



Dakota County CDA Board of Commissioners

Agenda

Meeting Date: January 24, 2024	1:15 PM	CDA Boardroom, Eagan, MN
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1. Call To Order And Roll Call

Audience

Anyone wishing to address the County Board on an item not on the agenda, or an item on the consent agenda may notify the Clerk to the Board and instructions will be given to participate during the meeting. Comments can be sent to sjacobson@dakotacda.org. Verbal Comments are limited to five minutes.

2. Approval Of Agenda And Meeting Minutes

- | | |
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| A. Approval Of Meeting Minutes – December 19, 2023 Regular Meeting | 3 |
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3. Federal Public Housing And Housing Choice Voucher

CONSENT AGENDA

- | | |
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| A. Approve 2024 Utility Allowance Schedule For The Housing Choice Voucher Program | 13 |
| B. Schedule A Public Hearing To Receive Comments On The 2024 Public Housing Agency Plan | 16 |
| C. Approval Of Amendments To The Housing Assistance Department Administrative Plans | 18 |

4. Consent Agenda

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| A. Approval Of Record Of Disbursements – December 2023 | 23 |
| B. Establish The Date For A Public Hearing To Consider Conveyance Of Property To Denmark Trail Workforce Housing Limited Partnership (Denmark Trail Townhomes, Farmington) | 25 |
| C. Authorize Forgiveness And Release Of CDA Tax Increment Financing Loan And Interest To Spruce Point Townhomes (Inver Grove Heights) | 28 |
| D. Approval Of Budget Amendment For Tax Increment Financing District No. 11 For Glazier Townhomes (Apple Valley) | 30 |
| E. Summary Of Conclusions Of Closed Executive Session To Evaluate Performance Of Executive Director | 33 |

5. Regular Agenda

- | | |
|-------------------------------|----|
| A. Housing Development Update | 35 |
| B. Legislative Update | 36 |
| C. Executive Director Update | |

6. Information

- | | |
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| A. Status Report, Q4 2023 | 37 |
| B. Open To Business Report, Q4 2023 | 55 |

7. Adjournment

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

Next Meeting

February 28, 2024

CDA Board of Commissioners Regular Meeting – 1:00 p.m.

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

February 28, 2024

CDA Board of Commissioners Housing Strategic Planning Workshop – 2:00 p.m.

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



Board of Commissioners

Meeting Minutes

Meeting Date: December 19, 2023; 3:30 PM

Boardroom; CDA Office, Eagan, MN

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

COMMISSIONER ROLL CALL

	Present	Absent
Commissioner Slavik, District 1	X	
Commissioner Atkins, District 2	X	
Commissioner Halverson, District 3		X – arrived at 3:32 p.m.
Commissioner Droste, District 4	X	
Commissioner Workman, District 5	X	
Commissioner Holberg, District 6	X	
Commissioner Hamann-Roland, District 7	X	
Commissioner Velikolangara, At Large	X	

CDA staff in attendance:

Tony Schertler, Executive Director
Kari Gill, Deputy Executive Director
Sara Swenson, Director of Administration and Communications
Sarah Jacobson, Administrative Coordinator
Lisa Alfson, Director of Community & Economic Development
Kathy Kugel, Housing Finance Manager
Maggie Dykes, Assistant Director of Community & Economic Development
Lisa Hohenstein, Director of Housing Assistance
Anna Judge, Director of Property Management
Ken Bauer, Director of Finance
Maria Chernyavsky, Human Resources Manager

Others in attendance:

Erin Stwora, Dakota County
Lucie O'Neill, Dakota County
Dr. Tessia Melvin, David Drown Associates

AUDIENCE

No audience members addressed the Board.

APPROVAL OF AGENDA AND MEETING MINUTES

23-6769

Approval Of Agenda And Meeting Minutes

BE IT RESOLVED, by the Dakota County Community Development Agency Board of Commissioners, that the agenda for the December 19, 2023 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 November 21, 2023 Regular CDA Board meeting be approved as written.

Motion: Commissioner Hamann-Roland

Second: Commissioner Droste

Ayes: 7

Nays: 0

Abstentions: 0

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

FEDERAL PUBLIC HOUSING AND HOUSING CHOICE VOUCHER AGENDA

23-6770

Award Service Contract To Jetter Clean For Routine Preventative Inspection And Cleaning Of Sewer Lines At CDA Properties

WHEREAS, the Dakota County Community Development Agency accepted bids for the inspections and jet cleaning of waste water lines located in CDA owned properties (28 senior buildings, Gateway Place, Colleen Loney Manor, Lincoln Place and Lafayette Townhomes); and

WHEREAS, Jetter Clean is the low, responsive bidder with a three-year contract total of \$189,734; and

WHEREAS, funds are allocated from the operating budgets of each of the properties for this work.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the three-year inspections and jet cleaning services contract for CDA properties be awarded to Jetter Clean.

23-6771

Adoption Of The 2024 CDA Board of Commissioners Meeting Schedule

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby adopts the following 2024 meeting schedule:

- Wednesday, January 24, 2024 – Annual Meeting at 1 p.m.; Regular Meeting at 1:15 p.m.

- Wednesday, February 28, 2024 – Regular Meeting at 1 p.m.; Housing Strategic Plan Workshop at 2 p.m.
- Wednesday, March 27, 2024 – Regular Meeting at 1 p.m.; Budget Workshop at 2 p.m.
- Wednesday, April 24, 2024 – Regular Meeting at 1 p.m.
- Wednesday, May 22, 2024 – Regular Meeting at 1 p.m.
- Wednesday, June 26, 2024 – Regular Meeting at 1 p.m.
- Wednesday, July 24, 2024 – Regular Meeting at 1 p.m.; Economic Development Strategic Planning Workshop at 2 p.m.
- Wednesday, August 28, 2024 – Regular Meeting at 1 p.m.
- Wednesday, September 25, 2024 – Regular Meeting at 1 p.m.
- Wednesday, October 23, 2024 – Regular Meeting at 1 p.m.
- Wednesday, December 4, 2024 – Regular Meeting at 1 p.m.

BE IT FURTHER RESOLVED, That the location of all of the 2024 meetings will be Boardroom at the CDA's office located at 1228 Town Centre Drive, Eagan, MN 55123.

23-6772

Approval Of Amendments To The Housing Choice Voucher Administrative Plan

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

WHEREAS, updates have been made to the HCV Administrative Plan to include changes to policies and updates to accurately reflect changes in program administration.

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

Motion: Commissioner Velikolangara

Second: Commissioner Workman

Ayes: 7

Nays: 0

Abstentions: 0

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

CONSENT AGENDA

23-6773

Approval Of Record Of Disbursements – November 2023

BE IT REOLVED by the Dakota County Community Development Agency Board of Commissioners, That the November 2023 Record of Disbursements is approved as written.

23-6774

Authorization To Carryforward Unused 2023 Private Activity Bond Volume Cap

WHEREAS, as an entitlement issuer, within the meaning of Minnesota Statutes, Section 474A.02, Subd. 7, the Dakota County CDA has received an allocation of 2023 private activity bond volume cap in the amount of \$30,866,844 ("2023 Volume Cap"); and

WHEREAS, pursuant to §146(f) of the Internal Revenue Code of 1986, as amended ("Section 146"), the CDA may carryforward all 2023 Volume Cap remaining unused at the end of 2023 ("Unused 2023 Volume Cap") for use within the next three calendar years for a specified carryforward purpose; and

WHEREAS, the Dakota County CDA intends to carryforward its Unused 2023 Volume Cap remaining on December 31, 2023, for qualified carryforward purposes.

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

1. The CDA hereby carries forward its Unused 2023 Volume Cap for the purpose of providing qualified residential rental projects.
2. The CDA hereby elects to carryforward its Unused 2023 Volume Cap for such purposes and authorizes and directs the Executive Director to execute and cause to be filed with the IRS a Form 8328 specifying the amount of Unused 2023 Volume Cap and the foregoing carryforward purposes. Form 8328 shall be filed with the IRS on or before February 15, 2024. The Executive Director is further authorized to notify Minnesota Management and Budget of such carryforward at such time and as required by Minnesota Statutes, Chapter 474A.

23-6775

Approval Of Amendments To CDA Personnel Policy #290 – Flex Leave

WHEREAS, the Dakota County CDA's Administration Department regularly reviews policies and procedures and makes recommendations in order to comply with Federal, State and local laws and best practices in human resources; and

WHEREAS, updates have been made to Policy #290 – Flex Leave to comply with the State Earned Sick and Safe Time legislation.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the amendments to Personnel Policy #290 – Flex Leave is hereby adopted.

BE IT FURTHER RESOLVED, the Human Resources Manager is authorized to implement the policies and communicate the changes to CDA staff.

23-6776

Approval Of Three-Year Participation Agreement For Open To Business Program

WHEREAS, the Dakota County Community Development Agency (CDA) was granted the powers of an economic development authority in 2000 by Minnesota Law and an authorizing resolution adopted by the Dakota County Board of Commissioners (Resolution No. 00-543); and

WHEREAS, the CDA in conjunction with the 11 largest cities in Dakota County launched the countrywide Open To Business program in 2013 to provide business advisory services and access to capital to entrepreneurs and small businesses in Dakota County; and

WHEREAS, the CDA and 11 cities have annually renewed participation in the Open To Business program since 2013, with the CDA acting as the fiduciary agent and administrator of the contract with the Metropolitan Consortium of Community Developers and joint powers agreements executed between each participating city and the CDA; and

WHEREAS, the annual cost for the Open To Business program for 2024 – 2026 is \$165,000; and

WHEREAS, the CDA portion of the annual cost of the program is fifty percent (50%) to match each participating city as well as to cover the total cost of serving the small cities and townships; and

WHEREAS, the Open To Business program is consistent with the Economic Development Strategy and Guiding Principles adopted by the Dakota County CDA Board of Commissioners, in that it is a collaborative approach; it is a response to a need for specialized expertise and economies of scale; it serves a need that is located in more than one community; and it is non-duplicative of other services.

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

1. Approves CDA participation in the Open To Business program for 2024, 2025, and 2026 subject to participation of the Dakota County cities.
2. Authorizes the Executive Director to execute a three-year contract with the Metropolitan Consortium of Community Developers for an amount not to exceed \$165,000 annually, of which the CDA's portion of the fee shall not exceed \$86,720.
3. Authorizes the Executive Director to execute a joint powers agreement between the CDA and the participating cities, designating the CDA as fiscal agent for the contract with the Metropolitan Consortium of Community Developers and requiring each city to submit a participation fee to the CDA.

Motion: Commissioner Hamann-Roland Second: Commissioner Atkins

Ayes: 6

Nays: 0

Abstentions: 0

	Yes	No	Absent	Abstain
Slavik	X			
Atkins	X			
Halverson			X	

Droste	X
Workman	X
Holberg	X
Hamann-Roland	X

REGULAR AGENDA

23-6777

Conduct Public Hearing To Receive Comments On The Disposition Of DCCDA Section 18, LLC Property And Authorization To Enter Into a Purchase Agreement With the Qualifying Resident

Kari Gill presented and answered questions.

WHEREAS, the Dakota County CDA is able to dispose of property after holding a public hearing for which notice is published; and

WHEREAS, a notice of the public hearing was published in the Dakota County Tribune per statutory requirements of at least ten, but not more than 20 days before the hearing; and

WHEREAS, the property being proposed for sale is part of the DCCDA Section 18, LLC that was created for the transition of public housing units (single-family homes and duplexes) through the U.S. Housing and Urban Development's Section 18 Demo/Dispo program; and

WHEREAS, HUD's Special Applications Center has approved the disposition of the Section 18 units to current residents as one of the ways for the CDA to transition units to homeownership and use the proceeds to construct new affordable housing units; and

WHEREAS, Kadra Bade, a qualifying resident has come forward with an offer to purchase 1201 Charlton Street, West St Paul; and

WHEREAS, a public hearing was conducted on December 19, 2023, on the proposed terms of the sale of the property.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Executive Director is authorized to negotiate with and enter into a purchase agreement with Kadra Bade for the sale of 1201 Charlton Street, West St Paul subject to approval as to form by the Dakota County Attorney's office.

Close Public Hearing:

Motion: Commissioner Hamann-Roland

Second: Commissioner Droste

Ayes: 7

Nays: 0

Abstentions: 0

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

Motion:

Motion: Commissioner Atkins

Second: Commissioner Hamann-Roland

Ayes: 7

Nays: 0

Abstentions: 0

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

23-6778

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

Tony Schertler presented information and answered questions.

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

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

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

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

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

WHEREAS, the CDA Board of Directors approved the initial authorization and budget for the proposed levy at its September 19, 2023 meeting and the Dakota County board of Commissioners approved the CDA's proposed 2024 Special Benefit Levy at 0.0156 percent of estimated market value at its November 28, 2023 meeting; and

WHEREAS, the CDA is required pursuant to Section 469.033, Subdivision 6, of the HRA Act to formulate and file a budget with the County, and the amount of the Special Benefit Tax levy for the following year shall be based on that budget; and

WHEREAS, the CDA Board has before it, for its consideration, a copy of a final budget for the use of 2024 levy proceeds, based on a Special Benefit Tax of 0.0156 percent of estimated market value, for the payment of debt service for the CDA bond-funded developments and other CDA initiatives.

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

Section 1: The Year 2024 levy budget of \$10,773,670 presented for consideration by the Board of Commissioners of the CDA is hereby in all respects approved.

Section 2: There is hereby levied pursuant to Minnesota Statute, Section 469.033, Subdivision 6 a special benefit tax in the amount of the sum of (a) the lesser of 0.0144 percent of the estimated market value within the County or \$9,944,926 and (b) subject to approval of the County, an additional levy in the amount of the lesser of 0.0012 percent of the estimated market value within the County or \$828,744 for a total of 0.0156 percent of the estimated market value within the County or \$10,773,670.

Motion: Commissioner Halverson

Second: Commissioner Atkins

Ayes: 7

Nays: 0

Abstentions: 0

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

23-6779

Approval Of Compensation Analysis Recommendations And Adoption Of 2024 Merit Compensation Policy And Plan

Sara Swenson presented along with Dr. Tessia Melvin from David Drown Associates.

WHEREAS, market competitiveness and pay policy administration are essential to effective and efficient government; and

WHEREAS, the CDA engaged the services of David Drown Associates, Inc. to complete a comprehensive market analysis of CDA positions; and

WHEREAS, based on market data, reclassifications of positions are recommended to help with market competitiveness for recruitment and retention of talent; and

WHEREAS, reclassifications will be effective January 1, 2024; and

WHEREAS, the 2024 Merit Compensation Policy and Plan has been updated to increase salary ranges 3.25 percent above 2023 ranges and the merit matrix provides for 0 to 7.5 percent adjustments for job performance.

