balance is restricted by the bond indenture for program related expenses.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Rental	$ 15,253,799	$ 15,623,818	$ 16,061,961	$ 16,805,238
Intergovernmental	464,537	466,411	107,672	-
Interest	515,471	372,897	15,000	30,000
Fee income	72,854	79,766	82,721	92,936
Other	(13,866)	1,208,156	17,556	17,556
	16,292,795	17,751,048	16,284,910	16,945,730
EXPENSE				
Administrative	3,075,569	3,014,714	3,190,178	3,328,336
Tenant services	78,898	97,704	100,404	-
Utilities	1,226,107	1,197,177	1,453,790	1,521,737
Ordinary maintenance	3,632,436	3,975,877	4,346,975	4,711,011
General	1,301,666	1,308,041	1,398,327	1,469,130
Debt service (paid to Trust)	6,838,046	6,767,779	6,535,856	6,357,944
Capital/extraordinary maintenance	2,278,905	1,688,668	4,981,094	3,473,503
	18,431,627	18,049,960	22,006,624	20,861,661
Increase (decrease) in budget balance before transfers	(2,138,832)	(298,912)	(5,721,714)	(3,915,931)
TRANSFERS IN (OUT)	5,600,000	5,742,112	5,980,000	5,600,000
Increase (decrease) in budget balance	3,461,168	5,443,200	258,286	1,684,069
BEGINNING BUDGET BALANCE	19,269,653	22,730,821	28,174,021	28,432,307
ENDING BUDGET BALANCE	$ 22,730,821	$ 28,174,021	$ 28,432,307	$ 30,116,376
AVERAGE UNITS PER MONTH	1,731	1,731	1,731	1,767

HOUSING ASSISTANCE

Housing Assistance acts as a roll-up for several grant and levy-funded housing assistance payments funds. HUD-funded grants include the Section 8 Housing Choice Voucher (HCV) fund which also includes the Family Unification Fund (FUP) and Veterans' Affairs Supportive Housing (VASH) as well as the Mainstream Program, Tenant Protection Vouchers (TPV), Continuum of Care and Single Room Occupancy (SRO). MHFA-funded grants include Bridges, and the Housing Trust Fund grants. Levy funds are used to support Lincoln Place and other locally funded initiatives.

Revenues consist primarily of grant reimbursements to the CDA for housing assistance payments made on behalf of qualified fund participants and administrative fees earned or administrative costs reimbursed. Expenses are for housing assistance payments and related fund administrative costs. Transfers in are from Levy are to fund the housing assistance payments and administrative costs for the locally funded initiatives.

The projected budget balance of $2,393,976 is restricted by HUD.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Intergovernmental	$ 21,981,418	$ 23,397,845	$ 26,986,141	$ 27,551,952
Interest	48,365	32,201	1,200	1,500
Fee income	73,987	66,495	94,615	103,235
Other	116,159	112,076	110,000	110,000
	22,219,929	23,608,617	27,191,956	27,766,687
EXPENSE				
Administrative	2,326,879	2,684,646	2,742,585	2,843,629
Tenant services	11,691	8,084	24,876	24,876
Housing assistance payments	20,126,405	21,154,614	24,243,102	25,426,845
	22,464,975	23,847,344	27,010,563	28,295,350
Increase (decrease) in budget balance before transfers	(245,046)	(238,727)	181,393	(528,663)
TRANSFERS IN (OUT)	91,275	242,300	357,450	400,000
Increase (decrease) in budget balance	(153,771)	3,573	538,843	(128,663)
BEGINNING BUDGET BALANCE	2,133,994	1,980,223	1,983,796	2,522,639
ENDING BUDGET BALANCE	$ 1,980,223	$ 1,983,796	$ 2,522,639	$ 2,393,976
AVERAGE UNITS PER MONTH	2,665	2,676	2,804	2,920

PUBLIC HOUSING

Public Housing Fund is used to account for the operation of the federally funded Public Housing fund. Revenues consist primarily of user charges to tenants and federal subsidy from the U.S. Department of Housing and Urban Development (HUD). Expenses are for the administration of the fund and the operating costs related to the housing projects.

