

# DAKOTA COUNTY ANNUAL ACTION PLAN Program Year 2024

Community Development Block Grant (CDBG)  
HOME Investment Partnerships Program (HOME)  
Emergency Solutions Grant (ESG)



## TABLE OF CONTENTS

### Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b).....	1
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### The Process

PR-05 Lead & Responsible Agencies - 91.200(b).....	12
PR-10 Consultation - 91.100, 91.200(b), 91.215(l).....	14
AP-12 Participation - 91.401, 91.105, 91.200(c).....	23

### 2023 Annual Action Plan

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2).....	25
AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e).....	30
AP-35 Projects - 91.420, 91.220(d).....	34
AP-38 Project Summary.....	36
AP-50 Geographic Distribution - 91.420, 91.220(f).....	41
AP-55 Affordable Housing - 91.420, 91.220(g).....	43
AP-60 Public Housing - 91.420, 91.220(h).....	44
AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i).....	46
AP-75 Barriers to affordable housing - 91.420, 91.220(j).....	50
AP-85 Other Actions - 91.420, 91.220(k).....	51
AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4).....	57

### Appendices

Citizen Participation Plan.....	A
Dakota County HOME Consortium HOME Program Resale/Recapture Policy.....	B
ESG Written Standards & Administrative Plan.....	C
Dakota County Anti-Displacement Policy.....	D
Statement of Procurement Policy.....	E
Limited English Proficiency (LEP).....	F
Dakota County Resolution of Board Approval.....	G

## **Executive Summary**

### **AP-05 Executive Summary - 91.200(c), 91.220(b)**

#### **1. Introduction**

In order to receive federal funding from the U.S. Department of Housing and Urban Development (HUD), Dakota County is required to prepare a Consolidated Plan, as well as subsequent Annual Action Plans and Consolidated Annual Performance and Evaluation Reports (CAPERs), for the following entitlement programs: Community Development Block Grant (CDBG); HOME Investment Partnerships Program (HOME); Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG). Currently, Dakota County does not receive any HOPWA funds.

The Fiscal Year (FY) 2024 Annual Action Plan (Action Plan) is the fifth year of Dakota County's Consolidated Plan for Fiscal Years 2020-2024 (Con Plan) as ratified by the Dakota County Board of Commissioners and approved by HUD.

The Consolidated Plan lays out the objectives, priority goals and outcomes Dakota County has established to provide decent affordable housing, suitable living environments, and expand economic opportunities primarily for low-and moderate-income households over the next five-year period. In the Action Plan, Dakota County identifies the proposed programs and projects to be undertaken during the 2024 program year to achieve the objectives and outcomes established in the Consolidated Plan.

The CDA has administered the federal funds on behalf of Dakota County since the County became an entitlement jurisdiction in 1984. Each of the three entitlement programs has eligible activities in which the funds can be utilized. The CDA ensures the requirements are met and will continue to provide the administration of all three programs through its agreement with the County.

Dakota County is designated as the lead agency for the Dakota County HOME Consortium and assumes the role of monitoring and oversight of the HOME funds for the Consortium, which includes the counties of Anoka, Dakota, Ramsey, and Washington, and the city of Woodbury. As the grantee of CDBG funds, Dakota County directly works with the various municipalities (municipal subrecipients) within the County to provide access to this funding stream. The CDA provides the managerial oversight of the numerous activities implemented with HOME, CDBG, and ESG resources.

NOTE: In this document, the terms "Program Year" and "Fiscal Year" are used interchangeably. The terms refer to the fiscal year starting July 1st and ending the following June 30th.

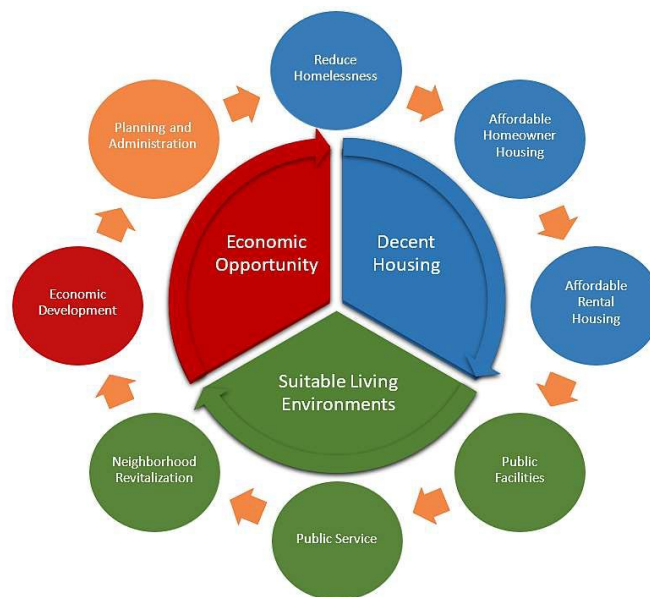
## 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

With the outcomes established by Congress in mind and guided by the mission statements of Dakota County and Dakota County CDA, the following objectives were identified to achieve the housing and community development needs of Dakota County communities and its residents.

1. Increase the affordable housing choices for low-and moderate-income households.
2. Preserve and improve existing housing to maintain affordability.
3. Increase access and quality of living by providing public services and supporting public facilities.
4. Support community development that revitalizes neighborhoods and removes safety and blight hazards.
5. Support economic development that enhances the workforce and businesses.
6. Support planning efforts that address the housing, community and economic development needs of Dakota County and continue to foster partnerships with community stakeholders.

The priority goals and the strategies to achieve the desired outcomes of decent housing, suitable living environments and economic opportunity were then formulated to serve the broad range of households, and to provide benefit to as many persons possible given the parameters of the funding programs.



The following chart details the strategies from the 2020-2024 Consolidated Plan.

2020-2024 Consolidated Plan - Dakota County						
Objective		Priority	Strategy		Outcome	
6	Support planning efforts that address the housing, community and economic development needs of Dakota County, support fair housing choice and continue to foster partnerships with community stakeholders.	1	Increase the affordable housing choices for low-and moderate-income households and reduce homelessness.	Reduce Homelessness	a. Support the implementation and operation of coordinated access entry sites for families, youth and singles b. Support housing stabilization initiatives for homeless populations c. Support the operation of emergency shelter facilities	<ul style="list-style-type: none"> <li>• 200 Households provided Rapid Rehousing Assistance</li> <li>• 100 Homeless Prevention</li> </ul>
			Affordable Rental Housing	a. Assist households to secure housing through new construction b. Improve energy efficiency of rental units c. Rehabilitate and preserve affordability in multifamily units d. Support fair housing activities	<ul style="list-style-type: none"> <li>• 360 Rental Units constructed</li> <li>• 20 Rental Units rehabilitated</li> </ul>	
		2	Preserve and improve existing housing to maintain affordability.	Affordable Homeowner Housing	a. Assist households to become homeowners b. Increase supply of affordable homeowner housing c. Improve energy efficiency of owner-occupied housing units d. Rehabilitate and preserve affordability in single family units e. Provide homeowner counseling and short-term assistance f. Support fair housing activities	<ul style="list-style-type: none"> <li>• 300 Homeowner Units rehabilitated</li> <li>• 6 Homeowner Units (re)constructed</li> </ul>
				Public Facilities	a. Assist in the development of centers and recreational parks in Low/Mod Areas b. Improve sidewalk accessibility and safety, in compliance with ADA c. Improve accessibility to Public Facilities, in compliance with ADA d. Assist LMI homeowners with street assessments	<ul style="list-style-type: none"> <li>• 13,000 Persons benefited from public facility or infrastructure improvement</li> </ul>
		3	Increase access and quality of living by providing public services and supporting public facilities.	Public Services	a. Support programs that fulfill basic needs for persons who are low-income, homeless and/or limited clientele b. Support programs for youth c. Support programs for seniors d. Support transportation services	<ul style="list-style-type: none"> <li>• 15,000 Persons benefited from public services</li> </ul>
				Neighborhood Revitalization	a. Address vacant or substandard properties that may or may not be suitable for rehab b. Address water and sanitation hazards, such as sealing abandoned wells or replacing failing septic systems	<ul style="list-style-type: none"> <li>• 150 Households assisted</li> <li>• 3 Buildings demolished</li> </ul>
		4	Support community development that revitalizes neighborhoods and removes safety and blight hazards.	Economic Development	a. Support work initiatives that assist residents to access living wage jobs b. Support initiatives that help low-income people gain work skills, jobs and employment history c. Provide financial assistance to businesses to address building deficiencies (exterior façade improvements)	<ul style="list-style-type: none"> <li>• 20 Workforce Trainees</li> </ul>
				Planning and Administration	a. Support all of the goals and strategies with planning and administration	
		5	Support economic development that enhances the workforce and businesses.			

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Dakota County and the Dakota County HOME Consortium consistently perform well in the administration of the three grant programs discussed in this plan. In the CDBG program, one regulatory measure used by HUD to evaluate performance is the timeliness ratio test. This formula measures the amount of an entitlement community's unexpended funds 60 days prior to the start of the next program year in relation to the amount of funding it receives; the ratio cannot exceed 1.5. Dakota County's timeliness ratio is measured on May 2<sup>nd</sup> each year. On February 16, 2024, the Dakota County ratio was 1.19.