NOW, THEREFORE, BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the recommendations from the compensation analysis and 2024 Merit Compensation Plan are hereby adopted.

Motion: Commissioner Hamann-Roland Second: Commissioner Halverson

Ayes: 7 Nays: 0 Abstentions: 0

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

INFO **Discussion Of CDA Board Office Appointments For 2024**
Slavik – Chair; Hamann-Roland – Vice Chair; Halverson – Secretary

INFO **Executive Director Update**
Tony Schertler provided updates.

23-6780 **Closed Executive Session: Executive Director Annual Performance Evaluation**

WHEREAS, upon adoption of a resolution by majority vote, the CDA Board is authorized, pursuant to Minn. Stat. § 13D.05 3(a), to hold a closed executive session to discuss the performance of an individual who is subject to its authority; and

WHEREAS, the CDA Board of Commissioners desires to meet to discuss the performance of the Executive Director.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Community Development Agency Board of Commissioners hereby closes the CDA Board meeting on December 19, 2023 to discuss the performance of the Executive Director.

Motion: Commissioner Atkins Second: Commissioner Halverson

Ayes: 7 Nays: 0 Abstentions: 0

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

Workman	X
Holberg	X
Hamann-Roland	X

INFORMATION

ADJOURNMENT

23-6781 **Adjournment**

BE IT RESOLVED, that the Dakota County Community Agency Board of Commissioners hereby adjourns until Wednesday, January 24, 2024.

Motion: Commissioner Hamann-Roland Second: Commissioner Droste

Ayes: 7 Nays: 0 Abstentions: 0

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

The CDA Board meeting adjourned at 5:29 p.m.

Clerk to the Board



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 3A

DEPARTMENT: Housing Assistance

FILE TYPE: Federal - Consent

TITLE

Approve 2024 Utility Allowance Schedule for the Housing Choice Voucher Program

PURPOSE/ACTION REQUESTED

Approve 2024 Utility Allowance Schedule for the Housing Choice Voucher Program.

SUMMARY

In accordance with Section 982.517 of Federal Regulations, the Dakota County Community Development Agency (CDA) is required to establish and maintain a utility allowance schedule for use in calculating estimated costs for tenant-furnished utilities and other services. The CDA is also required to review the schedule annually to determine if adjustments are necessary. The CDA again this year, secured a contract with The Nelrod Company, an affordable housing and energy efficiency consulting firm that works with housing authorities throughout the country, including several in Minnesota, to complete the utility allowance assessment and update.

Adjustments are required when there has been a change of 10% or more in a utility rate since the schedule was last updated. Nelrod's analysis of current rate data, established utility provider's rates have changed more than 10% and therefore, an updated 2024 utility allowance schedule was completed.

The method for calculating the allowance is the *engineering method*. It is based upon reasonable consumption data of an energy conservative family of modest circumstances and provides for the basic essentials needed for a living environment that is safe, sanitary and healthful. The data is used in conjunction with the most recent version of HUD's Utility Schedule Model (HUSM) that incorporates base consumption information. Characteristics considered in this method are construction type, location, size, heat source, utility rates, utility provider and consumption data for the "community as a whole". This approach removes the variable of individual consumption habits from the equation and therefore, more accurately reflects the costs of utilities for an energy conservative household. Nelrod calculated utility allowances based on the engineering method.

The new utility allowance schedule is effective February 1, 2024.

Attachment A is the proposed schedule for 2024.

RECOMMENDATION

Staff recommends approval of the proposed 2024 Utility Allowance Schedule- Attachment A

EXPLANATION OF FISCAL/FTE IMPACTS

Funding appropriations for the Housing Choice Voucher program are determined annually by Congress. It is anticipated that the adjustments to utility allowances will have a minimal financial impact.

☐ None ☒ Current budget ☐ Other ☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, the Dakota County Community Development Agency receives funding through the Department of Housing and Urban Development (HUD) to operate a Housing Choice Voucher Program; and

WHEREAS, in accordance with 24 CFR 982.517, Housing Authorities are required to establish and maintain allowance schedules for use in calculating estimated costs of tenant-furnished utilities and other services; and

WHEREAS, the allowance schedule for tenant paid utilities and other services be reviewed annually.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the Allowances for Tenant-Furnished Utilities, Attachment A, is adopted for use in the Housing Choice Voucher Program effective February 1, 2024.

PREVIOUS BOARD ACTION

22-6614; 12/13/2022

ATTACHMENTS

Attachment A: Utility Allowance Schedule

BOARD GOALS

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

PUBLIC ENGAGEMENT LEVEL

☐ Inform and Listen ☐ Discuss ☐ Involve ☒ N/A

CONTACT

Department Head: Lisa Hohenstein, Director of Housing Assistance

Author: Lisa Hohenstein

ALLOWANCES FOR TENANT FURNISHED UTILITIES

LOCALITY: DAKOTA COUNTY CDA February 2024

MONTHLY DOLLAR ALLOWANCE

	0 BR			1 BR			2 BR			3 BR			4 BR			5 BR		
	M	T/D	SF	M	T/D	SF	M	T/D	SF	M	T/D	SF	M	T/D	SF	M	T/D	SF
HEATING																		
Natural Gas	24	30	34	28	35	40	33	41	47	38	47	55	43	53	61	48	59	68
Bottle Gas	56	68	79	65	82	94	77	96	109	87	109	127	99	123	142	113	137	159
Fuel Oil	87	111	125	104	132	150	122	153	174	143	174	202	160	195	226	177	219	254
Electricity	27	39	66	32	46	77	44	61	91	56	76	104	68	90	117	80	105	131
COOKING																		
Natural Gas		3			3			4			5			7			8	
Bottle Gas		5			5			9			12			15			17	
Electricity		6			7			10			13			16			19	
LIGHTS/REFRIGERATION																		
Electricity	22	28	33	26	33	39	36	46	54	47	59	69	57	72	84	67	85	99
WATER HEATING																		
Natural Gas	6	8	8	7	9	9	10	13	13	13	17	17	17	21	21	19	24	24
Electricity	16	20	20	19	24	24	24	30	30	29	37	37	35	43	43	40	50	50
Bottle Gas	14	17	17	15	21	21	22	27	27	29	38	38	38	46	46	43	55	55
Fuel Oil	21	28	28	24	31	31	35	45	45	49	59	59	59	73	73	70	87	87
WATER/SEWER																		
Water		16			16			19			23			27			31	
Sewer		32			32			39			47			54			61	
Trash		23			23			23			23			23			23	
RANGE/REFRIGERATOR																		
Range		11			11			11			11			11			11	
Refrigerator		12			12			12			12			12			12	
ELECTRIC SURCHARGE																		
		10			10			10			10			10			10	
NATURAL GAS SURCHARGE																		
		10			10			10			10			10			10	

TOTAL

Participant Name _____

Unit Address _____

City, State, Zip _____

Heating Codes:

M = 3 or More Attached Units

T/D = Duplex or 2-Family Home

SF = Single Family & Mobile Homes



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 3B

DEPARTMENT: Housing Assistance

FILE TYPE: Federal - Consent

TITLE

Schedule A Public Hearing To Receive Comments On The 2024 Public Housing Agency Plan

PURPOSE/ACTION REQUESTED

Set public hearing date.

SUMMARY

As an administrator of the federal Housing Choice Voucher and Public Housing programs, the Dakota County Community Development Agency (CDA) is required to prepare Five Year and annual updates to its Public Housing Agency Plan (PHA Plan) using the U.S. Department of Housing and Urban Development's (HUD) prescribed template.

The PHA Plan outlines updates to goals and objectives for the Housing Choice Voucher and Public Housing programs. The CDA Board approved the most recent Five Year PHA Plan on March 17, 2020, the last annual update on March 21, 2023, and the most recent revision on August 22, 2023. This year, the CDA only needs to submit an Annual Plan.

HUD requires a 45-day public comment period and a public hearing to approve the PHA Annual Plan. The plan needs to be submitted to HUD 75 days before the start of the CDA's fiscal year.

On January 12, 2024, the public comment period was published in the Dakota County Tribune and posted on the CDA's website. Postcards were mailed to program participants and letters were sent to city officials in cities where CDA public housing units are located to review the plan and provide comment. The public hearing notice will be published in the Dakota County Tribune and posted on the CDA's website.

RECOMMENDATION

Staff recommends scheduling a public hearing for the March 27, 2024 CDA Board Meeting to receive comments on the 2024 PHA Annual Plan.

EXPLANATION OF FISCAL/FTE IMPACTS

Programs in the PHA Annual Plan are funded through HUD federal allocations.

☒ None ☐ Current budget ☐ Other ☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and the ensuing HUD requirements mandates that agencies with Housing Choice Voucher and/or Public Housing programs once every five years submit a Public Housing Agency (PHA) Five Year Strategic

Plan and every year submit a Public Housing Agency Annual Plan including the Capital Fund Program Annual Statement and the Performance And Evaluation Report; and

WHEREAS, in 2024, the Dakota County Community Development Agency (CDA) is required to submit an Annual Plan; and

WHEREAS, Section 511 of the QHWRA of 1998 also requires that after a 45-day public comment period, the Board of Commissioners of the agency responsible for the PHA Plan conducts a public hearing; and

WHEREAS, the public comment period opened on January 12, 2024.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That a public hearing for the PHA Annual Plan will be conducted at the March 27, 2024 meeting.

PREVIOUS BOARD ACTION

23-6727; 8/22/2023

23-6660; 3/21/2023

ATTACHMENTS

None.

BOARD GOALS

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Focused Housing Programs | <input checked="" type="checkbox"/> Collaboration | |
| <input type="checkbox"/> Development/Redevelopment | <input type="checkbox"/> Financial Sustainability | <input type="checkbox"/> Operational Effectiveness |

PUBLIC ENGAGEMENT LEVEL

- | | | | |
|--|----------------------------------|---|------------------------------|
| <input type="checkbox"/> Inform and Listen | <input type="checkbox"/> Discuss | <input checked="" type="checkbox"/> Involve | <input type="checkbox"/> N/A |
|--|----------------------------------|---|------------------------------|

CONTACT

Department Head: Lisa Hohenstein, Director of Housing Assistance

Author: Lisa Hohenstein



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 3C

DEPARTMENT: Housing Assistance

FILE TYPE: Federal - Consent

TITLE

Approval Of Amendments To The Housing Assistance Department Administrative Plans

PURPOSE/ACTION REQUESTED

Approve amendments to the Housing Assistance Department Administrative Plans.

SUMMARY

The Dakota County Community Development Agency (CDA), as the administrator of rental assistance programs, is required to adopt and maintain an administrative plan to delineate the policies used to govern programs.

Attachment A is the edited chapters of the CDA's Housing Assistance Department Administrative Plans.

Changes are for:

- Adding Dakota County Voucher Rental Assistance Program policies.

RECOMMENDATION

Staff recommends adopting the proposed revisions.

EXPLANATION OF FISCAL/FTE IMPACTS

N/A

☒ None ☐ Current budget ☐ Other ☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, the Dakota County Community Development Agency (CDA), as an administrator of rental assistance programs, is required to adopt and maintain an administrative plan to delineate the policies used to govern the programs; and

WHEREAS, the Dakota County CDA has made updates to the Housing Assistance Department Administrative Plans to include policies for the Dakota County Voucher Rental Assistance Program.

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

PREVIOUS BOARD ACTION

23-6772; 12/19/2023

ATTACHMENTS

Attachment A: Applicable Chapter of the Housing Assistance Department Administrative Plans

BOARD GOALS

- | | | |
|--|---|--|
| <input type="checkbox"/> Focused Housing Programs | <input type="checkbox"/> Collaboration | |
| <input type="checkbox"/> Development/Redevelopment | <input type="checkbox"/> Financial Sustainability | <input type="checkbox"/> Operational Effectiveness |

CONTACT

Department Head: Lisa Hohenstein, Director of Housing Assistance

Author: Lisa Hohenstein

PART VI: FAMILY VOUCHER RENTAL ASSISTANCE PROGRAM

18-VI.A. OVERVIEW

The CDA will administer tenant-based rental assistance for eligible referrals from Dakota County Community Services. This program will continue to be administered, subject to budget renewal.

18-VI.B. ELIGIBILITY

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

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

- On Dakota County CDA's Housing Choice Voucher waiting list (if not, at time of referral, the CDA will add the household, if the list is open)
- Agree to transition to the Housing Choice Voucher waiting list upon selection
- Eligible for the Housing Choice Voucher Program by meeting the following prescreening criteria:
 - Income at or below 50% AMI based on household size
 - Use the tenant-based rental assistance in Dakota County
 - Pass criminal background screening

18-VI.C. OUTREACH AND REFERRALS

The CDA operates the Family Voucher Rental Assistance Program throughout Dakota County, Minnesota.

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

18-VI.D. APPLICATIONS, WAITING LIST AND TENANT SELECTION

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

In preparation for admission to the Housing Choice Voucher Program, the Dakota County CDA will collect birth certificates (when applicable) and Social Security cards for all household members.

18-VLE. INCOME AND SUBSIDY DETERMINATIONS

Income and assets will be determined and verified in accordance with Chapters 6 and 7 of the Housing Choice Voucher Administrative Plan.

Due to the temporary nature of the program, until the Housing Choice Voucher is available, the same calculation will be used to establish the level of subsidy. The participant portion will be calculated at 30% of gross income, however, if the gross rent exceeds the payment standard, the participant may pay more. At program admission, or at move, the tenant may not exceed 40% of their gross income toward rent plus tenant-paid utilities. Family voucher rent assistance can only be used for Housing Assistance Payments (HAP), not application fees or security deposits.

18-VLF. HOUSING QUALITY STANDARDS (HQS)

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

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

18-VLG. MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

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

18-VLH. SPECIAL HOUSING TYPES

Homeownership is not an option under the Family Voucher Rental Assistance Program.

18-VLI. PROGRAM ADMINISTRATION

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

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

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

The Dakota County CDA will consider approving a lease term, other than 12-months, (i.e. month-to-month). If a lease term, other than 12-months, is approved, a copy of the most recent lease must be provided to the Dakota County CDA. Regardless of the lease term, the Dakota County CDA will conduct an annual recertification, require an updated lease (or rent change form) and biennial HQS inspection.

During program participation, all changes in household composition, income and assets are required to be reported, in writing, to the Dakota County CDA within 30 days. If the change

reported is an income decrease, an adjustment will be processed, if applicable. If the reported change is an increase, the Dakota County CDA will evaluate the increase to ensure that it meets the \$500/month threshold. If the change does not meet this threshold, no change will be required.

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

The CDA will apply the policies in this Plan that are not addressed in the Family Voucher Rental Assistance Program Policies.



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 4A

DEPARTMENT: Finance

FILE TYPE: Regular - Consent

TITLE

Approval Of Record Of Disbursements – December 2023

PURPOSE/ACTION REQUESTED

Approve Record of Disbursements for December 2023.