The projected budget balance of $6,101,895 is restricted by HUD to be used for Public Housing related expenses.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Rental	$ 2,200,045	$ 2,329,873	$ 1,372,397	$ 1,399,845
Intergovernmental	136,619	160,773	493,031	858,749
Interest	93,344	65,795	4,000	10,000
Fee income	102,241	80,151	35,463	35,658
Other	8,603	15,466	6,043	6,063
	2,540,852	2,652,058	1,910,934	2,310,315
EXPENSE				
Administrative	479,544	462,550	371,903	353,747
Tenant services	9,998	9,996	10,300	10,609
Utilities	195,597	218,603	137,770	141,903
Ordinary maintenance	1,068,497	937,992	723,878	792,896
General	425,254	486,263	232,431	239,404
Capital/extraordinary maintenance	(8,043)	-	-	7,500
	2,170,847	2,115,404	1,476,282	1,546,059
Increase (decrease) in budget balance before transfers	370,005	536,654	434,652	764,256
TRANSFERS IN (OUT)	-	-	-	-
Increase (decrease) in budget balance	370,005	536,654	434,652	764,256
BEGINNING BUDGET BALANCE	3,996,328	4,366,333	4,902,987	5,337,639
ENDING BUDGET BALANCE	$ 4,366,333	$ 4,902,987	$ 5,337,639	$ 6,101,895
AVERAGE UNITS PER MONTH	323	323	203	203

SECTION 18 LLC

Section 18 LLC is used to account for the operation of 120 units of housing that was released from the Public Housing program through a Section 18 disposition. These units no longer receive any Public Housing operating subsidy or capital funding. Revenues consist primarily of user charges to tenants and housing assistance payments from the U.S. Department of Housing and Urban Development (HUD). Expenses are for the operating and capital costs related to the housing units.

The projected budget balance of $2,384,800 is restricted for future operating and capital costs associated with these 120 units of housing.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Rental	$ -	$ -	$ 1,885,490	$ 1,942,055
Interest	-	-	-	1,000
Fee income	-	-	15,560	15,560
Other	-	-	3,050	3,050
	-	-	1,904,100	1,961,665
EXPENSE				
Administrative	-	-	191,429	239,933
Utilities	-	-	69,826	66,955
Ordinary maintenance	-	-	271,795	326,221
General	-	-	150,151	164,655
	-	-	683,201	797,764
Increase (decrease) in budget balance before transfers	-	-	1,220,899	1,163,901
TRANSFERS IN (OUT)	-	-	-	-
Increase (decrease) in budget balance	-	-	1,220,899	1,163,901
BEGINNING BUDGET BALANCE	-	-	-	1,220,899
ENDING BUDGET BALANCE	$ -	$ -	$ 1,220,899	$ 2,384,800
AVERAGE UNITS PER MONTH	-	-	120	120

WORKFORCE HOUSING LLC

Workforce Housing LLC is used to account for the operation of townhome developments which were previously operated as separate entities owned by limited partnerships in which the CDA was the general partner.

This fund includes 12 townhome developments wholly owned by the CDA in the FYE 2022 budget. Revenues consist of rents charged to tenants. Expenses are the operating, capital and debt service costs related to the housing projects. Capital/extraordinary maintenance expenses for the budget year are shown in Appendix C.

The projected budget balance of $7,260,985 includes the development's operating and repair and replacement reserves. The entire budget balance is expected to be used for townhome related expenses.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Rental	$ 2,911,570	$ 3,561,555	$ 3,686,913	$ 3,797,520
Interest	34,820	21,789	7,221	7,221
Fee income	82,609	93,540	76,000	76,000
Other	15,760	15,294	5,900	5,900
	3,044,759	3,692,178	3,776,034	3,886,641
EXPENSE				
Administrative	597,457	737,391	810,799	822,406
Utilities	176,608	244,717	230,917	237,845
Ordinary maintenance	833,275	1,176,666	1,260,991	1,241,281
General	312,416	432,722	437,933	451,071
Debt service	220,499	457,986	321,773	270,349
Capital/extraordinary maintenance	738,175	1,230,943	1,165,340	633,930
	2,878,430	4,280,425	4,227,753	3,656,882
Increase (decrease) in budget balance before transfers	166,329	(588,247)	(451,719)	229,759
TRANSFERS IN (OUT)	455,019	748,604	50,000	-
Increase (decrease) in budget balance	621,348	160,357	(401,719)	229,759
BEGINNING BUDGET BALANCE	4,444,507	5,065,855	7,432,945	7,031,226
Merger adjustment	-	2,206,733	-	-
ENDING BUDGET BALANCE	$ 5,065,855	$ 7,432,945	$ 7,031,226	$ 7,260,985
AVERAGE UNITS PER MONTH	296	364	364	364

YOUTH HOUSING

Youth Housing is used to account for the operation of Lincoln Place, a 25-unit development in Eagan which includes 24 units of supportive housing for young adults.