The HOME program uses commitment and expenditure deadlines to measure performance. Dakota County has met all deadlines.

The ESG program uses drawdown requirements to measure performance. Dakota County has made consistent drawdowns of ESG funds.

While these financial tests are required and are measurements of performance, it is also important that projects and programs carried out with these funds meet outcome expectations and benefit eligible persons. Reporting on outcomes and beneficiaries is made available each year in the Consolidated Annual Performance and Evaluation Report (CAPER). Dakota County and the CDA recognize that the evaluation of past performance is critical to ensuring the County and its subrecipients are implementing activities effectively and that those activities align with the overall strategies and goals listed in the Con Plan. The performance of programs and systems are evaluated on a regular basis and adjustments are made as needed.

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

#### **Community partners consultation**

The development timeline and process of the Action Plan was discussed at the annual CDBG workshops held on November 16, 2023. These workshops are for municipalities and townships to help them with the CDBG application process and to better understand the rules of the CDBG program. Each municipality is required to formally apply for CDBG funding and request funding for activities that would best serve their community needs. Applications were provided to city and township staff on November 16, 2023, and were required to be submitted to the CDA by January 19, 2024.

CDA staff regularly attend the monthly meetings held by the Affordable Housing Coalition and consulted the members of the coalition regarding the Annual Action Plan. The discussion and feedback were helpful to determine the actions needed to meet the goals of the Consolidated Plan. Members of the Affordable Housing Coalition also reviewed and made comments on the ESG Written Standards.

CDA staff consulted with following Dakota County departments and divisions: Community Services, Physical Development, Workforce Development, Environmental Resources, and the Office of Planning specific to the activities that could be potentially funded with CDBG funds. An internal e-mail was sent to various County Departments to apply for 2024 funding with the same application deadline as the municipalities. The Physical Development Committee of the Whole reviewed the staff-recommended 2024 Countywide activities on February 20, 2024.

To continue the community engagement process once the proposed objectives and outcomes had been identified, CDA staff presented the plan to the community and its stakeholders in the following manner:

1. Presentations (February 2024-May 2024) – The Dakota County CDA presented a draft of the priorities and the established goals at the following venues:
  - A Consortium-wide presentation to the public (January 29). No members of the public attended.
  - The Affordable Housing Coalition reviewed the ESG activities at a regularly scheduled meeting (February 8).
  - The Physical Development Committee of the Whole reviewed the Action Plan at a regularly scheduled meeting (March 19).
2. Public Hearing and Comment Period (March 2024 – April 2024) – A 42-day public comment period was opened on March 8, 2024 and ran through April 19, 2024. Public notices were published in the *Dakota Tribune* and the *Star Tribune*, as well as on the websites of Dakota County, the Dakota County CDA, and the cities in Dakota County (only the public hearing notice was posted on cities' websites). A public hearing was held on April 25, 2024 at the Dakota County Board of Commissioners meeting. The Dakota County HOME Consortium members each held their own public hearings.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A public meeting that included all HOME Consortium members was held on January 29, 2024. No members of the public attended. The public hearing for the Dakota County Action Plan was April 23, 2024. No comments were received. The public comment period was open for a period of 42 days. No comments were received.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

No comments were received from the public meeting on January 29, at the public hearing on April 23, or during the public comment period that was open from March 8 to April 19 for 42 days.

## **7. Summary**

Dakota County and the HOME Consortium members were allocated approximately \$4 million between CDBG, HOME and ESG for FY 2024. Dakota County is expected to receive slightly under \$3 million in grant allocations, with the largest being CDBG.

For the 2024 program year, Dakota County has set funding for 38 activities to take place either within a specified city or on a Countywide basis. The breakout is 30 activities are funded with CDBG, five activities are funded with ESG, and three activities are funded with HOME including program administration. The following activity statement and graphs detail the intended uses (activities) of CDBG, HOME and ESG funds for FY 2024.

The other members of the Dakota County HOME Consortium will work with their respective elected Boards for approval of the non-HOME funds.



## Dakota County FY 2024 CDBG/HOME/ESG Activity Statements

Final CDBG Budget with 4.48% (\$87,905) decrease from FY 2023  
 Final HOME Budget with 19.14% (\$503,635) decrease from FY 2023  
 Final ESG Budget with 2.70% (\$4,655) increase from FY 2023

### FY 2024 Dakota County CDBG Activity Statement

**Large Cities:**

City	Project	2024 Budget
Apple Valley	Home Improvement Loan Program	\$ 170,411
	Public Service - DARTS Senior Chore Service	\$ 30,050
	<b>Total</b>	<b>\$ 200,461</b>

City	Project	2024 Budget
Burnsville	Home Improvement Loan Program	\$ 183,089
	Public Service - Burnsville Youth Collaborative	\$ 60,206
	<b>Total</b>	<b>\$ 243,295</b>

City	Project	2024 Budget
Eagan	Home Improvement Loan Program	\$ 138,630
	Public Service - Pre-School Program	\$ 9,538
	Public Service - Youth After School Programs	\$ 9,538
	Public Service - DARTS Senior Chore Services	\$ 4,758
	Public Service - Dakota Woodlands Youth	\$ 11,450
	Public Service - Senior Services	\$ 2,846
	<b>Total</b>	<b>\$ 176,760</b>

City	Project	2024 Budget
Farmington	Home Improvement Loan Program	\$ 32,101
	Public Service - Senior Services	\$ 4,758
	<b>Total</b>	<b>\$ 36,859</b>

City	Project	2024 Budget
Hastings	Assessment Abatement	\$ 67,273
	<b>Total</b>	<b>\$ 67,273</b>

City	Project	2024 Budget
Inver Grove Heights	Home Improvement Loan Program	\$ 82,627
	<b>Total</b>	<b>\$ 82,627</b>

City	Project	2024 Budget
Lakeville	Home Improvement Loan Program	\$ 55,720

Planning & Admin - Economic Development Plan	\$ 16,716
Public Service - Senior Transportation	\$ 23,878
Public Service - Senior Services	\$ 15,081
<b>Total</b>	<b>\$ 111,395</b>

City	Project	2024 Budget
Mendota Heights	Home Improvement Loan Program	\$ 17,472
	<b>Total</b>	<b>\$ 17,472</b>

City	Project	2024 Budget
Northfield	Public Service - Down Payment Assistance	\$ 25,540
	Housing Rehabilitation Program	\$ 47,472
	<b>Total</b>	<b>\$ 73,012</b>

City	Project	2024 Budget
Rosemount	Home Improvement Loan Program	\$ 47,825
	<b>Total</b>	<b>\$ 47,825</b>

City	Project	2024 Budget
South St. Paul	Home Improvement Loan Program	\$ 54,565
	<b>Total</b>	<b>\$ 54,565</b>

City	Project	2024 Budget
West St. Paul	Home Improvement Loan Program	\$ 88,434
	<b>Total</b>	<b>\$ 88,434</b>

Countywide	Project	2024 Budget
Dakota County	Home Improvement Loan Estimated Revolving Loan	\$ 400,000
	Planning & Admin - CDA General Grant Administration	\$ 235,416
	Countywide Home Improvement Loan	\$ 262,063
	Public Service - Housing Counseling	\$ 83,438
	Countywide Well Sealing Grants	\$ 30,000
	Countywide Septic System Repair/Replacement Grants	\$ 60,000
	Planning & Admin - Fair Housing (Landlord Training)	\$ 3,000
	<b>FY2024 CDBG Countywide</b>	<b>\$ 438,501</b>
	<b>FY2024 CDBG Grant Administration</b>	<b>\$ 235,416</b>
	<b>FY2024 CDBG Total Final Budget</b>	<b>\$ 1,873,895</b>
	<b>FY2024 CDBG Final Budget w/ Estimated RL</b>	<b>\$ 2,273,895</b>

## FY 2024 Dakota County HOME Consortium Activity Statement

Participating Jurisdiction	Project	2024 Budget
Anoka County 23.42%	Affordable Rental Housing	\$ 373,637.00
	Affordable Rental Housing - Program Income	\$ 240,747.87
	Affordable Rental Housing (from Woodbury)	\$ 70,835.00
	Affordable Rental Housing - Program Income (from Woodbury)	\$ 2,926.25
	Community Housing Development Organization - Rental	\$ 74,727.00
	Grant Administration	\$ 39,447.00
	Grant Administration - Program Income	\$ 20,062.33
	<b>Total</b>	<b>\$ 822,382.45</b>

Participating Jurisdiction	Project	2024 Budget
Dakota County 36.50%	Affordable Rental Housing	\$ 582,313.00
	Affordable Rental Housing – Program Income	\$ 73,039.90
	Community Housing Development Organization - Rental	\$ 116,463.00
	Grant Administration	\$ 111,411.00
	Grant Administration – Program Income	\$ 12,561.04
	<b>Total</b>	<b>\$ 895,787.94</b>

Participating Jurisdiction	Project	2024 Budget
Ramsey County 23.93%	Affordable Rental Housing	\$ 381,774.00
	Affordable Rental Housing – Program Income	\$ 183,314.80
	Community Housing Development Organization - Rental	\$ 76,355.00
	Grant Administration	\$ 38,177.00
	Grant Administration – Program Income	\$ 15,276.25
	<b>Total</b>	<b>\$ 694,897.05</b>