SUMMARY

In December 2023, the Dakota County CDA had \$8,014,247.62 in disbursements and \$727,558.64 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 December 2023.

EXPLANATION OF FISCAL/FTE IMPACTS

These disbursements are included in the Fiscal Year Ending June 30, 2024 budget

☐ None ☒ Current budget ☐ Other ☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the December 2023 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements – December 2023

BOARD GOALS

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

CONTACT

Department Head: Ken Bauer, Finance Director

Author: Chris Meyer, Assistant Director of Finance

Dakota County CDA
Record of Disbursements
For the month of December 2023

	Date	Amount	Total
Common Bond Housing			
	12/20/23	<u>\$ 49,929.07</u>	
			\$ 49,929.07
Disbursing			
	12/01/23	\$ 2,429.00	
	12/07/23	\$ 761,840.04	
	12/14/23	\$ 1,028,679.68	
	12/21/23	\$ 1,110,536.92	
	12/28/23	<u>\$ 1,724,327.86</u>	
			\$ 4,627,813.50
HOPE Program			
	12/18/23	<u>\$ 750,000.00</u>	
			\$ 750,000.00
Housing Assistance			
	12/01/23	\$ 2,498,595.25	
	12/14/23	<u>\$ 82,731.15</u>	
			\$ 2,581,326.40
Housing Development & Renewal			
	12/28/23	<u>\$ 5,178.65</u>	
			\$ 5,178.65
Total Disbursements			<u><u>\$ 8,014,247.62</u></u>
December 2023 Payroll			
	12/01/23	\$ 235,622.46	
	12/15/23	\$ 239,092.52	
	12/29/23	<u>\$ 252,843.66</u>	
Total Payroll			<u><u>\$ 727,558.64</u></u>

Disbursement detail is available in the Finance Office



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 4B

DEPARTMENT: Housing Development

FILE TYPE: Regular - Consent

TITLE

Establish The Date For A Public Hearing To Consider Conveyance Of Property To Denmark Trail Workforce Housing Limited Partnership (Denmark Trail Townhomes, Farmington)

PURPOSE/ACTION REQUESTED

Set a public hearing date to consider the conveyance of land in Farmington to the Denmark Trail Workforce Housing Limited Partnership for the development of Denmark Trail Townhomes.

SUMMARY

The Dakota County CDA, as General Partner of the Denmark Trail Workforce Housing Limited Partnership ("Partnership"), has applied for and received an allocation of 2023 and 2024 Low Income Housing Tax Credits and has secured gap financing to develop Denmark Trail Townhomes, a 40-unit affordable workforce townhome development in Farmington. Staff is working towards a late spring closing on the financing and construction start.

The Denmark Trail Workforce Housing Limited Partnership will be purchasing the land from the CDA for one dollar (\$1.00). Minnesota Statute 469.029 requires that a public hearing be held prior to the conveyance of real property by the CDA. The attached resolution sets a public hearing to consider the conveyance of land to Denmark Trail Workforce Housing Limited Partnership at the February 28, 2024 CDA Board Meeting.

If approved, notice of the public hearing will be published in the Dakota County Tribune in accordance with Minnesota Statute 469.029. A site location map is Attachment A.

RECOMMENDATION

CDA staff recommend establishing a public hearing date to consider this land conveyance.

EXPLANATION OF FISCAL/FTE IMPACTS

Establishing the public hearing date has no fiscal impact.

☐ None ☐ Current budget ☐ Other ☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, the Dakota County CDA has acquired property located in Farmington, Minnesota, legally described as follows:

That part of the West half of the Northwest Quarter (W 1/2 of NW 1/4) in Section 6, Township 113, Range 19, Dakota County, Minnesota, lying Northerly of the Northerly right-of-way of Chicago, Milwaukee, St. Paul and Pacific Railroad, except the two parcels described as follows:

Parcel A:

The East 597.97 feet of the West half of the Northwest Quadrant (W 1/2 of NW 1/4) in Section 6, Township 113, Range 19, Dakota County, Minnesota, lying Northerly of the Northerly right-of-way of Chicago, Milwaukee, St. Paul and Pacific Railroad.

Parcel B:

The North 1338.34 feet of the West half of the Northwest Quarter (W 1/2 of NW 1/4) in Section 6, Township 113, Range 19, Dakota County, Minnesota, lying West of the East 597.97 feet thereof.

To be re-platted as Lot 1, Block 1 Denmark Housing Addition, Dakota County, Minnesota; and

WHEREAS, the CDA desires to promote the development of Denmark Trail Townhomes, a housing development project comprised of 40 townhome units which has received an allocation of low income housing tax credits, by the Denmark Trail Workforce Housing Limited Partnership, in which the CDA is the sole general partner (the "Partnership"); and

WHEREAS, pursuant to Minnesota Statutes 469.029 the Dakota County CDA must hold a public hearing prior to the conveyance of real property; and

WHEREAS, notice of such public hearing will be provided in a newspaper with local distribution in accordance with Minnesota Statutes 469.029.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the date for a public hearing to consider the conveyance of real property to the Partnership be established for February 28, 2024, at or after 1 p.m. at the office of the Dakota County CDA located at 1228 Town Centre Drive in Eagan, Minnesota.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment A: Site Location Map

BOARD GOALS

- | | | |
|---|---|--|
| <input type="checkbox"/> Focused Housing Programs | <input type="checkbox"/> Collaboration | |
| <input checked="" type="checkbox"/> Development/Redevelopment | <input type="checkbox"/> Financial Sustainability | <input type="checkbox"/> Operational Effectiveness |

CONTACT

Department Head: Kari Gill, Deputy Executive Director

Author: Lori Zierden, Real Estate Manager

Denmark Trail Site



Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed.
This is not a legal document and should not be substituted for a title search, appraisal, survey, or
for zoning verification.

Map Scale
1 inch = 300 feet
12/26/2023



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 4C

DEPARTMENT: Community and Economic Development

FILE TYPE: Regular - Consent

TITLE

Authorize Forgiveness And Release Of CDA Tax Increment Financing Loan And Interest To Spruce Pointe Townhomes (Inver Grove Heights)

PURPOSE/ACTION REQUESTED

Authorize forgiveness and release of the outstanding principal and interest on a Tax Increment Financing (TIF) Loan to the Dakota County CDA for Spruce Pointe Townhomes in Inver Grove Heights.

SUMMARY

In 1995, the Dakota County Housing and Redevelopment Authority (HRA), now the CDA, provided a \$200,000 TIF Loan to the Inver Grove Heights Family Housing Limited Partnership, which was the owner of the 24-unit Spruce Pointe Townhomes, generally located at 78th Street E. and Chandler Lane. The development is now owned by the Dakota County CDA Workforce Housing, LLC. The TIF Loan was generated from the CDA's TIF Districts No. 2 and No. 5, which were decertified in 2010 and 2014, respectively. The CDA has made payments on the loan and the balance is currently \$180,465, including interest. The loan was due January 4, 2024.

To support the on-going affordability of the Spruce Pointe Townhomes, CDA staff propose forgiving and releasing the remaining outstanding loan and interest.

RECOMMENDATION

Staff recommends the forgiveness and release of the remaining \$180,465 balance, including all interest, of the Tax Increment Financing Loan to Dakota County CDA Workforce Housing, LLC for Spruce Pointe Townhomes.

EXPLANATION OF FISCAL/FTE IMPACTS

The forgiveness and release of the remaining \$180,465 TIF Loan, including interest, will remove the debt from the property's liability and remove the corresponding loan payment to the CDA for an offsetting net financial impact.

☐ None ☐ Current budget ☒ Other ☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, in 1995 the Dakota County Housing and Redevelopment Authority, now the Dakota County Community Development Agency (CDA), approved a \$200,000 Tax Increment Financing (TIF) Loan to assist with construction of Spruce Pointe Townhomes, a 24-unit development in Inver Grove Heights; and

WHEREAS, Spruce Pointe Townhomes is now owned by the Dakota County CDA Workforce Housing, LLC; and

WHEREAS, the current balance of the TIF loan, including interest, is \$180,465; and

WHEREAS, the CDA wishes to forgive and release the remaining balance and interest on the TIF Loan to ensure the long-term affordability of Spruce Pointe Townhomes.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the remaining balance and interest of a Tax Increment Financing Loan for Spruce Pointe Townhomes in the amount of \$180,465 is hereby forgiven and released, and the Executive Director is hereby authorized and directed to execute and deliver on behalf of the CDA those documents that may be necessary or convenient to evidence such forgiveness and release.

PREVIOUS BOARD ACTION

None

ATTACHMENTS

None.

BOARD GOALS

- | | | |
|--|--|--|
| <input type="checkbox"/> Focused Housing Programs | <input type="checkbox"/> Collaboration | |
| <input type="checkbox"/> Development/Redevelopment | <input checked="" type="checkbox"/> Financial Sustainability | <input type="checkbox"/> Operational Effectiveness |

PUBLIC ENGAGEMENT LEVEL

- | | | | |
|--|----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Inform and Listen | <input type="checkbox"/> Discuss | <input type="checkbox"/> Involve | <input checked="" type="checkbox"/> N/A |
|--|----------------------------------|----------------------------------|---|

CONTACT

Department Head: Lisa Alfson, Director of Community and Economic Development

Author: Margaret Dykes, Assistant Director of Community and Economic Development



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 4D

DEPARTMENT: Community and Economic Development

FILE TYPE: Regular - Consent

TITLE

Approval Of Budget Amendment For Tax Increment Financing District No. 11 For Glazier Townhomes (Apple Valley)

PURPOSE/ACTION REQUESTED

Approve a budget amendment of up to \$70,000 from Tax Increment Financing (TIF) District No. 11 for public sidewalk installation costs adjacent to Glazier Townhomes (Apple Valley).

SUMMARY

The Dakota County CDA owns and manages Glazier Townhomes, a 15-unit public housing development located at 14614 Glazier Avenue. When the development was constructed in 1983, public sidewalks were not required to be installed within the right-of-way of Glazier Avenue. Consequently, there are no public sidewalks connections on the site. The City of Apple Valley (the City) would like to address missing pedestrian connections and has approached the CDA about participating in a cost-sharing arrangement to install approximately 440 linear feet of public sidewalk on the subject site. The City would design the sidewalk, designate the easement, and construct the sidewalk. The City would also make repairs to the existing driveway entrances at Glazier Townhomes. The CDA would then become responsible for maintaining the sidewalk, including snow and ice removal. The City has stated that if the CDA chose to participate in the cost-sharing arrangement, the CDA's share of the public sidewalk construction would be \$70,000. The City anticipates construction would start in April or May 2024.

The CDA has available funds from TIF District No. 11 that could pay for the CDA's portion of the public sidewalk construction and repair to driveway entrances. The CDA's FYE 2024 operating budget does not include budget authority in TIF District No. 11 for the Glazier Avenue sidewalk construction. A budget amendment is needed.

In addition to the public sidewalk on Glazier Avenue, the City stated it will request an easement on the north side of Glazier Townhomes to reconstruct an existing trail that runs from the driveway of the CDA property to Cedar Avenue. There is no easement for the trail, and the City would like to improve the trail which is in disrepair. The trail improvements would include lighting, screening and landscaping, and the trail would connect from Cedar Avenue to Glazier Avenue. The trail improvements will be paid for by the City and Dakota County. The trail easement request is not part of the budget amendment for the public sidewalks.

RECOMMENDATION

Staff recommends approval of the resolution amending the FYE24 operating budget to include up to \$70,000 of budget authority in Tax Increment Financing District No. 11 for the construction public sidewalks adjacent to Glazier Townhomes in Apple Valley.

EXPLANATION OF FISCAL/FTE IMPACTS

The proposed amendment to the fiscal year 2024 budget would add up to \$70,000 of available funds from TIF District No. 11 for the construction of a public sidewalk adjacent to Glazier Townhomes in Apple Valley. The proposed budget amendment does not impact the revenue or overall district budget.

☐ None ☐ Current budget ☐ Other ☒ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, in 1983, the Dakota County Housing and Redevelopment Authority, now the Dakota County Community Development Agency (CDA), constructed Glazier Townhomes, a 15-unit public housing development located at 14631-14659 Glazier Avenue; and

WHEREAS, public sidewalks were not required to be installed when Glazier Townhomes were developed; and

WHEREAS, the City of Apple Valley is undertaking a public improvement project in 2024 to construct missing public sidewalks in the city's downtown area; and

WHEREAS, the City has requested the CDA participate in the costs for the installation of the public sidewalk that would be constructed on west side Glazier Avenue adjacent to Glazier Townhomes; and

WHEREAS, the City has stated the CDA's share of the public sidewalk construction would not exceed \$70,000; and

WHEREAS, there are available funds for the construction of public sidewalks from Tax Increment Financing District No. 11 in Apple Valley.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That the fiscal year 2024 operating budget be amended to include up to \$70,000 of budget authority in Tax Increment Financing District No. 11 for the construction of public sidewalks adjacent to Glazier Townhomes in Apple Valley.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment A: Apple Valley Sidewalk Graphic