Revenues consist of rents charged to tenants and grants from Minnesota Housing to support the front desk operation and subsidize the rents of qualified tenants. Expenses are for the administration of the fund and the operating costs related to the development. Capital/extraordinary maintenance expenses for the budget year are shown in Appendix C.

The projected budget balance of $624,852 includes the development's operating and repair and replacement reserves. The entire budget balance is restricted for Youth Housing related expenses.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Rental	$ 144,356	$ 155,232	$ 154,481	$ 148,116
Intergovernmental	150,000	150,000	150,000	150,000
Interest	12,627	10,502	3,216	3,500
Fee income	8,525	5,600	11,445	9,645
Other	1,949	1,511	-	-
	317,457	322,845	319,142	311,261
EXPENSE				
Administrative	53,071	49,931	57,730	64,298
Tenant services	100,001	100,000	100,000	100,000
Utilities	31,624	32,556	30,273	31,181
Ordinary maintenance	78,272	81,020	84,982	106,155
General	24,718	16,310	17,518	18,044
Capital/extraordinary maintenance	-	10,919	33,500	4,000
	287,686	290,736	324,003	323,678
Increase (decrease) in budget balance before transfers	29,771	32,109	(4,861)	(12,417)
TRANSFERS IN (OUT)	-	-	-	-
Increase (decrease) in budget balance	29,771	32,109	(4,861)	(12,417)
BEGINNING BUDGET BALANCE	580,250	610,021	642,130	637,269
ENDING BUDGET BALANCE	$ 610,021	$ 642,130	$ 637,269	$ 624,852
AVERAGE UNITS PER MONTH	25	25	25	25

OFFICE BUILDING

The Office Building is used to account for the costs associated with the operation of the CDA's administrative office in Eagan, Minnesota. Other revenues consist of cost-reimbursements from each department based on the square footage utilized. Expenses are for the administration of the building, including the operation, maintenance and capital costs. Capital/extraordinary maintenance expenses for the budget year are shown in Appendix C.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Other	$ 203,476	$ 238,641	$ 244,073	$ 262,647
EXPENSE				
Administrative	14,965	15,696	18,314	18,013
Utilities	56,748	55,036	53,178	55,863
Ordinary maintenance	98,211	106,763	126,216	136,563
General	5,240	5,308	4,677	5,906
Capital/extraordinary maintenance	5,451	88,200	35,000	25,000
	180,615	271,003	237,385	241,345
Increase (decrease) in budget balance before transfers	22,861	(32,362)	6,688	21,302
TRANSFERS IN (OUT)	-	-	-	-
Increase (decrease) in budget balance	22,861	(32,362)	6,688	21,302
BEGINNING BUDGET BALANCE	130,113	152,974	120,612	127,300
ENDING BUDGET BALANCE	$ 152,974	$ 120,612	$ 127,300	$ 148,602

TECHNOLOGY

Technology is used to account for the costs associated with maintaining the Agency's local area network (LAN) and providing software support and document imaging services. The Agency's network consists of 86 office workstations, 36 offsite computers and 9 networked printers.

Other revenue includes cost-reimbursements from each department. For the network each department's cost is based on the number of network peripherals utilized and for software support and document imaging services reimbursement is based on benefit received. Expenses are primarily for staff salaries, benefits and software maintenance. Capital/extraordinary maintenance expenses for the budget year are shown in Appendix C.

The deficit budget balance represents capital/extraordinary maintenance expenses that have not yet been recovered through user charges. Real Estate Operations provides working capital to finance these purchases and is repaid as the costs are recovered through user charges.

	Actual FYE 2019	Actual FYE 2020	Estimated FYE 2021	Budget FYE 2022
REVENUE				
Other	$ 511,549	$ 565,938	$ 875,211	$ 723,846
EXPENSE				
Administrative	467,942	524,682	836,403	677,476
Capital/extraordinary maintenance	6,720	108,732	48,490	38,000
	474,662	633,414	884,893	715,476
Increase (decrease) in budget balance before transfers	36,887	(67,476)	(9,682)	8,370
TRANSFERS IN (OUT)	-	-	-	-
Increase (decrease) in budget balance	36,887	(67,476)	(9,682)	8,370
BEGINNING BUDGET BALANCE	(7,264)	29,623	(37,853)	(47,535)
ENDING BUDGET BALANCE	$ 29,623	$ (37,853)	$ (47,535)	$ (39,165)