Participating Jurisdiction	Project	2024 Budget
Washington County 11.71%	Affordable Homeowner Housing	\$ 186,819.00
	Affordable Homeowner Housing – Program Income	\$ 9,000.00
	Community Housing Development Organization - Rental	\$ 37,364.00
	Grant Administration	\$ 18,682.00
	Grant Administration – Program Income	\$ 750.00
	<b>Total</b>	<b>\$ 252,615.00</b>

**Dakota County HOME Consortium 2024 Activity Statement (Cont'd)**

<b>Participating Jurisdiction</b>	<b>Project</b>	<b>2024 Budget</b>
City of Woodbury 4.44%	Community Housing Development Organization - Rental	\$ 14,167.00
	Grant Administration	\$ 5,000.00

<b>Dakota County HOME Consortium Budget Amendments</b>	<b>Budget</b>
Washington County Affordable Homeowner Housing - 2023	\$ 128,939.00

<b>Consortium Totals</b>	<b>Project</b>	<b>2024 Budget</b>
	HOME Projects:	
	Affordable Rental Housing	\$ 1,408,559.00
	Affordable Homeowner Housing	\$ 186,819.00
	Community Housing Development Organization - Rental	\$ 319,086.00
	Grant Administration	\$ 212,707.00
	Prior Year Program Income	\$ 557,678.44
	<b>Total Grant</b>	<b>\$ 2,127,171.00</b>
	<b>Total Grant and Program Income</b>	<b>\$ 2,684,849.44</b>

**FY 2024 Dakota County ESG Activity Statement**

<b>Countywide</b>	<b>Activity</b>	<b>2024 Budget</b>
	Emergency Shelter Operations (Dakota Woodlands)	\$ 98,167
	Rapid Re-Housing (SCDCAP Agency)	\$ 52,000
	Homelessness Prevention (SCDCAP Agency)	\$ 6,000
	Data Collection (HMIS)	\$ 3,323
	Grant Administration	\$ 12,932
	<b>2024 Emergency Solutions Grant Total</b>	<b>\$ 172,422</b>

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and Annual Action Plans and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	Dakota County	
CDBG Administrator	Dakota County	Community and Economic Development
HOME Administrator	Dakota County	Community and Economic Development
ESG Administrator	Dakota County	Community and Economic Development
HOPWA Administrator	N/A	
HOPWA-C Administrator	N/A	

**PR 05 Table 1 – Responsible Agencies**

**Narrative**

Dakota County receives CDBG and ESG funds as an entitlement jurisdiction and receives HOME funds as a part of a consortium of counties that includes Anoka, Ramsey and Washington and the city of Woodbury. Dakota County first became eligible to receive a direct allocation of CDBG funding in 1984. The Dakota County HOME Consortium was formed in 1994, and in 2013 Dakota County began to receive an allocation of ESG funding.

Dakota County is designated as the lead agency for the Dakota County HOME Consortium and assumes the role of monitoring and oversight of the HOME funds for the Consortium. As the grantee of CDBG funds, Dakota County directly works with cities and townships within the County to provide access to this funding stream (municipal subrecipients), and also provides the managerial oversight of the numerous activities implemented with CDBG resources.

The Dakota County Community Development Agency (CDA) has administered these federal funds on behalf of Dakota County since Dakota County became an entitlement jurisdiction. Dakota County and the CDA enter into a subrecipient agreement annually to carry out the County’s obligations and responsibilities of all three entitlement programs. Each program has specific regulatory requirements and eligible activities for which the funds may be utilized. The CDA is charged with ensuring these requirements are met and will continue to provide the administrative responsibilities of the three programs through its agreement with the County.

In addition to administering each grant program, Dakota County CDA is responsible for preparing the Consolidated Plan and Annual Action Plans.

### **Consolidated Plan and Action Plan Public Contact Information**

The contact for the Action Plan is:

Maggie Dykes  
Dakota County Community Development Agency (CDA)  
Community and Economic Development Department  
1228 Town Centre Drive  
Eagan, MN 55123  
651-675-4464 or [mdykes@dakotacda.org](mailto:mdykes@dakotacda.org)

Additionally, as the lead agency for the Dakota County HOME Consortium, portions of the plan include responses as addressed by the respective consortium member. Their contact information is listed below.

Anoka County – Karen Skepper; 763-324-4603 or [karen.skepper@co.anoka.mn.us](mailto:karen.skepper@co.anoka.mn.us)

Ramsey County – Max Holdhusen; 651-431-8199 or  
[Max.holdhusen@CO.RAMSEY.MN.US](mailto:Max.holdhusen@CO.RAMSEY.MN.US)

Washington County - Angela Shuppert; 651-379-9551 or  
[angies@washingtoncountycda.org](mailto:angies@washingtoncountycda.org)

City of Woodbury – Jamie Fritts; 651-414-3438 or [james.fritts@woodburymn.gov](mailto:james.fritts@woodburymn.gov)

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

Dakota County used several methods to engage citizens in the development of the Action Plan as well as consulted a variety of community stakeholders within the last year. The County and the CDA continued partnerships with housing and service providers, workforce developers, elected officials, community planners, and public entities including regional governments, municipalities, and townships.

**Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

To improve the coordination between the various community stakeholders that are connected to Dakota County residents in a variety of ways, the Dakota County CDA regularly attends and/or hosts meetings with these stakeholders. The intent is to learn about the programs and supports being offered in the community, as well as where there is a lack of programming. When there is a partnership that can be formed or support that can be offered, the CDA examines the potential role it could play to move the conversation from dialogue to action. The CDA aims to fully understand the issues driven by Dakota County residents with focus on housing and community development.

The development of the 2024 Action Plan involves a close partnership between the following entities:

- Dakota County departments:
  - Physical Development Division
  - Community Services Division
  - Environmental Resources Department
  - Office of Planning
- Dakota County Community Development Agency (CDA)
- Dakota Affordable Housing Coalition (AHC) – A public/private collaboration that facilitates Countywide planning of homeless services and resources. Regular participants include:
  - 360 Communities
  - Twin Cities Habitat for Humanity
  - Guild Incorporated
  - Hearth Connections
  - The Link (homeless youth program)
  - Dakota-Carver-Scott CAP Agency
  - Mental Health Resources
  - Neighbors, Inc. (a non-profit, social-service agency providing emergency assistance and supportive assistance programs to low-income community members in the northern Dakota County communities)

- MICAH (a coalition of religious groups working to end homelessness and expand affordable housing in the Twin Cities region)
- SMRLS (Southern Minnesota Regional Legal Services)
- Minnesota Assistance Council for Veterans
- Dakota County Veterans Services
- Fair Housing Implementation Council
- Dakota County HOME Consortium members – Dakota County/CDA, Anoka County, Ramsey County, Washington County and City of Woodbury
- Dakota-Scott Workforce Investment Board (Business Services Committee)
- City of Apple Valley
- City of Burnsville
- City of Eagan
- City of Farmington
- City of Hastings
- City of Inver Grove Heights
- City of Lakeville
- City of Mendota Heights
- City of Northfield
- City of Rosemount
- City of South St. Paul
- City of West St. Paul

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Dakota County is part of the regional Continuum of Care (CoC) and Suburban Metro Area CoC (SMAC). It is composed of the five counties that surround the Minneapolis/St. Paul area: Anoka, Dakota, Scott, Carver and Washington Counties. Each has a local homeless planning committee, but the Affordable Housing Coalition (AHC) acts as the governing body and represents Dakota County in its response to homelessness. The CDA has been an active member in AHC and solicited the feedback of the group on matters related to the Annual Action Plan, specifically on housing and homelessness. The AHC oversees the funding decisions for other resources to specifically address homelessness among individuals, families and unaccompanied youth.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The allocations of ESG funds were reviewed by the Dakota Affordable Housing Coalition (AHC), which voted on the amounts distributed to various activities in February 2024. The AHC determined the following distribution:



Component	2024-2025	Percent
<b>Emergency Shelter Recommended for Funding</b>		
<b>Shelter Operations</b> Costs of rent, security, insurance, utilities, food, and supplies necessary for the operation of the emergency shelter	\$98,167	<b>56.9%</b>
<b>TOTAL EMERGENCY SHELTER</b>	<b>\$98,167</b>	
<b>Rapid Re-Housing Recommended for Funding</b>		
<b>Rental Assistance</b> Medium-term (3-24 months) of rental assistance payments based on 50% of the household income	\$33,000	<b>30.2%</b>
<b>Housing Relocation and Stabilization Services</b> Financial assistance to pay housing owners, utility companies, and other third parties for rental application fees, security deposits and last month's rent	\$19,000	
<b>TOTAL RAPID RE-HOUSING</b>	<b>\$52,000</b>	
<b>Homelessness Prevention Recommended for Funding</b>		
<b>Homelessness Prevention</b> For households at risk of homelessness – short-term and medium-term rental assistance, application fees, security deposits, utility payments, housing search and stability services	\$6,000	<b>3.5%</b>
<b>TOTAL HOMELESSNESS PREVENTION</b>	<b>\$6,000</b>	
<b>HMIS Expenses Recommended for Funding</b>		
<b>Dakota County and CDA HMIS costs (License fees)</b> Costs of rent, security, insurance, utilities, food, and supplies necessary for the operation of the emergency shelter	\$3,323	<b>1.9%</b>
<b>TOTAL HMIS</b>	<b>\$3,323</b>	
<b>Administrative Expenses Recommended for Funding</b>		
Administrative Costs – Costs to administer ESG program for Dakota County and CDA	\$12,932	<b>7.5%</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>\$12,932</b>	
<b>TOTAL ESG FUNDING</b>	<b>\$172,422</b>	<b>100%</b>

**AP-10 Table 1 – Recommended ESG Allocations**

The Written Standards for ESG are replications of the SMAC adopted standards to further align with the CoC and all the other resources being used to combat homelessness. These Written Standards are updated on an on-going basis to ensure continued high performance when serving the homeless population.