BOARD GOALS

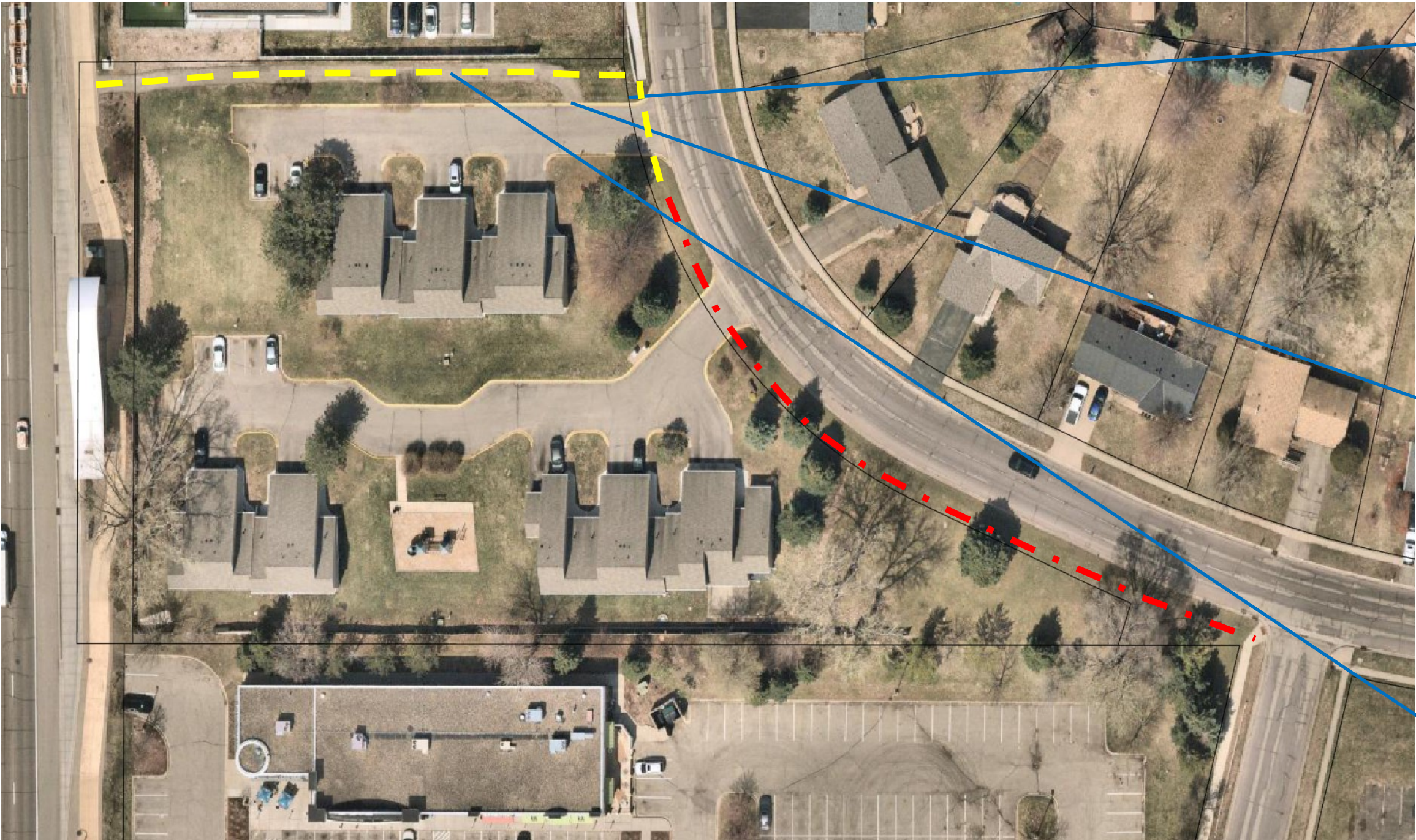
☐ Focused Housing Programs ☒ Collaboration
☒ Development/Redevelopment ☐ Financial Sustainability ☐ Operational Effectiveness

CONTACT

Department Head: Lisa Alfson, Director of Community and Economic Development

Author: Margaret Dykes, Assistant Director of Community and Economic Development

Sidewalk and Trail Connection Adjacent to 14614 Cedar Ave
Glazier Townhomes — Dakota County CDA



- — — Dakota County/City of Apple Valley Trail Connection*
- * Easement from CDA required for public trail
- - - Sidewalk Gap—Seeking CDA Funding (Approximately 400')





Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 4E

DEPARTMENT: Administration

FILE TYPE: Regular - Consent

TITLE

Summary Of Conclusions Of Closed Executive Session To Evaluate Performance Of Executive Director

PURPOSE/ACTION REQUESTED

Summarize the CDA Board of Commissioners' conclusions regarding the closed session annual performance review of the Executive Director.

SUMMARY

The Open Meeting Law, Minn. Stat. § 13D.05, permits a public body to close a meeting to evaluate the performance of an individual subject to its authority. On December 19, 2023 (Resolution No. 23-6780) the Dakota County CDA Board of Commissioners held a closed executive session to hold a discussion of the performance of the Executive Director.

The annual review of the Executive Director resulted in an Exceeds Standards rating. The session included discussion of the Executive Director's accomplishments and observations in 2023, and challenges and opportunities he and the Board foresee for 2024.

RECOMMENDATION

Staff recommends adoption of the resolution.

EXPLANATION OF FISCAL/FTE IMPACTS

The Executive Director's 2024 compensation is included in the current FYE24 budget and will be included in the FYE25 budget proposal presented to the Board in May 2024.

☐ None ☒ Current budget ☐ Other ☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

WHEREAS, pursuant to Minn. Stat. § 13D.05, subd. 3(a), the CDA Board held a closed executive session on December 13, 2022, to evaluate the performance of the CDA Executive Director; and

WHEREAS, Minn. Stat. § 13D.05, subd. 3(a) requires that the CDA Board summarize its conclusions regarding the evaluations; and

WHEREAS, the CDA Executive Director's rating was based on four Annual Goals and Annual Priorities elements (Internal, Stakeholder, Financial, and Learning and Growth Perspectives); and

WHEREAS, the rating was also based upon ten established Core Competencies, including Strategic Agility; Communicating Vision & Purpose; Analytical Thinking & Planning; Decision Making; Listening-

Communications Skills; Handling Conflict & Difficult Situations; Organizational Expertise; Working with Others & Teams; Honesty & Integrity; and Impact on Results.

NOW, THEREFORE BE IT RESOLVED by the Dakota County Community Development Agency Board of Commissioners, That based upon a review of the Executive Director's performance with respect to the Annual Goals and Annual Priorities elements and Core Competencies, the Executive Director's annual performance is rated at the level of Exceeds Standards, and is approved for a 6.5% pay increase effective January 1, 2024.

PREVIOUS BOARD ACTION

23-6780; 12/19/2023

ATTACHMENTS

None.

BOARD GOALS

- | | | |
|--|---|---|
| <input type="checkbox"/> Focused Housing Programs | <input type="checkbox"/> Collaboration | |
| <input type="checkbox"/> Development/Redevelopment | <input type="checkbox"/> Financial Sustainability | <input checked="" type="checkbox"/> Operational Effectiveness |

CONTACT

Department Head: Sara Swenson, Director of Administration and Communications

Author: Sara Swenson



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 5A

DEPARTMENT: Housing Development

FILE TYPE: Regular - Informational

TITLE

Housing Development Update

PURPOSE/ACTION REQUESTED

Update on the status of CDA developments.

SUMMARY

An update will be provided on CDA construction projects and vacant land owned:

- The Nicols Pointe (under construction)
- Denmark Trail
- Hastings Parcel
- Miscellaneous Vacant Land
 - Hillcrest Pointe
 - Parcel sold to Adalyn Avenue LLLP (SR)

RECOMMENDATION

None.

EXPLANATION OF FISCAL/FTE IMPACTS

N/A

☐ None ☐ Current budget ☐ Other ☐ Amendment Requested ☐ New FTE(s) requested

ATTACHMENTS

None.

BOARD GOALS

- | | |
|--|--|
| <input checked="" type="checkbox"/> Focused Housing Programs | <input type="checkbox"/> Collaboration |
| <input type="checkbox"/> Development/Redevelopment | <input type="checkbox"/> Financial Sustainability <input type="checkbox"/> Operational Effectiveness |

CONTACT

Department Head: Kari Gill, Deputy Executive Director

Author: Lori Zierden, Real Estate Manager



Board of Commissioners

Request for Board Action

Meeting Date: January 24, 2024

Agenda #: 5B

DEPARTMENT: Administration

FILE TYPE: Regular - Informational

TITLE

Legislative Update

PURPOSE/ACTION REQUESTED

- Update on legislative changes related to landlord/tenant laws.
- Update on housing related legislative items.

SUMMARY

Staff and legal consultants will provide updates at the meeting.

RECOMMENDATION

None.

EXPLANATION OF FISCAL/FTE IMPACTS

N/A

☒ None ☐ Current budget ☐ Other ☐ Amendment Requested ☐ New FTE(s) requested

ATTACHMENTS

None.

BOARD GOALS

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

CONTACT

Department Head: Sara Swenson, Director of Administration and Communications

Author: Sara Swenson

MEMO

January 19, 2024

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

FROM: Tony Schertler, Executive Director

RE: Status Report - Quarter 4, 2023

This Status Report provides summary information on the use of affordable housing and community development programs in Dakota County. The Status Report reflects statistics through the fourth quarter of 2023 and not the entire life of programs. As a reference tool, the appendix has an explanation of each program.

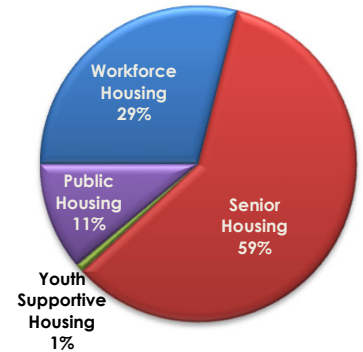


Rental Assisted Housing

Development-Based Housing Programs	as of September 30		as of December 31		*/ Previous Quarter
	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	
CDA Housing Programs	1,669	831	1,669	831	0
Project Based Housing Choice Vouchers	All	136	All	142	6
Other Affordable Housing Programs	1100	1,730	1100	1,730	0
Total Development-Based Housing Units	2,769	2,697	2,769	2,703	6
Tenant-Based Housing Programs					
		All		All	*/ Quarter
Tenant Based Housing Choice Vouchers		2,330		2,304	-26
Portable Incoming Vouchers		357		380	23
Outgoing Vouchers		599		433	-166
Other Rental Housing Subsidy Programs		21		5	-16
Total Tenant-Based Housing Vouchers	0	3,307	0	3,122	-185

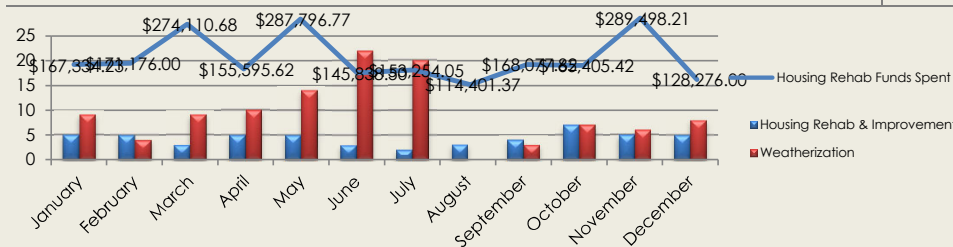
Tenant-based program vouchers may be used by residents of development-based housing.

CDA Property Portfolio

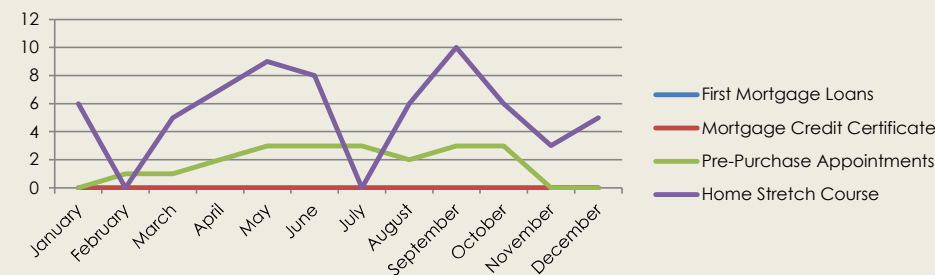


Home Ownership

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	13	13	9	17	52
Weatherization Projects Completed	22	46	23	21	112



First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificates	0	0	0	0	0
Pre-Purchase Counseling	2	8	8	3	21
Home Stretch Homebuyer Education	11	24	16	14	65



Graph represents monthly data.

CDA Properties include:

- 29 Senior Housing Developments
- 24 Workforce Housing Developments
- 1 Youth Supportive Housing Development
- 323 units Scattered Site Public Housing

Rental Assisted Housing includes:

Development-Based Housing Programs

- CDA Senior Housing
- CDA Workforce Housing
- CDA Youth Supportive Housing
- Section 8 Housing Choice Vouchers
- 202 Housing
- 811 Housing
- 236 Housing
- Low Rent Housing
- Non-CDA Bond Financed Housing
- Non-CDA Tax Credit Housing
- FMHA

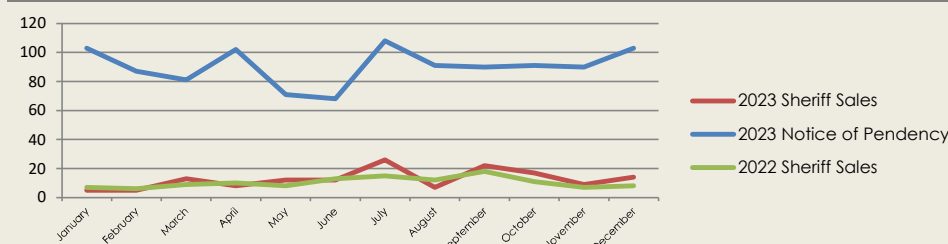
Tenant-Based Housing Programs

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

Program statistics are available upon request.

Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	23	32	55	40	150	63
Notice of Pendency	271	241	289	284	1,085	443





Rental Assisted Housing

	as of September 30		as of December 31		+/-
Development-Based Housing Programs	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
CDA Housing Programs	170	111	170	111	0
Project Based Housing Choice Vouchers	All	19	All	20	1
Other Affordable Housing Programs	215	117	215	117	0
Total Development-Based Housing Units	385	247	385	248	1
Tenant-Based Housing Programs	All		All		+/- Quarter
Tenant Based Housing Choice Vouchers		267		265	-2
Portable Incoming Vouchers		40		45	5
Other Rental Housing Subsidy Programs		0		0	0
Total Tenant-Based Housing Vouchers		307		310	3

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

CDA Properties in Apple Valley

Senior Housing Developments

Orchard Square • 50 units
Cortland Square • 60 units
Cobblestone Square • 60 units

Workforce Housing Developments

Glenbrook Townhomes • 39 units
Chasewood Townhomes • 27 units
Quarry View Townhomes • 45 units

Scattered Site Public Housing

47 units

Other Affordable Housing in Apple Valley

Project Based Vouchers

Apple Valley Villa • 72 senior units
Whitney Grove Townhomes • 56 family units

Section 811 Housing

Apple Grove Apartments • 16 units

Non-CDA Managed Tax Credit

Harolson Apartments • 36 units

Non-CDA Bond Financed Housing

Hidden Ponds • 19 affordable family units of 84 total units
Hearthstone Apartments & Townhomes • 46 affordable family units of 228 total units
Legends of Apple Valley • 163 affordable senior units

Non-CDA Other

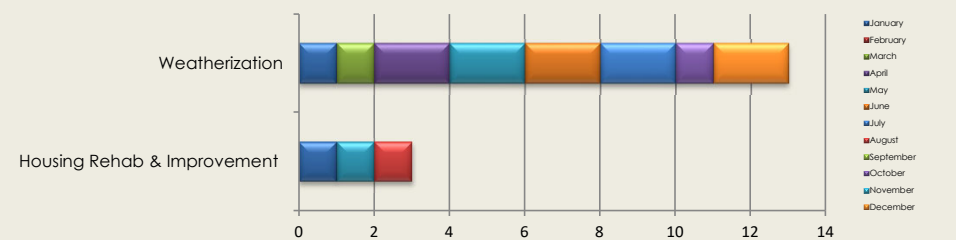
Scott-Carver-Dakota CAP Agency • 1 affordable unit

Future Developments

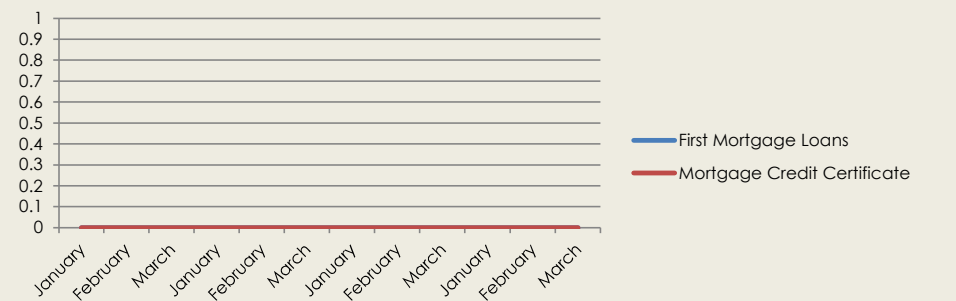
• Founders Circle Site, Roers Developer, TIF funded 36 units to be affordable for 15 years (after building is occupied).