APPENDIX A

APPENDIX A: COMBINING SCHEDULE - HOUSING DEVELOPMENT & RENEWAL (HD&R), LEVY AND HOPE

	Locally Funded Housing and Community Development Programs								
	Housing Development & Renewal (HD&R)								
	Housing Finance	FTHB Program	Economic Develop-ment	RIG Program	Land Banking	Total HD&RF	Levy	HOPE	Total FYE 2022 Budget
Revenue:									
Loan repayments	1,675,221	-	-	-	-	1,675,221	-	200,000	1,875,221
Land sales	-	-	-	-	-	-	-	-	-
Fee income	662,288	-	-	-	-	662,288	-	31,000	693,288
Grants	120,000	-	-	-	-	120,000	-	-	120,000
Transfers from current year levy	-	-	340,111	811,015	-	1,151,126	7,060,769	575,000	8,786,895
Interest	68,000	-	-	-	-	68,000	1,000	-	69,000
Total Revenue	2,525,509	-	340,111	811,015	-	3,676,635	7,061,769	806,000	11,544,404
Administrative:									
Salaries and benefits	289,018	40,893	72,165	22,704	27,216	451,996	-	62,274	514,270
Indirect costs	91,565	2,496	20,859	6,562	8,031	129,513	-	18,000	147,513
Legal	61,500	3,500	-	-	7,500	72,500	-	8,500	81,000
Other administrative costs	75,539	7,328	6,087	1,749	3,886	94,589	-	5,322	99,911
Contract costs	65,000	-	-	-	-	65,000	-	-	65,000
Total Administrative	582,622	54,217	99,111	31,015	46,633	813,598	-	94,096	907,694
Other Costs:									
Affordable Housing									
Down Payment Assistance loans	-	-	-	-	-	-	-	-	-
Multifamily housing loans	2,400,000	-	-	-	-	2,400,000	-	2,220,000	4,620,000
Single family housing rehab loans	-	-	-	-	-	-	-	400,000	400,000
FTHB financing & marketing costs	-	5,000	-	-	-	5,000	-	-	5,000
Vacant lots, planning, maint, other	-	-	-	-	100,707	100,707	-	-	100,707
Eagan Senior/Veteran's Housing	-	-	-	-	-	-	-	-	-
IGH Workforce Housing	-	-	-	-	75,000	75,000	-	-	75,000
Local weatherization programs	100,000	-	-	-	-	100,000	-	-	100,000
Community & Economic Development									
Greater MSP	-	-	115,500	-	-	115,500	-	-	115,500
MCCD (CDA portion, $150k total)	-	-	85,000	-	-	85,000	-	-	85,000
Other economic development costs	-	-	10,500	-	-	10,500	-	-	10,500
Second stage business support	-	-	30,000	-	-	30,000	-	-	30,000
Broadband C-Net infrastructure (rebudget)	-	-	340,000	-	-	340,000	-	-	340,000
RIG (prior year awards)	-	-	-	512,000		512,000			512,000
RIG (current year awards)	-	-	-	780,000	-	780,000	-	-	780,000
Total General	2,500,000	5,000	581,000	1,292,000	175,707	4,553,707	-	2,620,000	7,173,707
Transfers (in)/out:									
Housing Assistance Payments	-	-	-	-	-	-	400,000	-	400,000
Senior housing debt service pledge	-	-	-	-	-	-	5,600,000	-	5,600,000
Transfers from Levy budget balance	-	-	(340,000)	(512,000)	-	(852,000)	852,000	-	-
Total Transfers	-	-	(340,000)	(512,000)	-	(852,000)	6,852,000	-	6,000,000
Change in Budget Balance	(557,113)	(59,217)	-	-	(222,340)	(838,670)	209,769	(1,908,096)	(2,536,997)
			Beginning Budget Balance			20,632,552	4,962,584	4,860,147	30,455,283
			Ending Budget Balance			19,793,882	5,172,353	2,952,051	27,918,286

