

# **Dakota County CDA HCV Port-In FAQ**

Here are some frequently asked questions (and their answers) about porting your voucher in to Dakota County.

## **What is “portability” or “porting in”?**

"Portability" in the Housing Choice Voucher (HCV) program refers to the process through which the family can transfer or "port" their rental subsidy from one public housing agency (PHA) to another in a different jurisdiction. If you have a voucher from another PHA (outside of Dakota County), and you lease within Dakota County, you will be “porting in” to Dakota County.

## **What is my subsidy amount?**

The Dakota County CDA will determine your subsidy amount based on your household composition.

- The CDA will assign the first bedroom to head of household and spouse/co-head, if applicable.
- Thereafter, the CDA will assign one bedroom for each two persons within the household, as shown in the following chart.

<b>Subsidy Standard Number of Bedrooms</b>	<b>Number of Persons</b>
1	2
2	4
3	6
4	8

The following circumstances are exceptions:

- 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.

## **What are Dakota County’s payment standards?**

For up-to-date payment standards information, visit this page of our website:

<https://www.dakotacda.org/cda-clients-residents/rental-assistance-program-residents/> under “Voucher Payment Standards”.

You can also visit [www.housinglink.org](http://www.housinglink.org); Hover over Subsidized Housing > Section 8 Payment Standards. Contract Rent plus Utilities paid by the tenant will be used determine affordability.

## **What if I find housing outside of Dakota County after my file is transferred?**

If you find housing outside of Dakota County, the CDA may have to send your file back to your initial Housing Authority. We will inquire with your initial Housing Authority whether they require the file returned or if we can forward the file on to the new jurisdiction.

## **Will I be eligible for a voucher extension?**

If you are porting in from outside of the Metro Area and the CDA issues you a voucher, you will receive 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.

## **What is the process to port in to Dakota County?**

All Port-Ins will be required to complete the CDA’s online intake application. Instructions for completing the application will be provided via email.

- The CDA will review your file and contact you within 10 business days of receiving your paperwork.
- The Voucher and Request for Tenancy Approval (RTA) 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 20th of the month for assistance to begin the following month, no exceptions will be made.
    - Example: RTA submitted March 20th, then assistance can begin April 1st.
    - Example: RTA submitted March 21st, then assistance can begin May 1st.
- 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 8:00AM and 5:00 PM on the first business day of the month.
  - If you already live in the unit or if the unit is vacant, the CDA will attempt to inspect the unit prior to the 1<sup>st</sup>, depending on the inspector's availability.
  - If you have questions about scheduling an inspection, you can contact Parker Bennett at 651-675-4534 or [pbennett@dakotacda.org](mailto:pbennett@dakotacda.org) (email is best).
- 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, however you are still eligible to move in on the 1<sup>st</sup> 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, let your Housing Specialist know immediately.

**I have more questions. Who can I contact?**

- Email: [portability@dakotacda.org](mailto:portability@dakotacda.org)
- Phone: (651)675-4530
- Fax: 651-287-8068
- Mail: Dakota County CDA  
1228 Town Centre Dr  
Eagan, MN 55123
- Website: [www.dakotacda.org](http://www.dakotacda.org)