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	1	1	1	0	3
Weatherization Projects Completed	2	6	2	3	13

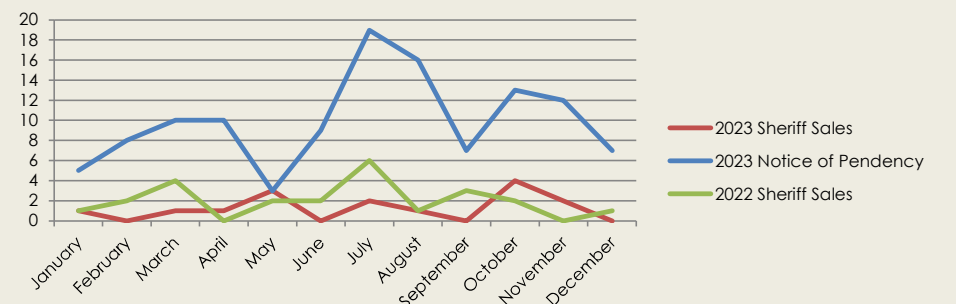


First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	2	4	3	6	15	30
Notice of Pendency	23	22	42	32	119	238





Rental Assisted Housing

	as of September 30		as of December 31		+/-
	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
Development-Based Housing Programs					
CDA Housing Programs	206	56	206	56	0
Project Based Housing Choice Vouchers	All	6	All	7	1
Other Affordable Housing Programs	83	496	83	496	0
Total Development-Based Housing Units	289	558	289	559	1
Tenant-Based Housing Programs		All		All	+/- Quarter
Tenant Based Housing Choice Vouchers		431		424	-7
Portable Incoming Vouchers		64		70	6
Other Rental Housing Subsidy Programs		3		0	-3
Total Tenant-Based Housing Vouchers		498		494	-4

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

CDA Properties in Burnsville

Senior Housing Developments:

Eagle Ridge Place • 60 units
Park Ridge Place • 66 units
Valley Ridge • 80 units

Workforce Housing Developments:

Parkside Townhomes • 22 units
Heart of the City Townhomes • 34 units

Scattered Site Public Housing

61 units

Other Affordable Housing in Burnsville

Project Based Vouchers

Chowen Bend Townhomes • 32 units
Cliff Hill • 32 units
Horizon Heights • 25 units

Section 811 Housing

West Apartments • 24 units
Leah's Apartments • 17 units

Section 236 Housing

Chancellor Manor • 200 units

Section 202 Housing

Ebenezer Ridge Point • 42 units

Non-CDA Managed Tax Credit

Timber Ridge • 48 units
Andrew's Pointe • 57 units

Non-CDA Bond Financed Housing

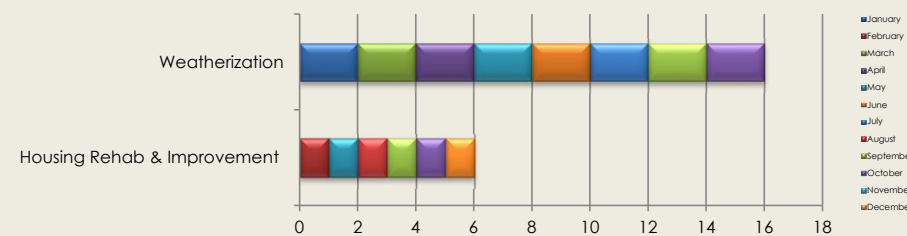
Grande Market Place • 46 affordable units of 113 total units
Dakota Station • 60 affordable units of 150 total units
Wyngate Townhomes • 10 affordable units of 505 total units

Non-CDA Other

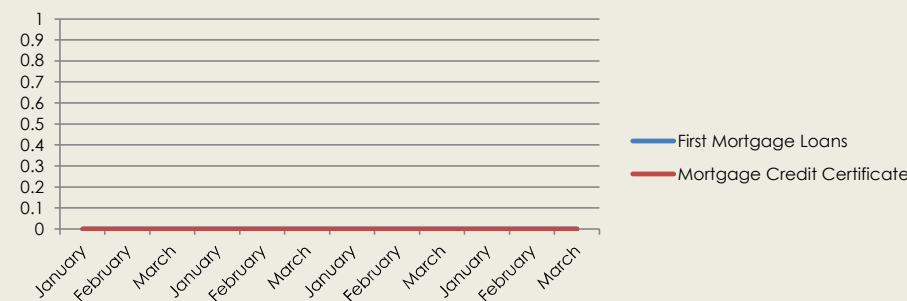
County Road 5 - Tasks Unlimited • 6 affordable units
Scott-Carver-Dakota CAP Agency • 8 affordable units

Home Ownership Connection

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Housing Improvement Programs					
Rehab & Improvement Loans Closed	1	1	2	2	6
Weatherization Projects Completed	4	6	4	2	16

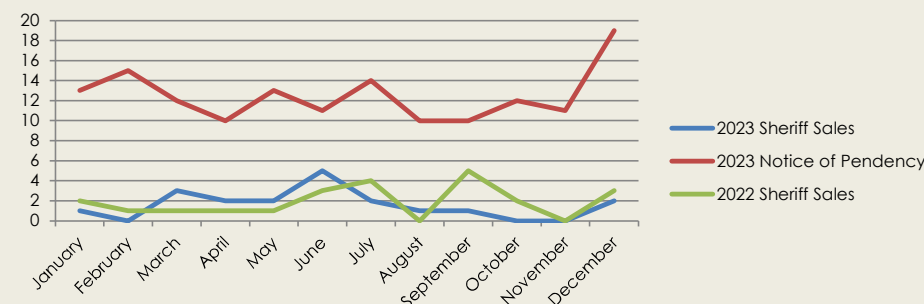


	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Time Homebuyer Programs					
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Home Foreclosure						
Sheriff Sales	4	9	4	2	19	38
Notice of Pendency	40	34	34	42	150	300





Rental Assisted Housing

	as of September 30		as of December 31		+/-
	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
Development-Based Housing Programs					
CDA Housing Programs	245	224	245	224	0
Project Based Housing Choice Vouchers	All	34	All	34	0
Other Affordable Housing Programs	32	132	32	132	0
Total Development-Based Housing Units	277	390	277	390	0
Tenant-Based Housing Programs					
		All		All	+/- Quarter
Tenant Based Housing Choice Vouchers		361		358	-3
Portable Incoming Vouchers		41		51	10
Other Rental Housing Subsidy Programs		6		5	-1
Total Tenant-Based Housing Vouchers		408		414	6
Tenant-based program vouchers may be used by residents of development-based housing.					

CDA Properties in Eagan

Senior Housing Developments

O'Leary Manor • 65 units
Oakwoods of Eagan • 65 units
Lakeside Pointe • 60 units
Oakwoods East • 55 units

Workforce Housing Developments

Oak Ridge Townhomes • 42 units
Erin Place Townhomes • 34 units
Northwood Townhomes • 42 units
Riverview Ridge Townhomes • 27 units
Lakeshore Townhomes • 50 units

Youth Supportive Housing

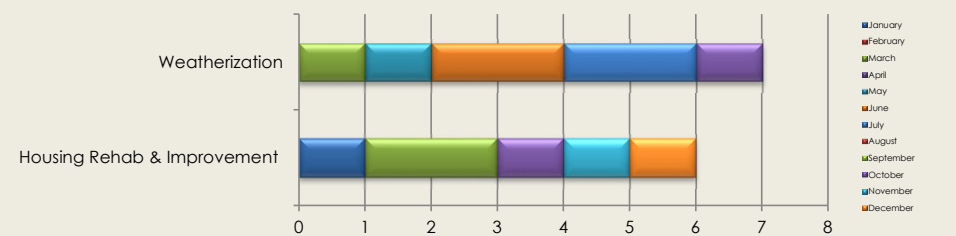
Lincoln Place • 24 units

Scattered Site Public Housing

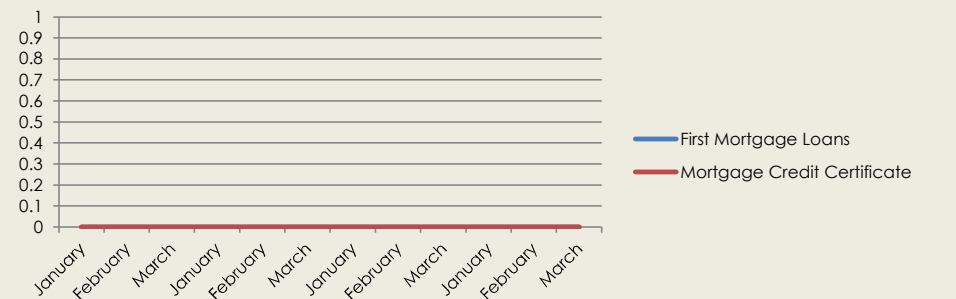
25 units

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	3	0	0	3	6
Weatherization Projects Completed	1	3	2	1	7



First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Other Affordable Housing in Eagan

Non-CDA Bond Financed Housing

Cedar Villas • 21 affordable family units of 104 total units
Commons on Marice • 32 affordable senior units of 156 total units
View Pointe Apartments • 60 affordable units of 327 total units

Non-CDA Other

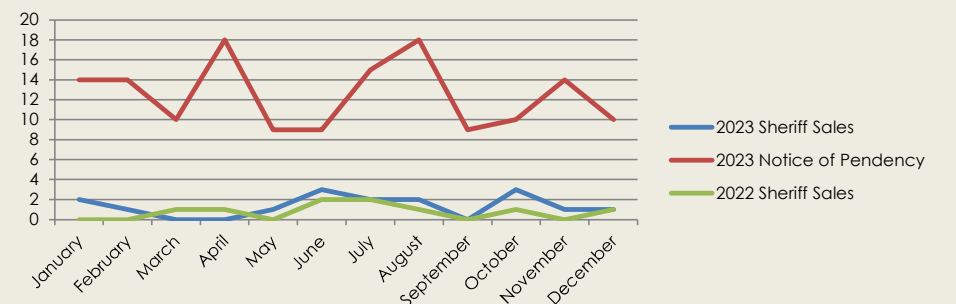
Scott-Carver-Dakota CAP Agency • 8 affordable units
Dakota Woodlands (Mary's Shelter) • 21 units

Future Developments

- Aster House, REE Developer, bond financing; 204 units (anticipated occupancy in 2022).
- Lexington Flats, MWF Developer, tax credit; 49 units (anticipated occupancy 2021).
- Nicols Pointe, CDA Developer, MHFA bonds; 24 units (anticipated occupancy 2022).

Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	3	4	4	5	16	29
Notice of Pendency	38	36	42	34	150	300



Rental Assisted Housing

	as of September 30		as of December 31		+/_
	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
Development-Based Housing Programs					
CDA Housing Programs	66	51	66	51	0
Project Based Housing Choice Vouchers	All	4	All	5	1
Other Affordable Housing Programs	37	115	37	115	0
Total Development-Based Housing Units	103	170	103	171	1
Tenant-Based Housing Programs		All		All	+/_ Quarter
Tenant Based Housing Choice Vouchers		66		65	-1
Portable Incoming Vouchers		9		8	-1
Other Rental Housing Subsidy Programs		2		0	-2
Total Tenant-Based Housing Vouchers		77		73	-4
Tenant-based program vouchers may be used by residents of development-based housing.					

CDA Properties in Farmington

Senior Housing Developments

Vermillion River Crossing • 66 units

Workforce Housing Developments

Twin Ponds Townhomes • 51 units

Scattered Site Public Housing

6 units

Other Affordable Housing in Farmington

Project Based Vouchers

Spruce Place • 60 senior units

FMHA

Red Oak Manor • 37 senior units

Westview Apartments • 60 units

Non-CDA Managed Tax Credit

Farmington Family Townhomes •
28 affordable family units of
32 total units

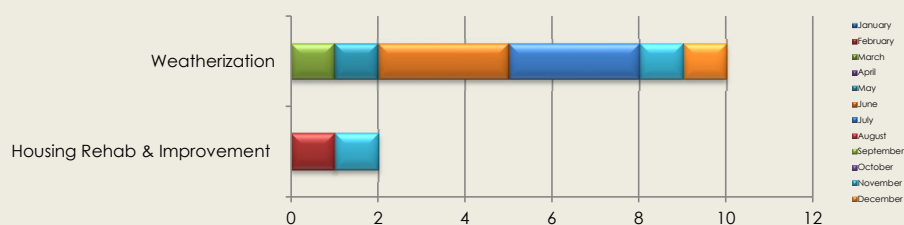
Farmington Townhomes • 16 units

Non-CDA Other

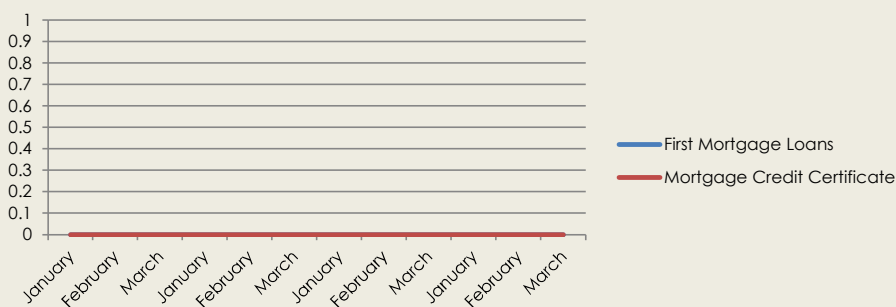
Elim Terrace • 4 affordable units
of 18 total units

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	1	0	0	1	2
Weatherization Projects Completed	1	4	3	2	10