The SMAC has decided to operate within a statewide Homeless Management Information System (HMIS) and, along with the other CoC regions in the state, has designated the Institute for Community Alliances as the lead agency of that system. The policies for HMIS are addressed within the SMAC bylaws. The Written Standards address the expenditure and administration of funds for HMIS.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**AP-10 - Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Scott Carver Dakota CAP Agency, Inc.
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition and the Housing and Services committee meetings. Assisted with development of the ESG Written Standards.
2	<b>Agency/Group/Organization</b>	The Link
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition and the Housing and Services committee meetings. The anticipated outcomes are continued operation of a youth hotel emergency shelter.
3	<b>Agency/Group/Organization</b>	Dakota County Housing and Community Resources
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meeting and Housing and Services committee. Staff assisted in providing information related to CoC and drafting responses for the Consolidated Plan and the Action Plan.
4	<b>Agency/Group/Organization</b>	Southern MN Regional Legal Services
	<b>Agency/Group/Organization Type</b>	Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on fair housing testing and assistance with strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
5	<b>Agency/Group/Organization</b>	Mental Health Resources
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition and the Housing and Services committee meetings. Assisted with development of the ESG Written Standards. Anticipated outcomes are continued work on coordinated entry.
6	<b>Agency/Group/Organization</b>	Veterans Administration
	<b>Agency/Group/Organization Type</b>	Housing Other government - Federal
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are to continue partnership with the VASH program and hope to improve coordination to identify if other housing gaps exist for Veterans.
7	<b>Agency/Group/Organization</b>	MN Assistance Council for Veterans
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meetings. Areas for improved coordination are to identify if other housing gaps exist for Veterans.
8	<b>Agency/Group/Organization</b>	Neighbors, Inc.
	<b>Agency/Group/Organization Type</b>	Services-homeless Food Bank

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
9	<b>Agency/Group/Organization</b>	Guild, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
10	<b>Agency/Group/Organization</b>	Dakota County Environmental Services
	<b>Agency/Group/Organization Type</b>	Other government - County Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted on the needs of water and sanitary hazards for the drinking supply. Anticipated outcome is ongoing funding for the well sealing program and funding for septic repair program, both are CDBG eligible activities.
11	<b>Agency/Group/Organization</b>	360 Communities
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing. 360 Communities has been a partner in implementing public services funded with CDBG.
12	<b>Agency/Group/Organization</b>	Dakota County Workforce Development
	<b>Agency/Group/Organization Type</b>	Other government - County Grantee Department Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted on the need for employment services. Anticipated outcomes include workforce development through job training, internships and support services.
13	<b>Agency/Group/Organization</b>	Hearth Connection
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Needs - Chronically homeless Homelessness Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Consulted through the Affordable Housing Coalition meetings. Anticipated outcomes are continued work on strategies to recruit and retain landlords for subsidy rental programs, households with negative rental history, or barriers to accessing housing.
14	<b>Agency/Group/Organization</b>	Dakota County Office of Performance and Analysis
	<b>Agency/Group/Organization Type</b>	Services - Narrowing the Digital Divide Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Dakota County Office of Performance and Analysis collects data about broadband access in Dakota County and works with internet providers for this data. 97% of Dakota County residents have access to 100 Mbps/20 Mbps speed wireline broadband as of 2022. Additionally, 43% of Dakota County households have access to 2 or more providers that offer 100 Mbps/10 Mbps wireline broadband as of 2021. Anticipated outcomes are continued consultation regarding the status of broadband access in Dakota County.
15	<b>Agency/Group/Organization</b>	Dakota County Sheriff's Office
	<b>Agency/Group/Organization Type</b>	Agency - Emergency Management Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Other - Emergency Management & Resiliency
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Dakota County was consulted regarding emergency management needs and resiliency planning. In addition, they participated in the 2020 Con Plan community survey for cities. The Hazard Mitigation Plan completed in 2021 was also used to complete parts of the NA and MA sections of plan.
16	<b>Agency/Group/Organization</b>	Dakota County Physical Development Division
	<b>Agency/Group/Organization Type</b>	Agency - Management of Public Land or Water Resources
	<b>What section of the Plan was addressed by Consultation?</b>	Other - Management of Public Lands
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Dakota County Physical Development Division was consulted for management of public lands and parks. Consultation includes brownfield redevelopment, public park expansion and improvements, resiliency for public lands. Consultations were done in person and via virtual meetings.

### **Identify any Agency Types not consulted and provide rationale for not consulting**

Publicly funded institutions such as healthcare, mental health facilities, foster care and corrections programs were not directly consulted for the purposes of the Action Plan. These facilities have previously been engaged by CoC members to coordinate the discharge planning and policies. The CoC has actively engaged representatives from local hospitals and health care providers to plan services and referral processes. The CoC has a network of collaborating agencies that ensures persons who are discharged from a mental health facility are not discharged to homelessness. Partners include County mental health case managers and social workers, and nonprofits that specialize in serving clients with mental health needs like Guild Incorporated. The CoC engages foster care workers in planning efforts to ensure they are aware of programming available for permanent housing upon discharge.

Consulted for the Consolidated Plan were the members and staff who implement CoC funding and are directly involved in providing the case management as identified in those policies. The intent was to connect with the providers at the client level to gain the insight and barriers they see in implementing federal funding.

Previously, Dakota County and CDA staff had met with correctional probation officers to discuss the housing options for households exiting correctional programs. The Department of Corrections (DOC) is primarily responsible for preventing offenders from being released from State facilities into homelessness. The DOC provides a case manager to assist offenders with identifying housing resources.

The adjacent governmental entities that make up the HOME Consortium were consulted specific to the priorities they felt were present in their communities and where HOME funding would potentially be spent. These units of government are consulted regularly for the overall implementation of the HOME program.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	SMAC	Homelessness and Affordable Housing
Heading Home Dakota	Dakota County Community Services	Homelessness and Affordable Housing
5-year PHA Plan for Dakota County	Dakota County CDA	Affordable Housing
Thrive MSP 2040	Metropolitan Council	Increase supply of affordable housing
Housing Policy Plan	Metropolitan Council	Increase supply of affordable housing
Dakota County Housing Needs Assessment	Dakota County CDA	Increase supply of affordable housing

**AP-10 Table 3 – Other local / regional / federal planning efforts**

**Narrative**

As the administrator of the CDBG, HOME and ESG programs, the Dakota County CDA has informal and formal partnerships with local city governments, the Metropolitan Council (the metropolitan area regional planning agency), County government, local and regional non-profits, state housing finance agency and the Department of Health. These entities informed this Annual Action Plan and will be integral in its implementation.



## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

For the Action Plan, Dakota County CDA seeks to engage citizens and include their viewpoints on the needs within the various communities as well as inform citizens of the ways CDBG, HOME and ESG funds are utilized. As detailed in the Citizen Participation Plan, Dakota County, as a recipient of these federal funds, must provide for and encourage public participation to develop the plan. The minimum requirements are that two public hearings are held at different stages of the program year, and 30-day comment period is open to obtain citizen's views. This is met by a public hearing being held prior to the beginning of the planning stages and a public hearing held after the comment period. The public comment period will be kept open for over 30 days to ensure adequate time was given for citizens to comment on the Action Plan.

#### **Citizen Participation dates:**

- Consortium-wide presentation to the public – January 29, 2024
- Dakota County Physical Development Committee (PDC) – February 20, 2024 (to review Countywide CDBG activities)
- Public Comment period:
  - Dakota Tribune – March 8, 2024 – April 19, 2024
  - Star Tribune – March 8, 2024 – April 19, 2024
- Physical Development Committee – March 19, 2024 (to review the Action Plan; set public hearing)
- Public Hearing – April 23, 2024 at the Dakota County Board of Commissioners

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ads (Dakota Tribune and Star Tribune)	Non-targeted/ broad community	N/A	No comments received.	No comments received.	<a href="http://sunthisweek.com/dakota-county-tribune/">http://sunthisweek.com/dakota-county-tribune/</a>
2	Internet Outreach	Non-targeted/ broad community	N/A	No comments received.	No comments received.	<a href="http://www.co.dakota.mn.us">www.co.dakota.mn.us</a> <a href="http://www.dakotacda.org">www.dakotacda.org</a> The notice was also included on the websites of the 12 large cities in Dakota County: Apple Valley, Burnsville, Eagan, Farmington, Hastings, Inver Grove Heights, Lakeville, Mendota Heights, Northfield, Rosemount, South St. Paul and West St. Paul.
3	Public Hearing	Non-targeted/ broad community	No citizens attended the public hearing	No comments received.	No comments received.	
4	Affordable Housing Coalition	Homeless Service Providers	30+ People	Comments incorporated into the ESG Budget and ESG Written Standards.	All comments accepted.	