APPENDIX B

APPENDIX B: COMBINING SCHEDULE - TAX INCREMENT DISTRICTS

	District 8	District 9	District 11	District 12	District 13	District 14	District 15	District 16	Total FYE 2022 Budget
Revenue:									
Tax increment	$ -	$ 102,518	$ 1,297,993	$ 103,503	$ 176,229	$ 172,330	$ 174,660	$ -	$ 2,027,233
Loan repayments	-	-	38,526	-	-	-	-	-	38,526
Interest revenue	300	200	800	200	100	300	50	-	1,950
Total Revenue	300	102,718	1,337,319	103,703	176,329	172,630	174,710	-	2,067,709
Administrative:									
Salaries and benefits	4,522	4,149	5,229	3,301	2,929	5,269	4,794	8,566	38,759
Indirect costs	1,347	1,239	1,578	1,000	893	1,562	1,432	2,542	11,593
Legal	2,000	1,000	5,000	-	1,000	250	200	-	9,450
Other administrative costs	1,577	657	345	60	616	1,839	319	263	5,676
Contract costs	2,000	1,000	5,000	500	500	2,000	2,500	-	13,500
County TIF fee	-	900	3,800	600	600	5,200	1,000	1,000	13,100
Total Administrative	11,446	8,945	20,952	5,461	6,538	16,120	10,245	12,371	92,078
Other Expenses:									
Affordable Housing									
Pay-Go - Haralson	-	-	27,000	-	-	-	-	-	27,000
Pay-Go - Legends	-	-	-	-	-	-	120,000	-	120,000
Farmington Habitat development	50,000	-	-	-	-	-	-	-	50,000
Total General	50,000	-	27,000	-	-	-	120,000	-	197,000
Transfers/Capital Outlay:									
Affordable Housing									
Eagan Senior/Vets Housing	-	-	-	-	170,000	-	-	-	170,000
IGH Workforce Housing (Concord)	250,000	-	-	-	-	-	-	-	250,000
Total Transfers/Capital Outlay	250,000	-	-	-	170,000	-	-	-	420,000
Change in Budget Balance	(311,146)	93,773	1,289,367	98,242	(209)	156,510	44,465	(12,371)	1,358,631
Beginning Budget Balance	1,456,510	793,340	4,496,749	626,398	300,778	973,412	49,910	(10,874)	8,686,223
Ending Budget Balance	$ 1,145,364	$ 887,113	$ 5,786,116	$ 724,640	$ 300,569	$ 1,129,922	$ 94,375	$ (23,245)	$ 10,044,854

APPENDIX C

DAKOTA COUNTY CDA
CAPITAL EXPENSES AND EXTRAORDINARY MAINTENANCE PROJECT LISTING
BUDGET FOR YEAR ENDED JUNE 30, 2022

HOUSING, DEVELOPMENT & RENEWAL (HD&R)			
HD	Concord architectural & pre-development	$	75,000
	Total - HD&R	$	75,000
TAX INCREMENT FINANCING			
CED	Nicols Pointe construction (TIF 13)	$	170,000
CED	Concord housing site improvements (TIF 8)		250,000
	Total - Tax Increment Financing	$	420,000
SENIOR HOUSING			
	LV - Winsor Plaza		
HD	Repair stress fracture in brick	$	8,000
HD	Connect drain at electrical boxes to storm		15,000
HD	LED lighting upgrade		20,000
HD	Replace boiler in Bldg. B		25,000
HD	Replace water heater (1)		17,000
HD	Elevator life-safety (critical)		70,000
HD	Tuckpointing and expansion joint caulk		20,000
HD	Sprinkler system		25,000
HD	EM management fees		20,000
			220,000
	BV - Eagle Ridge Place		
HD	Repair foundation (face) block		7,500
HD	Replace boiler pump		8,000
HD	Replace Schlage locks with Yale		66,000
HD	Install gutter guards at porch		8,000
HD	Replace riser/valve at new wing		20,000
PM	Update both lobby bathrooms		7,000
PM	Update office furniture		6,000
HD	EM management fees		10,950
			133,450
	WSP - Haskell Court		
HD	Install heat tape at front entry area		2,500
HD	Replace boilers (4) w/ 2 new pumps		65,000
HD	Replace emergency lighting		6,000
HD	Replace water heater (1)		10,000
HD	EM management fees		8,350
			91,850

	EAG - Oakwoods	
HD	Retaining walls	35,000
HD	Replace boiler with one new pump	49,000
HD	Pipe insulation	16,000
HD	Replace common area furnace and AC	15,000
HD	Upgrade security cameras	45,000
PM	Repaint building common areas	7,500
HD	EM management fees	16,000
		183,500
	HSTGS - Mississippi Terrace	
HD	Tuckpointing of building	5,000
HD	EM management fees	500
		5,500
	IGH - Carmen Court	
HD	Paint siding/stucco	5,000
HD	Install downspout extensions	5,000
HD	Replace asphalt at parking lot	65,000
HD	Replace (3) exterior doors	6,500
HD	Replace service door	4,000
HD	Replace Schlage locks with Yale	56,100
HD	Replace unit smoke and co	5,500
HD	Replace boiler	12,000
HD	EM management fees	15,910
		175,010
	AV - Orchard Square	
HD	Replace roof	100,000
HD	Repair/replace asphalt	65,000
HD	Repair brick/rock face	6,500
HD	Replace Schlage locks with Yale	55,000
HD	Replace unit smoke and co	5,500
HD	Upgrade security cameras	45,000
HD	Replace boiler duct	10,000
HD	EM management fees	28,700
		315,700
	SSP - River Heights Terrace	
HD	Replace unit smoke and co	5,400
HD	Replace riser/value	15,000
PM	Replace entire mailbox system	14,000
HD	EM management fees	2,040
		36,440