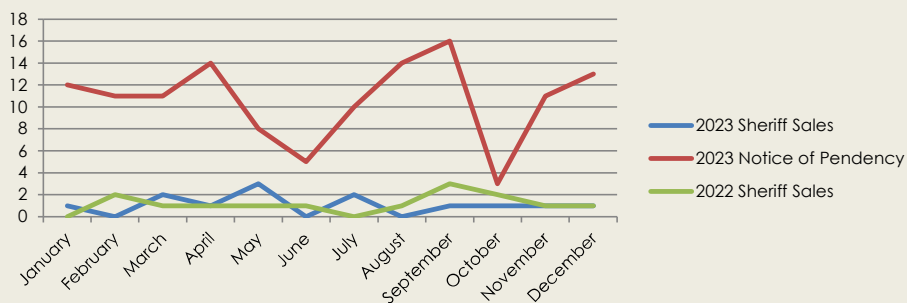


First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	3	4	3	3	13	26
Notice of Pendency	34	27	40	27	128	256



Rental Assisted Housing

	as of September 30		as of December 31		+/-
	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
Development-Based Housing Programs					
CDA Housing Programs	103	80	103	80	0
Project Based Housing Choice Vouchers	All	7	All	7	0
Other Affordable Housing Programs	109	83	109	83	0
Total Development-Based Housing Units	212	170	212	170	0
Tenant-Based Housing Programs		All		All	+/- Quarter
Tenant Based Housing Choice Vouchers		121		122	1
Portable Incoming Vouchers		16		15	-1
Other Rental Housing Subsidy Programs		0		0	0
Total Tenant-Based Housing Vouchers		137		137	0

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

CDA Properties in Hastings

Senior Housing Developments

Mississippi Terrace • 40 units
Rivertown Court • 63 units

Workforce Housing Developments

Marketplace Townhomes • 28 units
Pleasant Ridge Townhomes • 31 units
West Village Townhomes • 21 units

Scattered Site Public Housing

19 units

Other Affordable Housing in Hastings

Section 202 Housing

Oak Ridge • 109 senior units

Non-CDA Managed Tax Credit

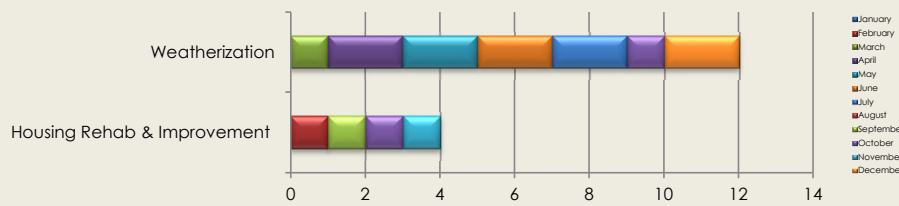
Guardian Angels Apartments &
Townhomes • 33 family units
Artspace Hastings Lofts • 37 affordable
units

Future Developments

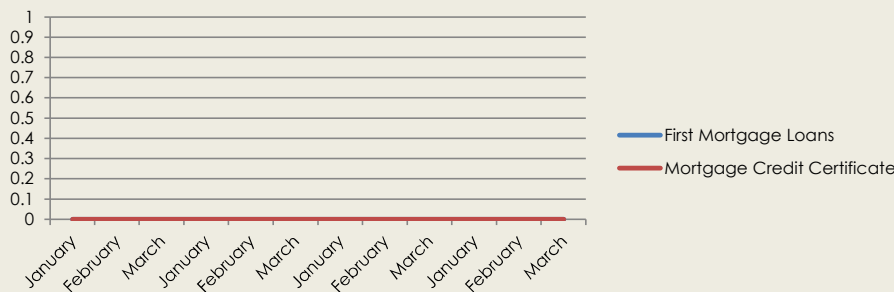
• Senior apartments, REE Developer; financing
and occupancy TBD; still in process of being
approved.

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	1	0	1	2	4
Weatherization Projects Completed	1	6	2	3	12

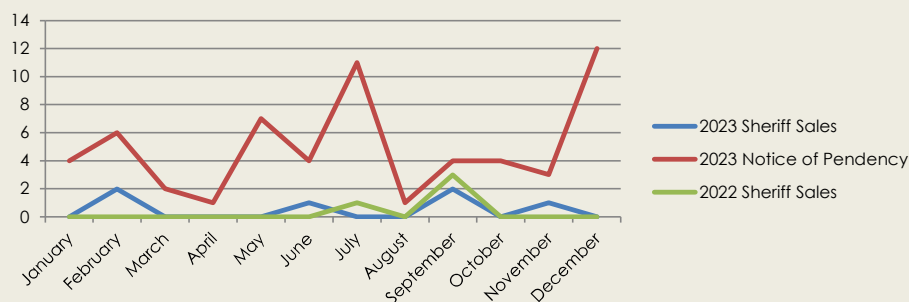


First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	2	1	2	1	6	12
Notice of Pendency	12	12	16	19	59	118





Rental Assisted Housing

	as of September 30		as of December 31		+/-
	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
Development-Based Housing Programs					
CDA Housing Programs	177	78	177	78	0
Project Based Housing Choice Vouchers	All	45	All	46	1
Other Affordable Housing Programs	0	305	0	305	0
Total Development-Based Housing Units	177	428	177	429	1
Tenant-Based Housing Programs		All		All	+/- Quarter
Tenant Based Housing Choice Vouchers		170		167	-3
Portable Incoming Vouchers		31		31	0
Other Rental Housing Subsidy Programs		1		0	-1
Total Tenant-Based Housing Vouchers		202		198	-4

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

CDA Properties in Inver Grove Heights

Senior Housing Developments

Carmen Court • 51 units
Cahill Commons • 60 units
Hillcrest Pointe • 66 units

Workforce Housing Developments

Spruce Pointe Townhomes • 24 units
Lafayette Townhomes • 30 units
Inver Hills Townhomes • 24 units

Scattered Site Public Housing

9 units

Other Affordable Housing in Inver Grove Heights

Project Based Vouchers

Prairie Estates • 40 family units
Cahill Place • 40 family units

Section 236 Housing

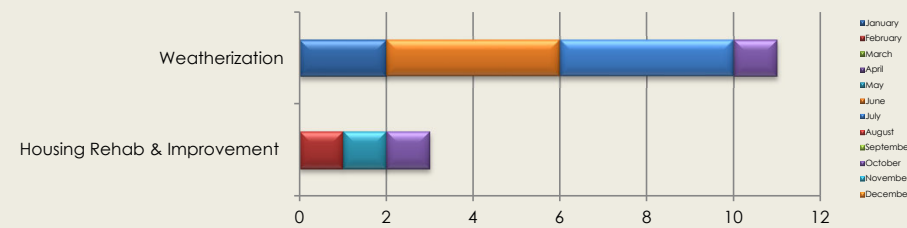
Rolling Meadows Cooperative • 202 units

Non-CDA Bond Financed Housing

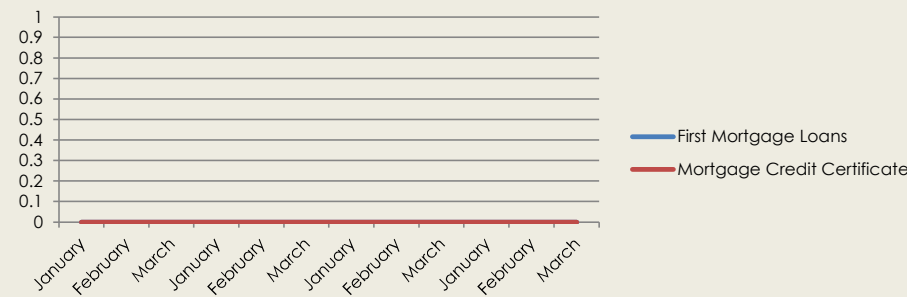
Blackberry Pointe • 92 affordable family units of 219 total units

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	1	1	0	1	3
Weatherization Projects Completed	2	4	4	1	11

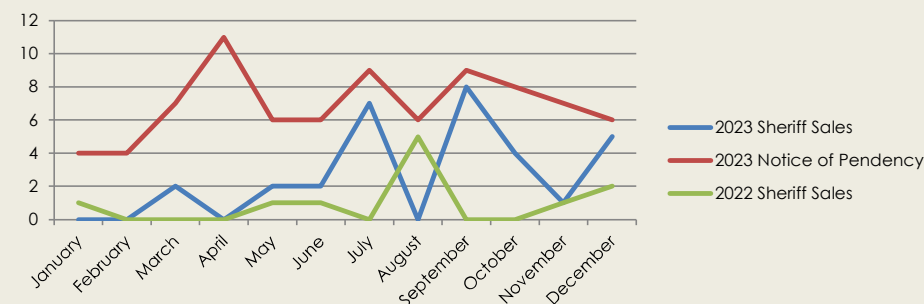


First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	2	4	15	10	31	62
Notice of Pendency	15	23	24	21	83	166





Rental Assisted Housing

	as of September 30		as of December 31		+/-
Development-Based Housing Programs	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
CDA Housing Programs	264	175	264	175	0
Project Based Housing Choice Vouchers	All	7	All	8	1
Other Affordable Housing Programs	24	126	24	126	0
Total Development-Based Housing Units	288	308	288	309	1
Tenant-Based Housing Programs	All		All		+/- Quarter
Tenant Based Housing Choice Vouchers	168		166		-2
Portable Incoming Vouchers	19		23		4
Other Rental Housing Subsidy Programs	1		0		-1
Total Tenant-Based Housing Vouchers	188		189		1

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

CDA Properties in Lakeville

Senior Housing Developments

Winsor Plaza • 64 units
Main Street Manor • 51 units
Crossroads Commons • 87 units
Argonne Hills • 62 units

Workforce Housing Developments

Country Lane Townhomes • 29 units
Prairie Crossing Townhomes • 40 units
Meadowlark Townhomes • 40 units
Cedar Valley Townhomes • 30 units
Keystone Crossing • 36 units

Scattered Site Public Housing

22 units

Other Affordable Housing in Lakeville

Section 202 Housing

Fairfield Terrace • 24 units

Non-CDA Managed Tax Credit

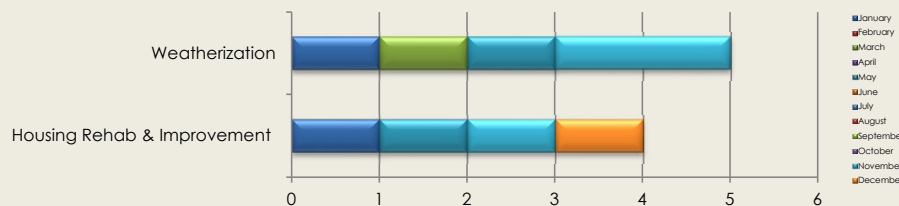
Lakeville Court Apartments • 50 units
Lakeville Pointe • 49 units

Non-CDA Other

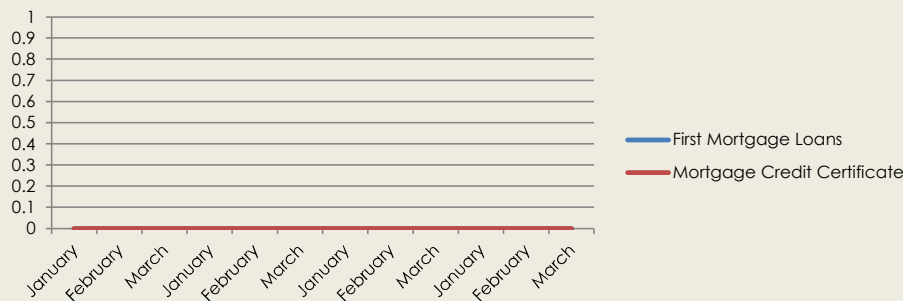
Scott-Carver-Dakota • 4 affordable units

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	1	1	0	2	4
Weatherization Projects Completed	2	1	0	2	5

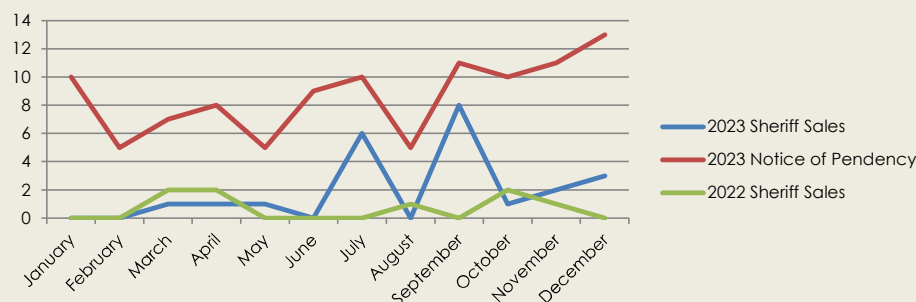


First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	1	2	14	6	23	46
Notice of Pendency	22	22	26	34	104	208





Rental Assisted Housing

	as of September 30		as of December 31		+/-
	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
Development-Based Housing Programs					
CDA Housing Programs	125	24	125	24	0
Project Based Housing Choice Vouchers	All	0	All	0	0
Other Affordable Housing Programs	0	1	0	1	0
Total Development-Based Housing Units	125	25	125	25	0
Tenant-Based Housing Programs		All		All	+/- Quarter
Tenant Based Housing Choice Vouchers		35		35	0
Portable Incoming Vouchers		1		1	0
Other Rental Housing Subsidy Programs		0		0	0
Total Tenant-Based Housing Vouchers		36		36	0

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

CDA Properties in Mendota Heights

Senior Housing Developments

Parkview Plaza • 65 units
Village Commons • 60 units

Workforce Housing Developments

Hillside Gables Townhomes • 24 units

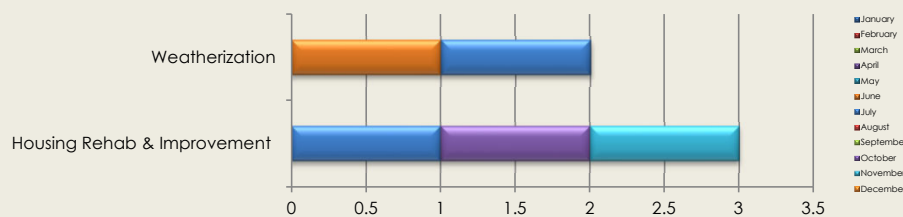
Other Affordable Housing in Mendota Heights

Project Based Vouchers

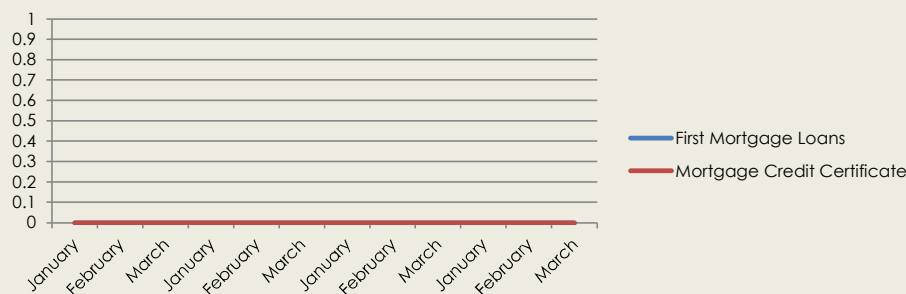
Dakota Adults •
12 handicapped units

Home Ownership Connection

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Housing Improvement Programs					
Rehab & Improvement Loans Closed	0	0	1	2	3
Weatherization Projects Completed	0	1	1	0	2