AP-12 - Table 1 – Citizen Participation Outreach

**AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)**

**Introduction**

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,873,895	400,000	0	2,273,895	The amount of program income (including revolving loan funds) is anticipated to be \$400,000 per year.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	2,127,171	557,678.44	0	2,684,849.44	The amount of program income is anticipated to be \$400,000 per year.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	172,422	0	0	172,422	No program income is anticipated.

Continuum of Care	public - federal	Overnight shelter Services Transitional housing	4,000,000	0	0	4,000,000	No program income is anticipated.
LIHTC	public - federal	Acquisition Multifamily rental new construction	1,083,326	0	0	1,083,326	The CDA is authorized to allocate low-income housing tax credits to qualified projects in Dakota County. The 2023 and 2024 Low Income Housing Tax Credits were awarded to Denmark Trail, a new construction project of 40 affordable housing units in the City of Farmington.
Public Housing Capital Fund	public - federal	Rental Assistance	1,151,495	0	0	1,151,495	
Section 8	public - federal	Rental Assistance	29,767,917	0	0	29,767,917	The annual allocation also includes funding for 25 VASH Vouchers administered by the CDA.

Tax Increment Financing	public - local	Economic Development Housing Multifamily rental new construction New construction for ownership Improvements to existing multi-family affordable housing Public Improvements	0	0	0	0	The CDA has previously used TIF to support affordable housing development. Currently, there are nine CDA TIF districts that are monitored. Increment is used for to support eligible costs per Minnesota statutes. There is no excess increment that can be annually allocated towards projects.
Other	private	Acquisition Economic Development Public Improvements	700,000	0	0	700,000	Levy-fund program from Dakota County CDA for the Redevelopment Incentive Grant program.
Other	public - state	Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab Rental Assistance TBRA Transitional housing	0	0	0	0	Dakota County and Dakota County CDA apply for grant awards on a regular basis for affordable housing development and down payment assistance program funding.

Other	public - local	Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership	2,650,000	0	0	2,650,000	The HOPE Program provides gap financing for the acquisition, new construction, and preservation of affordable housing- both rental and ownership- within Dakota County. The program is funded through a portion of the CDA's special benefit tax levy and a request is made to the County Board each year for this levy revenue.
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AP 15 - Table 1 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

For CDBG, the Home Improvement Loan Program, also called the homeowner rehab program, leverages state funding to provide additional loan resources to homeowners to complete rehab projects on their home, primarily mobile homes. Additionally, there are other strategies that leverage private homeowner contributions such as the well sealing program and the abatement of street assessments. CDBG-funded business loan activities require owner investment as well.

Private investment and equity are the major funding sources when LIHTC are used to construct new rental housing.

Other ways funds are leveraged are in the form of a match. The locally funded Housing Opportunities Enhancement (HOPE) Program requires a 2:1 match of funds committed to a project whereas the ESG program requires a 1:1 match. ESG utilizes CoC funds to meet the match requirement while the HOME Program's 25 percent match on funds drawn is met by the various funding streams that may be combined in a rental development project or by donated time and money when working with Habitat for Humanity. Created in 2001, the HOPE program can provide deferred loans of up to \$750,000 for gap financing for the new construction, substantial rehabilitation, and/or preservation of affordable housing in Dakota County.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Using the Neighborhood Stabilization Program (NSP) funds, Dakota County CDA acquired 31 foreclosed properties during the economic downturn. Twenty-two (22) of the existing homes were in unfavorable conditions and were demolished to remove the safety and blight hazards they posed. A handful of these land bank lots have been sold to Community Housing Development Organizations (CHDOs) and non-CHDOs to develop affordable housing options for low-income homeowners. The remaining two lots have been sold to Habitat for Humanity and will be reconstructed and sold to income-qualified homebuyers.

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Rental Housing	2024	2025	Affordable Housing Homeless Non-Homeless Special Needs		Affordable Rental Housing Planning and Administration	HOME: \$2,227,663.82	Rental Housing Units New Construction: 12 Rental Housing Units
2	Affordable Home-Owner Housing	2024	2025	Affordable Housing		Affordable Homeowner Housing Planning and Administration	CDBG: \$1,580,409 HOME: \$195,819	Homeowner Units Added: 2 Household Housing Units Homeowner Housing Rehabilitated: 50 Households
3	Homelessness and Prevention	2024	2025	Homeless		Affordable Rental Housing Homelessness Public Service Community Development Planning and Administration	ESG: \$159,490	Tenant-based rental assistance / Rapid Rehousing: 6 Households Assisted Homelessness Prevention: 2 persons assisted Homeless Person Overnight Shelter: 100 persons assisted
4	Public Facilities	2024	2025	Non-Housing Community Development		Public Facilities	CDBG: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 0



								Public Facilities
5	Public Service	2024	2025	Non-Housing Community Development		Public Service	CDBG: \$281,081	Public service activities other than Low/Moderate Income Housing Benefit: 2,000 Persons Assisted  Public service activities for Low/Moderate Income Housing Benefit: 2 households assisted
6	Economic Development	2024	2025	Non-Housing Community Development		Economic Development	CDBG: \$0	0 Businesses Assisted
7	Neighborhood Revitalization	2024	2025	Non-Housing Community Development		Neighborhood Revitalization	CDBG: \$157,273	Homeowner Housing Rehabilitated: 10
8	Planning and Administration	2024	2025	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development		Affordable Rental Housing Affordable Homeowner Housing Homelessness Public Service Public Facilities Neighborhood Revitalization Economic Development Planning and Administration	CDBG: \$255,132 HOME: \$261,366.62 ESG: 12,932	Other: 6 Admin activities, 1 Fair Housing Activity

**AP 20 - Table 1 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Affordable Rental Housing
	<b>Goal Description</b>	The following strategies will be used to provide increased choice and improve existing housing specifically for renter-occupied units. <ol style="list-style-type: none"> <li>1. Assist household to secure housing through new construction</li> <li>2. Improve energy efficiency of rental units</li> <li>3. Rehabilitate and preserve affordability in multifamily units</li> <li>4. Support fair housing activities</li> </ol>
2	<b>Goal Name</b>	Affordable Home Owner Housing
	<b>Goal Description</b>	The following strategies will be used to provide increased choice and improve existing housing specifically for owner -occupied units. <ol style="list-style-type: none"> <li>1. Assist households to become homeowners</li> <li>2. Increase supply of affordable homeowner housing</li> <li>3. Improve energy efficiency of owner-occupied housing units</li> <li>4. Rehabilitate and preserve affordability in single family units</li> <li>5. Support fair housing activities</li> </ol>
3	<b>Goal Name</b>	Homelessness and Prevention
	<b>Goal Description</b>	The following strategies will be used to provide increased choice and improve existing housing specifically for households experiencing homelessness or are at-risk of homelessness. <ol style="list-style-type: none"> <li>1. Support the implementation and operation of coordinated access entry sites for families, youth and single</li> <li>2. Support housing stabilization initiatives for homeless populations</li> <li>3. Support the operation of emergency shelter facilities</li> </ol>
4	<b>Goal Name</b>	Public Facilities
	<b>Goal Description</b>	The following strategies will be used to increase access and the quality of living specific to public infrastructure and facilities. <ol style="list-style-type: none"> <li>1. Assist LMI homeowners with street assessment</li> <li>2. Assist LMI homeowners with water/sewer, storm water and solid waste improvements</li> <li>3. Assist with the development of centers and recreational park improvements</li> <li>4. Improve accessibility and safety</li> </ol>
5	<b>Goal Name</b>	Public Service
	<b>Goal Description</b>	The following strategies will be used to increase access and the quality of living specific to providing public services. <ol style="list-style-type: none"> <li>1. Support programs that fulfill basic needs (food and shelter) for people who are low-income and or homeless</li> <li>2. Support programs that help abused and neglected youth</li> <li>3. Support programs for seniors</li> <li>4. Support transportation services</li> </ol>

6	<b>Goal Name</b>	Economic Development
	<b>Goal Description</b>	The following strategies will be used to enhance the workforce and businesses. <ul style="list-style-type: none"> <li>1. Support work initiatives that assist participants to access living wage jobs</li> <li>2. Support initiatives that help low-income people gain work skills, jobs and employment history</li> <li>3. Provide financial assistance to businesses to address building deficiencies (exterior façade improvements)</li> </ul>
8	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	Support all of the goals and strategies with funding for planning and effective administration.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)**

It is estimated that Dakota County will provide affordable housing to 64 extremely low-income, low-income, and moderate-income families. This will be done through the creation of 12 rental units, building of two Homeowner units and rehabilitation of 50 owner-occupied units.

## AP-35 Projects - 91.420, 91.220(d)

### Introduction

For the 2024 program year, Dakota County has set funding for 37 activities to take place either within a specified city or on a Countywide basis. The breakout is 30 activities are CDBG funded, five activities are ESG funded, and two activities are HOME funded (excluding program administration and CHDO). The other members of the Dakota County HOME Consortium have budgeted \$1,449,053.92 (including Program Income) towards two activities, excluding the administration activity and CHDO projects. The following activity statement and graphs detail the intended uses (activities) of CDBG, HOME and ESG funds for Program Year 2024.