	MH - Parkview Plaza	
HD	Replace supply lines and shutoffs at sinks/toilets	20,000
HD	Replace bathroom and kitchen faucets	32,500
HD	Replace emergency lighting	6,000
HD	EM management fees	5,850
		64,350
	RSMT - Cameo Place	
HD	Upgrade security cameras	45,000
HD	EM management fees	4,500
		49,500
	EAG - O'Leary Manor	
HD	Repair/replace concrete	20,000
HD	EM management fees	2,000
		22,000
	BV - Park Ridge Place	
HD	Tuckpointing	12,000
HD	Replace stone cap at both garage vent walls	15,000
HD	Replace boiler pumps	12,000
HD	Replace Schlage locks with Yale	72,600
PM	Update both lobby bathrooms	7,000
PM	Update office furniture	6,000
HD	EM management fees	11,160
		135,760
	AV - Cortland Square	
HD	Replace roof	125,000
HD	Replace windows	190,000
HD	Paint siding/stucco	20,000
HD	Install rain diverter at roof north of chimney	1,200
HD	Replace Schlage locks with Yale	66,000
HD	Upgrade security cameras	45,000
HD	EM management fees	44,720
		491,920
	LV - Main Street Manor	
HD	LED lighting upgrade	20,000
HD	Replace windows	190,000
HD	Brick falling off south east corner	5,000
PM	Common area painting/unit entries	8,000
HD	EM management fees	21,500
		244,500

	IGH - Cahill Commons	
HD	Replace windows	190,000
HD	R&R exterior doors or repaint	6,000
HD	Repair/replace water softener	11,000
HD	Replace 1 elevator door operator	13,000
HD	Replace unit smoke and co	6,000
HD	Replace Schlage locks with Yale	66,000
HD	EM management fees	29,200
		321,200
	MH - Village Commons	
HD	Replace 1 elevator door operator	13,000
HD	Replace emergency lighting	5,500
HD	EM management fees	1,850
		20,350
	EAG - Lakeside Pointe	
HD	Repair/replace concrete	3,500
HD	Tuckpointing	7,500
HD	Caulk/vulkem	6,500
HD	Replace exterior doors	9,000
HD	Replace water heater (1)	7,500
HD	EM management fees	3,400
		37,400
	WSP - The Dakotah	
HD	Replace windows	190,000
HD	Replace wall AC's	53,100
HD	Replace elevator 2 door operators	26,000
HD	EM management fees	26,910
		296,010
	SSP - Dakota Heights	
HD	Mulch/landscaping	12,000
HD	Replace supply lines and shutoffs at sinks and toilets	19,600
HD	Rasie transformer	15,000
HD	EM management fees	4,660
		51,260
	EAG - Oakwoods East	
HD	Pipe insulation	5,000
HD	Replace gutter	2,200
HD	Replace 1 elevator door operator	13,000
HD	EM management fees	2,020
		22,220

	LV - Crossroads Commons	
HD	Replace one water heater	9,000
HD	Replace mortar loose/falling rock facing throughout	12,000
HD	Repair/replace concrete	1,000
HD	Upgrade security camera	65,000
HD	Replace Schlage locks with Yale	95,700
HD	EM management fees	18,270
		200,970
	SSP - Thompson Heights	
HD	Install heat tape at community room chimney	3,500
HD	Replace common area smoke and co's	6,000
HD	Replace emergency lighting	8,000
HD	EM management fees	1,750
		19,250
	FGTN - Vermillion River Crossing	
HD	LED lighting upgrade	20,000
HD	Replace common area smoke and co's	12,375
HD	EM management fees	3,238
		35,613
	BV - Valley Ridge	
HD	Replace common area smoke and co's	22,500
HD	Replace Schlage locks with Yale	80,000
HD	EM management fees	10,250
		112,750
	IGH - Hillcrest	
HD	Clean gutters and install gutter guards on south eaves	3,000
HD	EM management fees	300
		3,300
	RSMT - Cambrian Commons	
HD	Replace breakers	15,000
HD	EM management fees	1,500
		16,500
	Various Senior Buildings	
HD	Unit minicap at turnover (20 total)	140,000
HD	Replace smoke and fire dampers	12,000
HD	EM management fees	15,200
		167,200
	Total - Senior Housing	$ 3,473,503