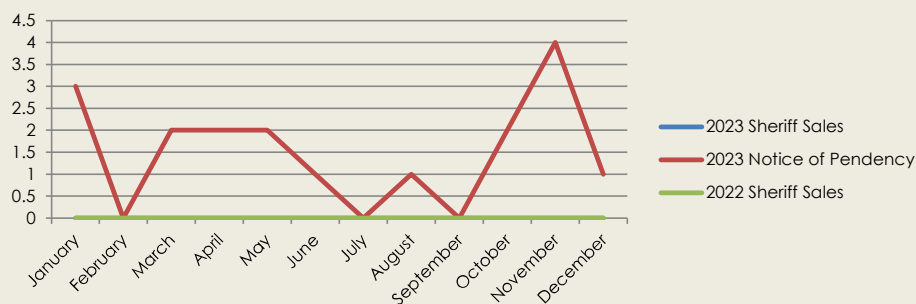


	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Time Homebuyer Programs					
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Home Foreclosure						
Sheriff Sales	0	0	0	0	0	0
Notice of Pendancy	5	5	1	7	18	36





Rental Assisted Housing

	as of September 30		as of December 31		+/-
	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
Development-Based Housing Programs					
CDA Housing Programs	104	32	104	32	0
Project Based Housing Choice Vouchers	All	10	All	11	1
Other Affordable Housing Programs	0	90	0	90	0
Total Development-Based Housing Units	104	132	104	133	1
Tenant-Based Housing Programs		All		All	+/- Quarter
Tenant Based Housing Choice Vouchers		86		84	-2
Portable Incoming Vouchers		12		13	1
Other Rental Housing Subsidy Programs		1		0	-1
Total Tenant-Based Housing Vouchers		99		97	-2

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

CDA Properties in Rosemount

Senior Housing Developments

Cameo Place • 44 units
Cambrian Commons • 60 units

Workforce Housing Developments

Carbury Hills Townhomes • 32 units
Prestwick Place • 40 units

Scattered Site Public Housing

27 units

Other Affordable Housing in Rosemount

Project Based Vouchers

Rosemount Plaza • 39 senior units
Rosemount Greens • 28 family units

Non-CDA Bond Financed Housing

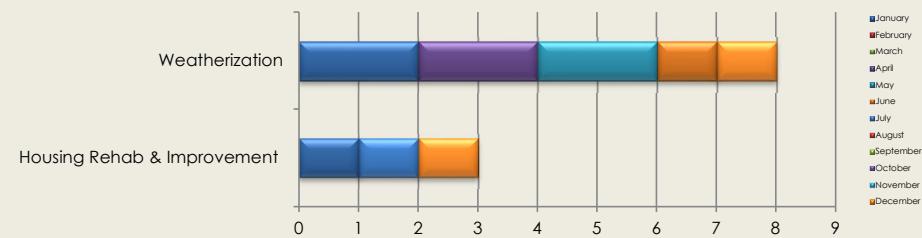
Waterford Commons • 23 affordable units
of 106 total units

Non-CDA Managed Tax Credit

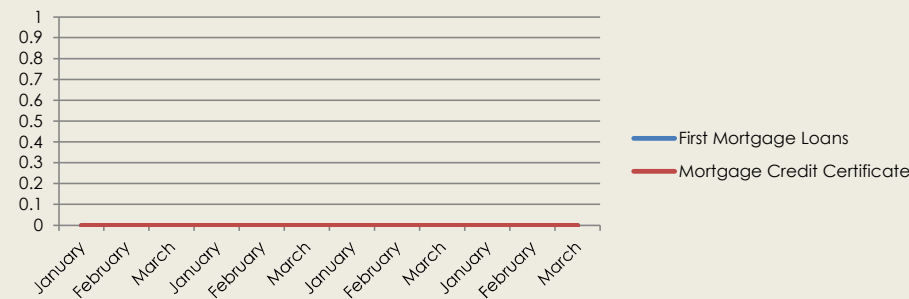
Park Place • 36 units
Wexford Place • 49 units

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	1	0	1	1	3
Weatherization Projects Completed	2	5	0	1	8

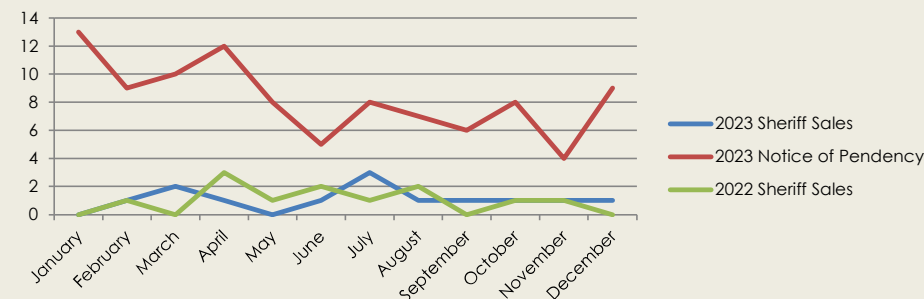


First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	3	2	5	3	13	26
Notice of Pendency	32	25	21	21	99	198





Rental Assisted Housing

	as of September 30		as of December 31		+/-
Development-Based Housing Programs	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
CDA Housing Programs	170	0	170	0	0
Project Based Housing Choice Vouchers	All	0	All	0	0
Other Affordable Housing Programs	296	51	296	51	0
Total Development-Based Housing Units	466	51	466	51	0
Tenant-Based Housing Programs	All		All		+/- Quarter
Tenant Based Housing Choice Vouchers	204		200		-4
Portable Incoming Vouchers	29		28		-1
Other Rental Housing Subsidy Programs	5		0		-5
Total Tenant-Based Housing Vouchers	238		228		-10

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

CDA Properties in South St. Paul

Senior Housing Developments

River Heights Terrace • 54 units
Dakota Heights • 56 units
Thompson Heights • 60 units

Other Affordable Housing in South St. Paul

Project Based Vouchers

Camber Hills Townhomes • 44 units

Low Rent

John Carroll • 165 units
Nan McKay • 131 units

Non-CDA Managed Tax Credit

Kaposia Terrace Townhomes •
19 affordable units of 20 total units

Non-CDA Bond Financed Housing

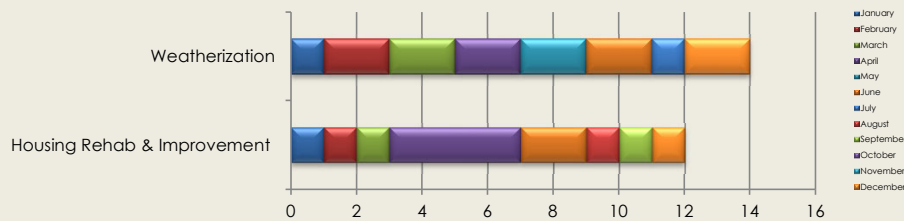
Kaposia (Rose) Apartments •
20 affordable units of 48 total units

Non-CDA Other

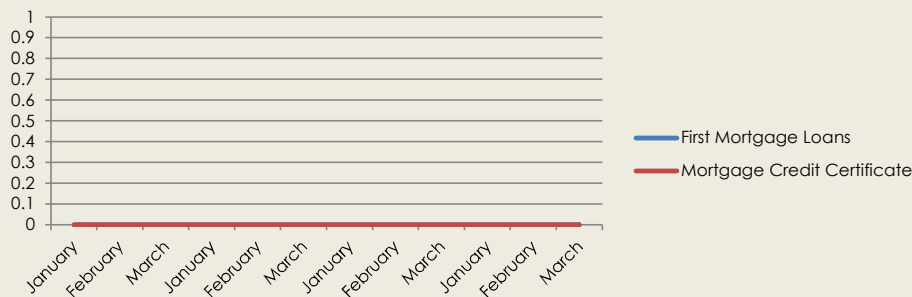
Scott-Carver-Dakota CAP Agency •
12 affordable units

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	3	6	2	1	12
Weatherization Projects Completed	5	6	1	2	14

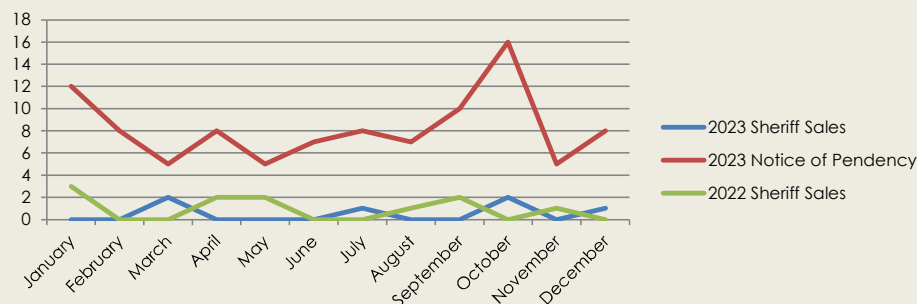


First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	2	0	1	3	6	12
Notice of Pendency	25	20	25	29	99	198





Rental Assisted Housing

	as of September 30		as of December 31		+/-
Development-Based Housing Programs	Elderly/ Disabled	Youth/ Family	Elderly/ Disabled	Youth/ Family	Previous Quarter
CDA Housing Programs	101	0	101	0	0
Project Based Housing Choice Vouchers	All	4	All	4	0
Other Affordable Housing Programs	304	214	304	214	0
Total Development-Based Housing Units	405	218	405	218	0
Tenant-Based Housing Programs	All		All		+/- Quarter
Tenant Based Housing Choice Vouchers	418		415		-3
Portable Incoming Vouchers	95		95		0
Other Rental Housing Subsidy Programs	2		0		-2
Total Tenant-Based Housing Vouchers	515		510		-5

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

CDA Properties in West St. Paul

Senior Housing Developments

Haskell Court • 42 units
The Dakotah • 59 units

Scattered Site Public Housing

7 units
Colleen Loney Manor • 80 units

Other Affordable Housing in West St. Paul

Section 202 Housing

Mount Carmel • 60 units

Low Rent

4 units

Non-CDA Bond Financed Housing

The Sanctuary of West St. Paul • 164 senior units
The Winslow • 172 units

Non-CDA Tax Credit

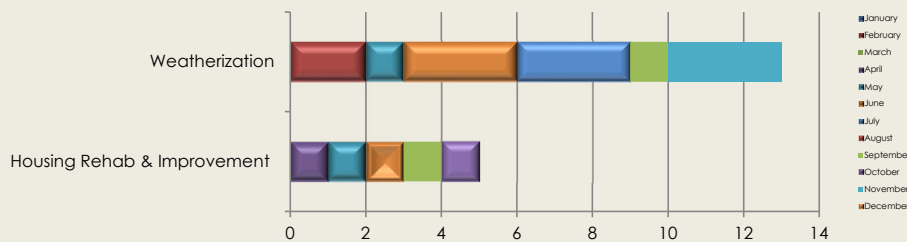
Covington Court • 160 units

Non-CDA Other

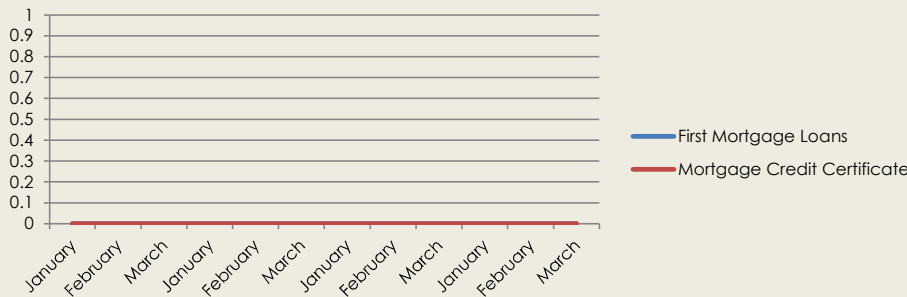
The Oaks of West St. Paul • 25 affordable units of 132 total units
Westview Park • 15 affordable units of 72 total units

Home Ownership Connection

Housing Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Rehab & Improvement Loans Closed	0	3	1	1	5
Weatherization Projects Completed	2	4	4	3	13

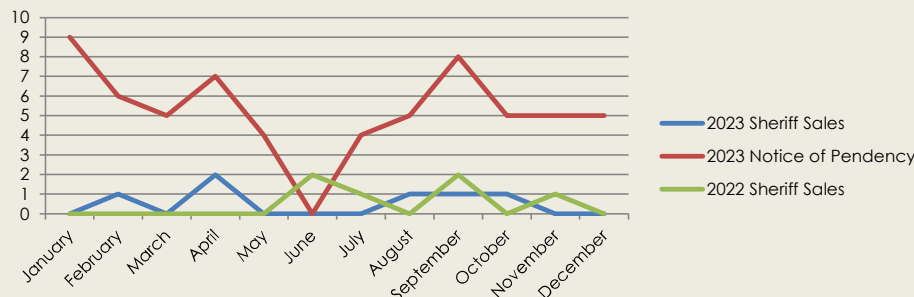


First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans & Downpayment	0	0	0	0	0
Mortgage Credit Certificate Requested	0	0	0	0	0



Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	1	2	2	1	6	12
Notice of Pendency	20	11	17	15	63	126





Rental Assisted Housing

	as of September 30	as of December 31	± Quarter
Tenant-Based Housing Programs	All	All	
Cannon Falls			0
Castle Rock			0
Douglas Township			0
Empire			0
Hampton	3	3	0
Lilydale			0
Mendota			0
Miesville			0
Northfield			0
Randolph	0	0	0
Ravenna			0
Sunfish Lake			0
Vermillion			0
Waterford			0
Total Tenant-Based Housing Vouchers	3	3	0
<i>Tenant-based programs include Tenant Based Housing Vouchers and Other Rental Housing Subsidy programs</i>			

Small Cities include:

Cannon Falls
Castle Rock
Douglas Rowntship
Empire
Hampton
Lilydale
Mendota
Miesville
Northfield
Randolph
Ravenna
Sunfish Lake
Vermillion
Waterford

Home Ownership

Home Improvement Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
Cannon Falls					0
Castle Rock					0
Douglas Township					0
Empire					0
Hampton					0
Lilydale					0
Mendota					0
Miesville					0
Northfield					0
Randolph					0
Ravenna					0
Sunfish Lake					0
Vermillion					0
Waterford					0
<i>Programs include Weatherization, Home Improvement & Rehabilitation Loan programs</i>					
First Time Homebuyer Programs	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD
First Mortgage Loans Closed & Downpayment	0	0	0	0	0
Mortgage Credit Certificate	0	0	0	0	0

Foreclosure

Home Foreclosure	Quarter 1	Quarter 2	Quarter 3	Quarter 4	2023 YTD	2022 CY
Sheriff Sales	0	0	2	0	2	0
Notice of Pendancy	5	3	1	3	12	7

Appendix

Assisted Housing

Development Based Housing Programs

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

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

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

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

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

Section 202 Housing units are available to elderly or handicapped residents. This program aims to expand the supply of affordable housing with supportive services for the elderly by providing capital advances to private, not-for-profit organizations to finance property acquisition, site improvement, conversion, demolition, relocation and other expenses associated with supportive housing for the elderly. Project Rental Assistance Contracts are used to cover the difference between the HUD approved operating costs per unit and the

tenant's rent. Housing financed under this program may include appropriate support services and activities such as cleaning, cooking and transportation for elderly persons who are frail or at risk of being institutionalized. Section 202 is a federally funded program.