#	Project Name
1	Administration and Planning
2	New Affordable Housing
3	Housing Rehabilitation
4	Public Service
5	Public Facility
6	Neighborhood Revitalization
7	HOME Consortium Projects
8	Economic Development
9	ESG23 Dakota County

AP-35 Table 1 – Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Dakota County allows each municipality to determine where to direct the CDBG funding they have been allocated based upon strategies that have been adopted by the Dakota County Board of Commissioners. Program regulation also dictates the percentage of CDBG funding that can be utilized for public service and planning activities.

At least 15 percent of HOME funding must be provided to a Community Housing Development Organization (CHDO) and the maximum percentage available for HOME administrative expenditures is 10 percent. The Consortium has yet to determine where the allotment of FY 2024 CHDO funds will go.

The Affordable Housing Coalition determined the most effective use for 2024 ESG funding was providing Rapid-Rehousing rental assistance and housing relocation/stabilization subsidies, Homelessness Prevention, Emergency Shelter Operations, and grant administration. This aligns with the direction the Dakota County Supportive Housing Unit (SHU) has taken with the CoC funding they administer. A maximum of 7.5 percent can be used for administration.

## AP-38 Project Summary

### Project Summary Information

<b>Project 1</b>	<b>Project Name</b>	Administration and Planning
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	CDBG: \$255,132 HOME: \$111,411 – Dakota County HOME PI: \$12,561.04 – Dakota County HOME: \$101,306 – Anoka, Ramsey and Washington Counties and City of Woodbury HOME PI: \$36,088.58 – Anoka, Ramsey and Washington Counties
	<b>Description</b>	This project will be for the administration and planning activities that will occur in the 2024 program year for CDBG and HOME. ESG administration is discussed in “ESG24” section. Thirteen percent (13%) of CDBG funding will be for admin and planning activities, 10% for HOME administration.
	<b>Location Description</b>	Dakota Countywide
	<b>Planned Activities</b>	<u>Fair Housing Landlord Training (Countywide)</u> – Provide fair housing training to landlords taking DCCDA vouchers. <u>Economic Development Plan (Lakeville)</u> – Create a 2024-2026 Economic Development Strategic Plan. <u>General Administration of the CDBG program (Countywide)</u> - General program administration and oversight of the Dakota County CDBG Program including environmental reviews, marketing, program management, compliance monitoring. <u>General Administration of the HOME program (Dakota Countywide)</u> – General program administration of the Dakota County HOME program, as well as oversight and technical supervision of Dakota County Consortium. Each Consortium member receives administrative funds proportional to its contributions, less an administrative fee payable to Dakota County. <u>General Administration of the HOME program (Counties of Anoka, Ramsey and Washington and City of Woodbury)</u> – General program administration of the HOME program.
<b>Project 2</b>	<b>Project Name</b>	New Affordable Housing
	<b>Goals Supported</b>	Affordable Rental Housing
	<b>Needs Addressed</b>	Affordable Rental Housing
	<b>Funding</b>	HOME: \$582,313 HOME PI: \$73,039.90
	<b>Description</b>	HOME funds will go to the new construction of an affordable housing development.
	<b>Location Description</b>	Dakota Countywide
	<b>Planned Activities</b>	<u>Rental Project</u> – a rental project in Dakota County yet to be determined.

<b>Project 3</b>	<b>Project Name</b>	Housing Rehabilitation
	<b>Goals Supported</b>	Affordable Homeowner Housing Affordable Rental Housing Neighborhood Revitalization
	<b>Needs Addressed</b>	Affordable Homeowner Housing Affordable Rental Housing Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$1,580,409 HOPE: \$400,000
	<b>Description</b>	This project covers the activities that will be pursued to rehabilitate the housing stock in Dakota County.
	<b>Location Description</b>	Dakota Countywide and the City of Northfield
	<b>Planned Activities</b>	<u>Homeowner Rehabilitation (Countywide and some Cities)</u> – CDBG funds will be used for the CDA-run Home Improvement Loan Program, which assists low- and moderate-income homeowners with improving and maintaining their homes so they are in a decent, safe and sanitary condition. The program offers 0% deferred loans to homeowners at 80% of area median income.
<b>Project 4</b>	<b>Project Name</b>	Public Service
	<b>Goals Supported</b>	Public Service
	<b>Needs Addressed</b>	Public Service
	<b>Funding</b>	CDBG: \$281,081
	<b>Description</b>	This project is for the public service activities that will be conducted in 2024.
	<b>Location Description</b>	Dakota Countywide
	<b>Planned Activities</b>	<u>DARTS Senior Chore Service (Apple Valley)</u> – Provides project funding for a Homemaking Service and Outdoor Chore Service for senior citizens. <u>Burnsville Youth Collaborative (Burnsville)</u> – Provides funding for staffing and support services for income-eligible youth ages 12-16 after school and on weekends. <u>Pre-School Program (Eagan)</u> – Provides funds to defray the costs of income-eligible underserved families with children aged 2-5-years old in need of childcare. <u>Middle School Youth (Eagan)</u> – Provides funding to support an after-school program for income-eligible youth. Participants will include at least 70% youth who qualify for the free/reduced lunch program. <u>Dakota Woodland Youth (Eagan)</u> – Provides funding to support recreation program for youth residing at Dakota Woodlands, a homeless shelter for women and their children. The recreational opportunities focus on development of physical and social skills in a safe environment. <u>Senior Services (Eagan)</u> – Provides funding to support programs focused on health and wellness for senior citizens. <u>DARTS Senior Chore Service (Eagan)</u> – Provides project funding for a Homemaking Service and Outdoor Chore Service for senior citizens.

		<p><u>Senior Services (Farmington)</u> – Provides funding to support programs and services at the Rambling River Center for senior citizens.</p> <p><u>DARTS Lakeville LOOP (Lakeville)</u> – Provides funds to support the Lakeville LOOP, which provides transportation between qualifying residents and retail locations one day a week for five hours. The Lakeville LOOP is open to seniors, persons with disabilities, and income qualifying individuals residing in six senior housing facilities.</p> <p><u>Senior Services (Lakeville)</u> – Provides funds to support programs and services for senior citizens at Lakeville Heritage Center.</p> <p><u>Housing Counseling (Countywide)</u> – Housing Counseling in the form of prepurchase, foreclosure, homebuyer education, and refinance counseling.</p> <p><u>Downpayment Assistance (Northfield)</u> – Provide downpayment assistance to income-qualified homebuyers.</p>
Project 5	<b>Project Name</b>	Public Facility
	<b>Goals Supported</b>	Public Facilities
	<b>Needs Addressed</b>	Public Facilities
	<b>Funding</b>	CDBG: \$0
	<b>Description</b>	This project is for the public facility activity that will be conducted in 2024.
	<b>Location Description</b>	None
	<b>Planned Activities</b>	No activities in 2024
Project 6	<b>Project Name</b>	Neighborhood Revitalization
	<b>Goals Supported</b>	Neighborhood Revitalization
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$157,273
	<b>Description</b>	This project is for the neighborhood revitalization activities that will be conducted in 2024.
	<b>Location Description</b>	Dakota Countywide and Hastings-specific
	<b>Planned Activities</b>	<p><u>Well Sealing Grants (Countywide)</u> – Cost-share grants to reimburse well owners 50% of the cost to seal their unused water supply wells.</p> <p><u>Septic System Repair (Countywide)</u> – Cost-share grants to reimburse landowners for the costs associated with replacing a failing septic system.</p> <p><u>Assessment Abatement (Hastings)</u> – Provides funds to reconstruct streets involving bituminous paving, storm sewer, concrete curb and gutter, and sidewalk/trail construction.</p>
Project 7	<b>Project Name</b>	HOME Consortium Projects
	<b>Goals Supported</b>	Affordable Rental Housing Affordable Homeowner Housing
	<b>Needs Addressed</b>	Affordable Rental Housing Affordable Homeowner Housing
	<b>Funding</b>	HOME: \$1,332,141 HOME PI: \$435,988.92

	<b>Description</b>	This project is for all the other Consortium members' HOME activities. Funding has been set aside for CHDO projects, some yet to be identified, Homebuyer, New Construction and Acquisition/Rehab.
	<b>Location Description</b>	The Counties of Anoka, suburban Ramsey, and Washington.
	<b>Planned Activities</b>	<u>Anoka County</u> <ul style="list-style-type: none"> <li>Affordable Rental Housing (\$444,472)</li> <li>Affordable Rental Housing – Program Income (\$243,674.12)</li> </ul> <u>Ramsey County</u> <ul style="list-style-type: none"> <li>Affordable Rental Housing (\$381,774)</li> <li>Affordable Rental Housing – Program Income (\$183,314.80)</li> </ul> <u>Washington County</u> <ul style="list-style-type: none"> <li>Affordable Homeowner Housing (\$186,819)</li> <li>Affordable Homeowner Housing – Program Income (\$9,000)</li> </ul> <u>Community Housing Development Organization (CHDO)</u> <ul style="list-style-type: none"> <li>CHDO - (\$319,076)</li> </ul>
<b>Project 8</b>	<b>Project Name</b>	ESG24 Dakota County
	<b>Goals Supported</b>	Homelessness and Prevention Public Service Planning and Administration
	<b>Needs Addressed</b>	Homelessness Public Service Planning and Administration
	<b>Funding</b>	ESG: \$172,422
	<b>Description</b>	The 2024 Federal Fiscal Year allocation of ESG funds for Dakota County are planned to provide rapid re-housing, homelessness prevention, emergency shelter operations, and program administration.
	<b>Location Description</b>	Dakota Countywide
	<b>Planned Activities</b>	Emergency Shelter Operations – (\$98,167) Homelessness Prevention – (\$6,000) Rapid Re-housing – (\$52,000) HMIS – (\$3,323) ESG General Grant Administration – (\$12,932)



**AP-50 Geographic Distribution - 91.420, 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Dakota County and its participating municipal subrecipients do not target the use of the federal funds to any one specific area within the County. Generally, funds are used to support programs that provide a benefit to all eligible residents countywide rather than to areas of concentration. The municipal subrecipients may further refine the area to within city-limit boundaries for projects utilizing CDBG funding awards.