PUBLIC HOUSING			
	Collen Loney Manor		
PM	Replace community room flooring	$	7,500
	Total - Public Housing	$	7,500
WORKFORCE HOUSING LLC			
	BV - Parkside		
HD	Replace pvc waterlines and valve at mech. rooms	$	17,500
HD	Repair siding and water diversion		7,500
HD	EM management fees		2,500
			27,500
	AV - Glenbrook		
HD	AC slab leveling (4) and drainage control		5,500
HD	Repair siding and corner		3,500
HD	EM management fees		900
			9,900
	IGH - Spruce Pointe		
HD	Replace asphalt		75,000
HD	EM management fees		7,500
			82,500
	EAG - Oak Ridge		
HD	Install new water heaters with pans (21units)		31,500
HD	EM management fees		3,150
			34,650
	HSTGS - Pleasant Ridge		
HD	Install hgutter helmets ar rear of units		15,500
HD	Trim trees in back of units		4,500
HD	EM management fees		2,000
			22,000
	LV - Cedar Valley		
HD	Landscape improvements/tree trimming		32,000
HD	Playground equipment painting and new parts		12,000
HD	EM management fees		4,400
			48,400
	MH - Hillside Gables		
HD	Repair and paint exterior trim		4,800
HD	EM management fees		480
			5,280

	Various Workforce Housing Properties		
HD	Unit minicap at turnover (40 total)		367,000
HD	EM management fees		36,700
			403,700
	Total - Workforce Housing LLC	$	633,930
YOUTH HOUSING			
HD	Sealcoat parking lot	$	4,000
	Total - Youth Housing	$	4,000
OFFICE BUILDING			
PM	Replace office lighting software	$	25,000
	Total - Office Building	$	25,000
TECHNOLOGY			
AD	New terminal server farm	$	22,000
AD	Replace firewall		16,000
	Total - Technology	$	38,000
	TOTAL ALL PROGRAMS	**$**	**4,676,933**

APPENDIX D

Dakota County Community Development Agency
Annual Operating Budget and Financial Plan - All Funds
FYE 6/30/22