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

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

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

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

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

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

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

Tenant Based Housing Programs

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

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

The CDA administers this program in Dakota County.

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

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

Mainstream Vouchers assist non-elderly persons with disabilities. Aside from serving a special population, Mainstream vouchers are administered using the same rules as other housing choice vouchers. Funding and financial reporting for Mainstream vouchers is separate from the regular tenant-based voucher program.

Emergency Housing Vouchers (EHV) program is available through the American Rescue Plan Act (ARPA) to assist individuals and families who are homeless; at risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless or have a high risk of housing instability.

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

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

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

- 1) Families for whom the lack of adequate housing is the primary reason for placement of a child in foster care, or is the cause for delays in reuniting a child with their family, and
- 2) Youth between the ages of 18 and 21 years who left foster care at 16 or older and who lack adequate housing.

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

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

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

Home Ownership Connection

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

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

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

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

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

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

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

Foreclosure

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

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



Business Advisor for Dakota County: Natalie Moulso, nmoulso@mccdmn.org, 952-451-6390
Q4 2023 ending 12.31.2023

Clients Served YTD

Client Inquiry	4
Existing - Challenged	19
Existing - Opportunity	45
Pre-start planning	57
Start-up	43
Total	168

Business Owner Demographics YTD

Low-Income Owned	63
BIPOC or Immigrant Owned	86
Woman Owned	82

Financing & Access to Capital YTD

Approved	(YRLY Total)	\$ 604,855.00
Equity	(YRLY Total)	\$ 751,362.00
Facilitated	(YRLY Total)	\$3,166,022.00

Program Hours

	TA	Program HRS
1 st QTR	382.00	159
2 nd QTR	299.75	213
3 rd QTR	293.25	223
4 th QTR	290.25	179
Total	1,265.25	774

TA: Client Meetings, Providing Resources, Client Calls, Client Deliverables, Loan Packaging

Program HRS: City Initiatives, Program Outreach, Public Events, City Meetings, Research, Data/Admin, General Inquiries

Industry Segment YTD

Construction / Real Estate	5
Food	27
Health/Fitness	16
Manufacturing	2
Consulting	11
Retail	32
Service	39
Technology	3
Wholesale / Distribution	3
Other/TBD	13
Total	168

Referral Source YTD

Bank Referral	21
Entrepreneur	8
Friends and Family	20
Municipality	50
MCCD Partner/Staff	14
Other	48
Web	7
Total	168

City YTD	Business	Resident
-----------------	-----------------	-----------------

Apple Valley	22	15
Burnsville	20	18
Eagan	22	23
Farmington	13	16
Hastings	15	11
Inver Grove Heights	10	10
Lakeville	19	26
Mendota Heights	1	1
Rosemount	12	13
South St. Paul	6	7
West St. Paul	9	7
Other Dakota Co.	0	2
Other/ No Data	19	19

Direct Financing & Access to Capital**Business Type: Thai Grocery Store – Updated Q3**

Business Locations: Burnsville & South Saint Paul

Owner Residence: Woodbury

Referred by: Bank Partner & City of South Saint Paul

MCCD Financing: \$125,000

Owner Equity: \$196,391

Other Financing: \$2,455,472

Overview: MCCD approved gap financing for a BIPOC-owned business expansion. The owners currently operate a Thai grocery store in Burnsville and are expanding the business to include a new wholesale and distribution business line with a second location in South Saint Paul to include extra storage for the grocery inventory as well as a deli walk up window. The project is the development of a multitenant building which will include space for two additional tenants. MCCD financing will be utilized for construction costs. **Update: After this loan was initially approved in Q1 2023 an adjustment to the total project costs increased the project size from \$1,920,000 to \$2,455,472. The loan was reapproved by MCCD in August and closed in September 2023.**

Business Type: Financial Advisory

Business Location: Hastings & Lakeville

Owner Residence: Lakeville

Referred by: Bank Partner

MCCD Financing: \$204,000

Owner Equity: \$46,000

Other Financing: \$255,000

Overview: MCCD approved permanent term financing for a commercial real estate purchase by a growing financial advisory business based in Lakeville with a second location in Hastings. The project was brought to MCCD via a bank partner and the real estate transaction is part of a larger business expansion plan and ownership transition for the Hastings location. The real estate purchase and eventual business purchase will retain 6 full-time jobs and create 1 new full-time position.

Business Type: Hair Braiding Salon

Business Location: Eagan

Owner Residence: Eagan

Referred by: MCCD Community Partner

MCCD Financing: \$25,000

Owner Equity: \$21,000

Overview: MCCD approved financing for this immigrant owned start-up hair braiding salon business. The owner has been working in the industry for nearly 10 years, always renting chairs at other salons, and splitting her profits with the salon owner. With startup capital provided by MCCD she will be able to open her own space in Eagan, expand her clientele, and build wealth for herself and her family. In addition to braiding services, the salon will have two rental chairs available and will sell high-quality products that cater to the Black and African community in the area.

Business Type: Adult Daycare Homes and Services

Business Locations: Business Office in Burnsville with homes owned in Inver Grove Heights (2), Apple Valley (1), Farmington (1), Crystal (1), and newest location in New Hope (1)

Owners Residences: Egan & Prior Lake

Referred by: Bank Partner

MCCD Financing: \$37,200

Owner Equity: \$37,200

Bank Financing: \$297,600

Overview: MCCD partnered with Amplio and a local bank on this real estate transaction for a growing adult daycare and homecare business. Our participation (which is considered equity by the SBA) at 10% of the total project costs allowed the business owners to meet Amplio's 20% equity requirement and retain much needed working capital in the business. Through the real estate purchase, the owners are adding a new residential home in New Hope, MN to the existing roster of home care facilities where the business operates throughout the Twin Cities region. One of the business's owners is Native American and the new location will create new opportunities for the community of New Hope.

Business Type: Trucking

Business Location: Hastings

Owner Residence: Hastings

Referred by: Bank Partner

MCCD Financing: \$25,000

Bank Financing: \$44,450

Owner Equity: \$16,545

Overview: MCCD approved financing for this startup transportation business. This industry veteran has worked for decades driving trucks for other businesses. He finally took the leap to establish himself as an owner operator in January 2023 when he approached his bank about his business idea. The bank referred him to OTB to help with a business plan and financial projections. After a few months of planning the project was ready to move forward in July. This new business will create one job for the business owner, who is a low-income individual, and allow him the opportunity to build wealth for himself and his family.

Business Type: Restaurant

Business Location & Owner Residence: Inver Grove Heights

Referred by: Community Outreach

MCCD Financing: \$110,000

Partner Financing: \$110,000

Owner Equity: \$129,490

Overview: MCCD approved financing for this immigrant owned business expansion in Inver Grove Heights in July 2023. This full-service, family-owned Mexican restaurant has been a community staple in IGH since 2015 with a solid local following. The business embarked on an expansion to a larger location in 2021 but due to unforeseen costs and logistics, the project had been stalled for quite a while. Having exhausted their available funds, the owners were stuck paying rent at both locations with a partially completed renovation. The business connected with MCCD advisor Vicky Gonzalez in summer of 2022 at a community event and she worked tirelessly to find a path forward for this family business. MCCD brought in a non-profit lending partner and together the organizations collaborated on the final funding package. The business has three existing employees and when the expansion is complete, three new jobs will be created.

Business Type: Restaurant

Business Location: Apple Valley
 Owner Residence: Rosemount
 Referred by: Municipality
 MCCD Financing: \$67,935
 Owner Equity: \$290,000

Overview: This husband-and-wife team of seasoned entrepreneurs contacted OTB for startup financing to complete leasehold improvements and provide working capital. After years of successfully operating a sushi franchise, the business owners decided to start a new food business which could appeal to a wider variety of customers. The new restaurant is in a prime retail and commercial area of Apple Valley and will serve fried fish, seafood, and chicken, as well as sandwiches, fried fish tacos, and freshly hand cut fries. This immigrant owned business opened January 11, 2024, and created two full time jobs for the owners and two part time jobs for kitchen helpers.

Business Type: Hair Braiding Salon

Business Location: Apple Valley
 Owner Residence: Lakeville
 Referred by: Bank Partner
 MCCD Financing: \$10,000
 Owner Equity: \$5,500

Overview: This business owner was referred to OTB by Royal Credit Union, Apple Valley. The business was poised for growth although the owner did not have the working capital on hand to bring in new products and make important equipment upgrades. With a loan from MCCD the business will be able to book new services and raise prices, increasing income for the owner and her family. As a single parent of four children, this hard-working and dedicated business owner is now set up for success in 2024.

Credit Builder Loans

In collaboration with nonprofit partners who provide credit building & financial awareness counseling, MCCD provides \$240 Credit Builder Loans (CBLs) to qualified applicants seeking to improve their personal credit. Credit Builder applicants complete financial training through MCCD's partners and are then referred to MCCD for a CBL. MCCD generates and services the CBLs in-house.

2023 Credit Builder Loans YTD	
Resident City	Loan Amount
Rosemount	\$240
West Saint Paul	\$240
West Saint Paul	\$240
TOTAL	\$720

Business Grants**Business Type: Driving School Business**

Location: Apple Valley
 Referred by: Google Search
 MicroGrant: \$3,500 (Grant Application Facilitated by MCCD)
 Owner Equity: ~\$10,000

Overview: This low-income, women business owner learned of the Open to Business program by searching online for resources. After working as a driving instructor for a few years and falling in love with the work, this entrepreneur recognized the opportunity to establish her own school. After pouring every spare dollar into the startup costs, the business owner had a gap of ~\$3,000 which MCCD was able to fill through a MicroGrant. The grant covered the remaining costs for equipment, supplies, and technology. With the additional funding the business owner opened her doors in June with a fully equipped classroom space. As the head of a household with 6 children, this business owner is on the path to building a strong business and a successful future.

Highlights, Networking, & Outreach

Funding & Policy Updates

- November 9 – Along with clients and partners, MCCD held our Annual Meeting to celebrate collective community impact. Read the accompanying [Annual Report](#) which summarizes achievements in policy, advocacy, field building, small business development, lending, and shared ownership.
- December 13 – MCCD was recognized as a recipient of [DEED's Small Business Assistance Partnership Grant](#) designed to support organizations dedicated to empowering BIPOC entrepreneurs and small business owners.

Programming, Partnerships, & Trainings

- October 10 – The Open to Business team participated in the first annual teambuilding retreat. The team gathered to reflect on 2023 and look ahead to 2024.
- November 8 – In partnership with accounting firm Tax Actions of Minneapolis, MCCD hosted a bookkeeping and accounting Q&A webinar. The event provided an overview of bookkeeping practices for small businesses as well as a Q&A section.
- November 14 – MCCD, alongside Mni Sota Fund and Shared Capital Cooperative, collaborated with the MN Small Business Administration District Office to organize a Capital Strategies Symposium to discuss constructing a more inclusive finance system. The event featured remarks by Geri Sanchez Aglipay, Regional Administrator, SBA, Neela Mollgaard, Executive Director, DEED Office of Small Business Innovation, and St. Paul Mayor Melvin Carter.
- November 17 – In partnership with the UMN Law School, MCCD hosted a Small Business Law Q&A webinar where legal experts provide transaction-based legal assistance to small businesses on a variety of subject matters including entity formation, owner distributions, and commercial lease review.
- December 1 – MCCD rolled out a [Holiday Shopping Guide](#) which featured clients and businesses in our community.
- January 19 – Join the Open to Business team as we host our first in person Small Business Planning Workshop of 2024 at the MCCD Office. The training is open to entrepreneurs throughout the region and will provide attendees with the tools and resources needed to write a business plan.

Advertising & Outreach

- Banker and lender outreach occurred specifically with Merchants Bank, Minnwest Bank, Northeast Bank, Royal Credit Union, Scale Bank, Sunrise Bank, Think Bank, and US Bank.

- Written or in-person presentations were made and/or networking efforts were made including Minnesota Minority Goods & Services Association on October 3, CMDC Business Financing on October 16, West Saint Paul Workforce Development Center on October 20, St. Thomas Small Business Development Center on November 20, Dakota County Bi-Monthly City/County Meeting on December 14. Regular updates / meetings occurred with the Workforce Development Board's Business Services/Economic Development Committee, the University of MN Law School, Dakota County CDA, the City of Burnsville, the City of Eagan, and the City of Farmington.
- The Open to Business advertisement library is up to date with the most recent ads and flyers for OTB. Access the Ad Library [here](#).

Client Highlight

Meet Mireya Sanchez, owner of El Rincon Mexicano of Inver Grove Heights. This full-service, family-owned Mexican restaurant has been a community staple in IGH since 2015 with a solid local following. The business serves healthy, freshly prepared, and unprocessed food and even has a vegetarian menu! Mireya started the business when she felt called to sell her enchiladas to the community. As the business grew, Mireya looked to expand to accommodate additional dining spaces for both customers as well as her employees during their lunch breaks. The business embarked on an expansion to a larger location in 2021 but due to unforeseen costs and logistics, the project stalled. Having exhausted available funds, she was stuck paying rent at both locations with a partially completed renovation. The business connected with MCCD advisor Vicky Gonzalez in summer of 2022 at a community event and Vicky worked tirelessly to find a path forward providing in-depth technical assistance and sound professional resources. MCCD brought in a non-profit lending partner and together the organizations collaborated on the final funding package. MCCD approved financing in July 2023. The business has three existing employees and when the expansion is complete, three new jobs will be created.

"MCCD has helped where I couldn't and wouldn't. It's important that other Hispanic and other Latin people know about MCCD's existence." - Mireya, Owner of El Rincon



Mireya Sanchez, Owner of El Rincon Mexicano, Inver Grove Heights