Distribution Area	Percentage of Funds	Program Funding
Apple Valley	12.21%	CDBG
Burnsville	14.74%	
Eagan	10.77%	
Farmington	2.23%	
Hastings	4.08%	
Inver Grove Heights	5.06%	
Lakeville	6.87%	
Mendota Heights	1.06%	
Northfield	4.43%	
Rosemount	2.90%	
South St. Paul	3.31%	
West St. Paul	5.36%	
Smaller Cities and Townships	1.99%	
Countywide	25.00%	
<hr/>		
Dakota County	36.50%	HOME
Anoka County (includes Coon Rapids)	23.42%	
Ramsey County	23.93%	
Washington County	11.71%	
City of Woodbury	4.44%	
<hr/>		
Countywide	100%	ESG

**AP-50 Table 1 – Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

Dakota County’s status as an “Urban County” is supported by the municipalities and townships of the County, particularly those communities that could qualify as entitlement jurisdictions individually. By remaining a collective whole, it enables the County to receive more funding, reduces the administrative burden, and allows for program efficiencies. As a result, the municipalities are partners in implementing the CDBG program directly within their communities and approximately 75 percent of the funds are set-aside for the municipalities.

Specific to HOME, each member of the Consortium is awarded a percentage of the overall allocation based upon the share percentage determination HUD provides. Dakota County has not chosen to disperse HOME funding to specific geographies and has chosen to wait to identify a HOME eligible project. The location of the project will be considered, but other factors such as site control, project financing and feasibility, and project readiness will heavily dictate where the funds are utilized.

ESG funds will be used for tenant-based rapid rehousing assistance, homelessness prevention, shelter operations, HMIS, and general grant administration. It is up to the discretion of the tenant to locate housing in a community in which they prefer to live. ESG is not directed to any one community in Dakota County, but the funds must be used within Dakota County.

### **Discussion**

## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

The Program Year 2024 projects support affordable housing opportunities to very low-, low-, and moderate-income households through rehabilitation of existing units and rapid re-housing and homelessness prevention assistance.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	8
Non-Homeless	66
Special-Needs	0
<b>Total</b>	<b>74</b>

AP 55 - Table 1 - One Year Goals for Affordable Housing by Support Requirement

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	8
The Production of New Units	16
Rehab of Existing Units	50
Acquisition of Existing Units	0
<b>Total</b>	<b>74</b>

AP 55 - Table 2 - One Year Goals for Affordable Housing by Support Type

#### Discussion

Dakota County CDA and the municipal subrecipients will focus approximately \$1.1 million of CDBG entitlement funding towards homeowner rehabilitation. Another estimated \$400,000 in program income will be used for the home improvement loan program. The remaining entitlement funding will be spread out to remove safety/blight hazards and revitalize the community; improve public facilities; implement public service programs for youth and seniors; provide financing for homeownership; and to complete plans and administer the CDBG program overall.

The HOME funding has yet to be allocated to an affordable rental housing project.

ESG funding for 2024 has been budgeted to assist with emergency shelter operations; provide rapid re-housing, which entails providing recipients' rental payment assistance and security deposit assistance; prevent homelessness through rental assistance; and provide financial assistance for housing relocation and stabilization services.

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

The Dakota County CDA is responsible for administering the majority of the public housing inventory and Housing Choice Voucher programs in Dakota County. The scattered site public housing includes 123 units that are comprised of four-plexes and townhomes located throughout the County and an 80-unit apartment building, Colleen Loney Manor, located in West St. Paul. In addition to the CDA, the South St. Paul HRA operates 298 units of public housing in two apartment buildings, Nan McKay and John Carroll building.

The Housing Choice Voucher Program is also administered by the CDA and is a federal program for all jurisdictions in Dakota County. The CDA assists over 2,700 households through this program. The CDA also administers project-based assistance for units at Cahill Place (Inver Grove Heights), Hidden Ponds (Apple Valley) and Cedar Villas (Eagan), a total of 71 units between the three, all two- and three-bedroom units. The CDA recently disposed of 120 Scattered Site Public Housing Units.

The Housing Choice Voucher program assist households with income levels below 50 percent of area median income and Public Housing serves households below 80 percent of area median income.

### **Actions planned during the next year to address the needs to public housing**

The Dakota County CDA will continue to invest operating and capital funds to the modernization of the housing units it owns and maintains. The CDA gathers resident and staff input when determining the scope of work needed to address maintenance needs, and extends invitations annually to all public housing residents to attend meetings where staff are on hand to listen to and record concerns and requests of the residents. For those unable to attend these sessions, staff provides them with contact information in order for them to share their thoughts in writing via emails or letters or by leaving voicemails for staff. CDA staff also solicits comments from local municipalities on CDA units contained within their jurisdictions. Staff receives comments from city administrators, city zoning staff, city code enforcement staff, local police departments, and other relevant entities.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The Dakota County CDA employs two Homeownership Specialists who provides housing counseling for households interested in homeownership. During a typical pre-purchase counseling session, staff will discuss with a client the importance of credit, credit repair, financial management, etc. This service has been marketed in the past to the public housing residents and residents in other CDA-owned affordable housing.

During the next year, the CDA will continue to send information promoting the pre-purchase counseling program to public housing residents annually via mail.

The Dakota County CDA encourages residents living in CDA-owned or managed units to become more involved through resident meetings and informational brochures. Residents receive information from CDA staff on how and where they can view the PHA plan and post comments to the plan on the CDA website. In addition, CDA staff are also diligent in sending out information to residents regarding the following areas that will assist them in self-sufficiency:

- Financial Empowerment Services available through Dakota County
- First Time Homebuyer information/classes
- Job Resource Fairs

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The CDA is not designated as “troubled”. HOME Consortium members Anoka County, Ramsey County, Washington County and the City of Woodbury are not designated as “troubled”.

## **Discussion**

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

Dakota County continues to work with the Affordable Housing Coalition, as well as other entitlement grantees receiving ESG funding throughout the Twin Cities region, to align priorities and funding across the continuum for programs addressing the needs of Dakota County residents experiencing or at risk of homelessness.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

- **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Dakota County will continue to use local funding to reach out to homeless persons, sheltered or unsheltered to connect the household to resources to address their individual needs. The goal to produce additional housing options, provide Tenant Based Rental Assistance programs (rapid re-housing), provide public services and support economic development initiatives will all contribute to the efforts CoC funding and other local resources are providing to homeless households.

ESG funding is used for emergency shelter operations, rental subsidy, and financial stabilization services like security deposits and first month's rent.

- **Addressing the emergency shelter and transitional housing needs of homeless persons**

Addressing emergency shelter needs is done primarily with ESG funds. ESG funding is used to provide on-going rental subsidy and emergency shelter operating expenses. In FY 2024, ESG funds will be awarded to Dakota Woodlands Family Shelter in Eagan. Dakota County continues to explore solutions for emergency shelter for single adults.

- **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

In March 2018, the CoC implemented a case consultation process through Coordinated Entry (CE) which uses a by name list for weekly review by a team of professionals, including shelter staff, to quickly move households into permanent housing. This

process ensures households staying in Emergency Shelter (ES) are served timely through the CE process and are exiting to permanent destinations. Shelters across the region are also actively working with landlords to facilitate permanent exits from the shelter. In addition, the CoC hosts quarterly workshops for all providers within the region which offer exit planning support for all who attend. An online forum is under development for Rapid Re-Housing (RRH) providers where exit planning support will be available at any time.

The CoC's Coordinated Entry Committee is responsible for overseeing successful exits to permanent housing for ES, Transitional Housing (TH) and RRH.

The CoC has multiple strategies to increase households maintaining placement in permanent housing and exits to permanent destinations from other housing types. One of these strategies has been to implement a transition plan in CE policy. This policy supports households in transferring from one housing program to another if housing stability is at risk. The transition plan details the CES Advisory Committee that works with housing program staff to facilitate a transition if necessary. The CES Advisory Committee began meeting in January 2018 and is an elected group of providers and assessors. The Advisory meets monthly or more frequently as needed to review, discuss, and facilitate transitions.

The CE Committee is responsible for increasing the rate households retain permanent housing or exit to permanent housing destinations.