	Annual Operating Budget														Program Budgets									
	HD&R	HIA Loan	HOPE	Levy	Tax Increment	REO	Senior Housing	Housing Assistance	Public Housing	Section 18 LLC	Workforce Housing	Youth Housing	Office Bldg & Tech	Total	CDBG	NSP	HOME	ESG	H.O. Coun-seling	EPA	Wx	MHFA Rehab	Public Housing CFP	All Funds
REVENUE																								
Intergovernmental (grants)	$ 120,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 27,551,952	$ 858,749	$ -	$ -	$ 150,000	$ -	$ 28,680,701	$2,331,931	$ 18,127	$ 1,207,853	$162,213	$ 83,520	$183,799	$1,745,012	$ 185,100	$921,108	$ 35,519,364
Taxes	-	-	-	8,786,895	-	-	-	-	-	-	-	-	-	8,786,895	-	-	-	-	-	-	-	-	-	8,786,895
Tax increment	-	-	-	-	2,027,233	-	-	-	-	-	-	-	-	2,027,233	-	-	-	-	-	-	-	-	-	2,027,233
Special assessments	-	37,213	-	-	-	-	-	-	-	-	-	-	-	37,213	-	-	-	-	-	-	-	-	-	37,213
Rental	-	-	-	-	-	-	16,805,238	-	1,399,845	1,942,055	3,797,520	148,116	-	24,092,774	-	53,000	-	-	-	-	-	-	-	24,145,774
Interest	68,000	-	-	1,000	1,950	350,000	30,000	1,500	10,000	1,000	7,221	3,500	-	474,171	-	-	-	-	-	-	-	-	-	474,171
Fee income	662,288	-	-	-	-	3,919,569	92,936	103,235	35,658	15,560	76,000	9,645		4,914,891	-	-	-	-	3,000	-	-	-	-	4,917,891
Loan repayments	1,675,221	-	200,000	-	38,526	-	-	-	-	-	-	-	-	1,913,747	840,000	30,000	-	-	-	-	-	-	-	2,783,747
Sale proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	270,000	-	-	-	-	-	-	-	270,000
Other	-	-	31,000	-	-	25,990	17,556	110,000	6,063	3,050	5,900	-	986,493	1,186,052	-	-	28,000	-	500	-	4,000	-		1,218,552
Total Revenue	2,525,509	37,213	231,000	8,787,895	2,067,709	4,295,559	16,945,730	27,766,687	2,310,315	1,961,665	3,886,641	311,261	986,493	72,113,677	3,171,931	371,127	1,235,853	162,213	87,020	183,799	1,749,012	185,100	921,108	80,180,840
EXPENSE																								
Administrative	813,598	1,131	94,096	-	92,078	2,987,188	3,328,336	2,843,629	353,747	239,933	822,406	64,298	695,489	12,335,929	571,931	76,976	222,853	9,657	83,770	33,799	460,727	26,269	82,071	13,903,982
Tenant services	-	-	-	-	-	-	-	24,876	10,609	-	-	100,000	-	135,485	-	-	-	-	-	-	-	-	-	135,485
Utilities	-	-	-	-	-	-	1,521,737	-	141,903	66,955	237,845	31,181	55,863	2,055,484	-	3,650	-	-	-	-	-	-	-	2,059,134
Ordinary maintenance	55,707	-	-	-	-	21,917	4,711,011	-	792,896	326,221	1,241,281	106,155	136,563	7,391,751	-	39,469	-	-	-	-	-	-	-	7,431,220
General	4,423,000	9,006	2,620,000	-	197,000	4,000	1,469,130	-	239,404	164,655	451,071	18,044	5,906	9,601,216	-	-	-	-	-	-	-	-	-	9,601,216
Housing assistance payments	-	-	-	-	-	-	-	25,426,845	-	-	-	-	-	25,426,845	-	-	-	-	-	-	-	-	-	25,426,845
Grant/Program expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,600,000	390,627	1,013,000	152,556	3,250	150,000	1,288,285	162,000	839,037	6,598,755
Total Operating Expense	5,292,305	10,137	2,714,096	-	289,078	3,013,105	11,030,214	28,295,350	1,538,559	797,764	2,752,603	319,678	893,821	56,946,710	3,171,931	510,722	1,235,853	162,213	87,020	183,799	1,749,012	188,269	921,108	65,156,637
Debt service	-	-	-	-	-	-	6,357,944	-	-	-	270,349	-	-	6,628,293	-	-	-	-	-	-	-	-	-	6,628,293
Capital / Extraordinary maintenance	75,000	-	-	-	420,000	-	3,473,503	-	7,500	-	633,930	4,000	63,000	4,676,933	-	-	-	-	-	-	-	-	-	4,676,933
Total Expense	5,367,305	10,137	2,714,096	-	709,078	3,013,105	20,861,661	28,295,350	1,546,059	797,764	3,656,882	323,678	956,821	68,251,936	3,171,931	510,722	1,235,853	162,213	87,020	183,799	1,749,012	188,269	921,108	76,461,863
Change in Budget Balance Before Transfers	(2,841,796)	27,076	(2,483,096)	8,787,895	1,358,631	1,282,454	(3,915,931)	(528,663)	764,256	1,163,901	229,759	(12,417)	29,672	3,861,741	-	(139,595)	-	-	-	-	-	(3,169)	-	3,718,977
TRANSFERS																								
Transfers in	2,003,126	-	575,000	-	-	-	5,600,000	400,000	-	-	-	-	-	8,578,126	-	-	-	-	-	-	-	-	-	8,578,126
Transfers out	-	-	-	(8,578,126)	-	-	-	-	-	-	-	-	-	(8,578,126)	-	-	-	-	-	-	-	-	-	(8,578,126)
Net Transfers	2,003,126	-	575,000	(8,578,126)	-	-	5,600,000	400,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Budget Balance	(838,670)	27,076	(1,908,096)	209,769	1,358,631	1,282,454	1,684,069	(128,663)	764,256	1,163,901	229,759	(12,417)	29,672	3,861,741	-	(139,595)	-	-	-	-	-	(3,169)	-	3,718,977
Beginning Budget Balance	20,632,552	(164,832)	4,860,147	4,962,584	8,686,223	67,388,058	28,432,307	2,522,639	5,337,639	1,220,899	7,031,226	637,269	79,765	151,626,476	-	386,232	-	-	-	-	-	35,927	-	152,048,635
Ending Budget Balance	$ 19,793,882	$ (137,756)	$ 2,952,051	$ 5,172,353	$ 10,044,854	$ 68,670,512	$ 30,116,376	$ 2,393,976	$ 6,101,895	$ 2,384,800	$ 7,260,985	$ 624,852	$ 109,437	$ 155,488,217	$ -	$ 246,637	$ -	$ -	$ -	$ -	$ -	$ 32,758	$ -	$ 155,767,612