

## Dakota County Community Development Agency Port-In FAQ

- The Dakota County CDA will determine your subsidy amount based on your household composition.
  - See pg. 2
- Payment Standards: visit [www.housinglink.org](http://www.housinglink.org)
  - Hover over Subsidized Housing > Click Section 8 Payment Standards
  - Contract Rent plus utilities paid by the tenant will be used determine affordability.
- If you find housing outside of Dakota County, but within the Metro Area (see Housing Link for Metro Area Counties), then the CDA may have to send your file back to your initial Housing Authority.
- If you are porting in from outside of the Metro Area and the CDA issues you a voucher, you will get an additional 30 days of search time past the expiration date of your voucher. Any additional extension would have to be approved by the Housing Authority you are coming from.
- The CDA will review your file and contact you within 10 business days of receiving your paperwork.
- The Voucher and Request for Tenancy Approval will be issued via email.
  - The Dakota County CDA Request for Tenancy Approval (RTA) can be used for units in any Metro Area County. Payment standards for the county/city the unit is in will apply.
  - The deadline for RTA submission is the 20<sup>th</sup> of the month for assistance to begin the following month. No exceptions will be made.
    - Example: RTA submitted March 20<sup>th</sup>, then assistance can begin April 1<sup>st</sup>.
    - Example: RTA submitted March 21<sup>st</sup>, then assistance can begin May 1<sup>st</sup>.
- When the unit is approved, the inspection will be requested.
  - Inspections for Port-Ins are typically conducted on the first business day of the month. An adult 18 or older should plan to be present in the unit between the hours of 8:00 AM and 5:00 PM on the first business day of the month.
  - If you have questions about Inspections scheduling you can contact Parker Bennett at [pbennett@dakotacda.org](mailto:pbennett@dakotacda.org)
- All Port-Ins will be required to complete the CDA's online intake application. Instructions for completing the application will be provided via email.
- As the inspection typically occurs after payments for the first of the month have been made, the CDA will make every effort to pay your landlord by the 15<sup>th</sup> of the month at the earliest. After initial payment is made, subsequent payments will be made on the first of the month.
- Rent calculations may not be completed by the first of the month. The Housing Specialist assigned to your file will contact you if there is anything needed to complete the calculation.
  - As soon as your rent calculation is done you will receive an email or a phone call informing you of your rent amount. A paper copy will be mailed to you as well.
- If you are not moving in on, or before, the first of the month that housing assistance begins, please let your Housing Specialist know immediately.

## Dakota County Community Development Agency Subsidy Standards

The CDA will assign the first bedroom to head of household and another adult household member. Thereafter, the CDA will assign one bedroom for each two persons within the household, as shown in the following chart.

Subsidy Standard Number of Bedrooms	Number of Persons
1	2
2	4
3	6
4	8

The following circumstances are exceptions:

- An adult and a minor child, unless same sex siblings, will not be required to share a bedroom.
- Minor children of the opposite sex (other than children under age 6) will be allocated separate bedrooms.
- Live-in aides will be allocated a separate bedroom.
- Single person families will be allocated one bedroom.
- Foster adults and foster children will be allocated a separate bedroom.

### Portability Contact Information:

- Email: [portability@dakotacda.org](mailto:portability@dakotacda.org)
- Phone:
  - Office: (651)675-4546
  - Cell: (612)875-1861