The CoC has had an active Coordinated Entry System (CES) in place since January 2015. 1) The CoC has access points spread across the entire region of the CoC. The definition and expectations of an Access Point are detailed in the CoC's CES policies. At a minimum, Access Points must administer the CES assessment and enter data into the Priority List. The CoC's CES work group reviews Access Point capacity on a quarterly basis to assess if additional access is needed somewhere in the region. 2) In order to reach people who are least likely to apply for homeless assistance, outreach workers are utilized for CES assessments. All street outreach teams within the CoC are considered Access Points. Outreach workers connect with those households that are least likely to apply for homeless assistance by meeting and offering the CES assessment where the household is comfortable as opposed to requiring the household to come to a specific location. In addition to outreach providing assessments, Access Points are also able to offer housing assessments over the phone. There are places in the CoC where street outreach capacity is limited. Phone assessments are offered to households in areas not covered by an outreach team that are also unable to come to an assessment site. 3) The CoC uses prioritization tools to assess households. In addition, the CoC has developed a set of supplemental questions that help to further identify vulnerabilities and barriers. Households are prioritized on the by name list based on length of time homeless. After the by name list has been prioritized using this criteria Case Consultation teams review households at the top of the list to ensure those with the most significant barriers are served first in a program that will best fit their needs.

- **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Dakota County established a Housing Resource Line as a centralized access point for households that are experiencing a housing crisis and are homeless or at risk of homelessness. This line centralizes the calls for all populations experiencing a housing crisis. Three providers in Dakota County are the initial contact points depending on household composition. For singles and families, it is Dakota County Intake; for youth it is The Link; and for domestic violence or sexual assault victims it is 360 Communities' Lewis House.

The CoC maintains a centralized housing priority list for persons experiencing homelessness. The priority list is designed to match households to the best ongoing resource to meet their housing and service needs. The list relies on completion of a standardized assessment for placement on this list. When a household contacts the Housing Resource Line the following steps occur.

### **Step 1: Resolve the crisis**

Intake staff will work with the client to best resolve the housing crisis.

- Prevent an eviction
- Access emergency shelter
- Explore alternative resources

### **Step 2: Complete an assessment**

If the client(s) are placed in an emergency shelter or are placed on a shelter waiting list, an assessment will be completed to determine their ongoing needs.

### **Step 3: Connect to a housing opportunity**

Once assessed, their name will be placed on a central Housing Priority List and will be matched to a housing resource that best meets their needs when one becomes available. Providers have a weekly meeting to discuss placement of households on the waiting list and to report opening for available resources.

Dakota County has several interventions to prevent homelessness. These programs are tiered and coordinated in a way to maximize the dollars available through federal, state, foundation funds and community-based resources.

- Emergency Assistance and Emergency General Assistance. These are federal and state funds to assist with rental arrears, among other financial emergencies.



- Family Homeless Prevention and Assistance Program. These are state funds specifically targeted to prevent homelessness among families, singles and youth. This includes supports services to help households maintain housing, if needed.
- 360 Communities and the Church Information Network. This agency coordinates small donations from faith communities to prevent an eviction.
- In FY 2024, ESG funds will be awarded to the Scott-Carver-Dakota CAP Agency for homelessness prevention and rapid re-housing activities.

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Dakota County does not establish Countywide policies for land use and development. When the CDA has plans for a new development, CDA staff work with city staff in order to meet the zoning and land use requirements of that city. Dakota County CDA maintains its relationship and works closely with all units of government throughout the county to support all affordable housing. This includes support of new rental construction, tenant-based rent assistance, new owner construction (e.g. Habitat homes), special needs housing, and housing rehabilitation. Housing advocacy groups and the CDA will continue to work together to further affordable housing opportunities within all communities.

To address potential barriers in individual cities, the CDA created the Redevelopment Incentive Grant (RIG) Program in 2006 to support affordable housing and redevelopment efforts. The RIG Program provides competitive grants up to \$250,000 to Dakota County cities to assist with redevelopment planning and implementation efforts including environmental remediation. To be eligible for funding, cities are required to match the CDA's funds and must demonstrate support for affordable housing efforts. The CDA has provided over \$14 million in grants since the program's inception.

### **Discussion**

The CDA works closely with private developers to address barriers posed by limited access to private financing. The CDA can assist by providing gap financing and working with cities and private developers to provide development support. In 2001, the CDA and Dakota County created the Housing Opportunities Enhancement (HOPE) Program. The HOPE program can provide deferred loans of up to \$750,000 for gap financing for the new construction, substantial rehabilitation, and/or preservation of affordable housing in the County.

To help address concerns about affordable housing, the CDA educates residents about its affordable housing program and works with housing advocacy groups to further affordable housing opportunities within all communities. The CDA holds an open house event at all CDA-developed properties for citizens to tour the development and has staff available to answer questions about management and operations upon project completion. The CDA also has an annual open house to showcase a few of the different CDA senior developments in the county. Every attempt is made to address concerns of residents.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

#### **Actions planned to address obstacles to meeting underserved needs**

The CDA will continue to identify and partner with other organizations to address the needs of those most underserved. The creation of affordable rental housing has been the method used most by the CDA to provide options for seniors and working families. For homeowners, the CDA assists underserved households when looking to purchase a home by providing credit counseling and first-time homebuyer education. Additionally, down payment assistance is available. The Home Improvement Loan program assists low- and moderate-income households with maintenance and upkeep of their homes with a zero percent deferred loan.

#### **Actions planned to foster and maintain affordable housing**

Program Year 2024 funds will be used to provide home improvement loans and rehabilitate rental properties. The CDA will work to preserve the affordability of rental units in an affordable housing development that is nearing the end of their federal project-based assistance contracts. Please see “AP-55 - Affordable Housing” for discussion on the County’s Affordable Housing strategy and goals.

#### **Actions planned to reduce lead-based paint hazards**

The CDA will continue to assess homes built prior to 1979 through the Homeowner Improvement Loan program and address any hazards as part of the program if lead-based paint has been identified in connection to the work to be performed.

All residents of properties managed by the CDA (public housing) and Housing Choice Voucher clients will be notified and provided with the pamphlet “How to protect yourself from Lead”.

The Home Improvement Loan program complies with all HUD and EPA standards and requirements concerning lead-based paint. Such requirements include performing Risk Assessments on all houses built before 1978. In cases where lead hazards are identified, interim controls are used to eliminate said hazards, and clearance tests are performed at the end of the project to ensure the house was kept clean and safe. Currently, the Minnesota Department of Health (MDH) is in the process of taking over the duties currently performed by the EPA. We will work with MDH to ensure that we are in full compliance with any new regulations that may result from this transition.

#### **Actions planned to reduce the number of poverty-level families**

Dakota County Community Services division is the main provider of services that address the needs of those in poverty. In partnership with the County, the CDA will refer

all those needing additional services beyond the housing assistance and affordable housing opportunities the CDA is able to offer to help those in poverty.

### **Actions planned to develop institutional structure**

Dakota County designated the Dakota County Community Development Agency (CDA) to administer the CDBG, HOME and ESG programs. The CDA maintains a strong relationship with County departments, cities, and other agencies (private and non-profit) throughout County.

The CDA was established in 1971 pursuant to special Minnesota legislation to serve the cities and residents of Dakota County. The CDA operates under an eight-member Board of Commissioners appointed by the Dakota County Board, each representing a separate district with one at-large member. The CDA is a separate agency from Dakota County, and as such, is able to work with cities and other partners in a manner distinct from Dakota County. This coordinated delivery system works extremely well as an efficient and effective way to centralize housing services for Dakota County.

As the administrator of the CDBG program for the County and the participating cities, the CDA meets individually with each CDBG municipal subrecipient to discuss the activities, timeliness requirements, and regulations. To help cities understand the CDBG program better, the CDA developed a CDBG manual that details program requirements and the process for allocating and awarding funds. CDA staff also offer an annual CDBG workshop to review the latest funding application and provide information on one or two HUD regulations (i.e., Davis Bacon, procurement, timeliness, environmental reviews, etc.).

In addition to the relationships within the County, Dakota County CDA is the lead administrator for the Dakota County HOME Consortium and works with staff from Anoka, suburban Ramsey and Washington counties and the City of Woodbury to implement the activities funded with HOME dollars. The Consortium has monthly conference calls and quarterly in person meetings to discuss any changes in program regulations, monitoring, and the activities being put into operation.

ESG is administered by the CDA. All ESG subgrantees are required to use HMIS except if they are a victim services provider and use their own comparable databased for client-level data. The CDA will review the files for compliance and draw down all funds on a reimbursement basis.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

CDA and County staff regularly attend the Affordable Housing Coalition (AHC) meetings, which is the governing board of the Suburban Metro Area Continuum of Care (SMAC). In addition to continuing to participate in the AHC meetings, Dakota County and the CDA will attend meetings with other public and private housing agencies, and

social service agencies as these meetings arise. Social service staff are deeply connected to the social needs of residents will continue to be partners in the supportive and rapid rehousing programs. The CDA and the County will continue their many partnerships with the community, non-profits, and other local government entities in developing and implementing the Action Plan.

## **Discussion**

The Dakota County CDA (CDA) proactively complies with the Fair Housing Act and other civil rights laws, including Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990 in order to ensure that all people have equal access to the housing of their choice. To support compliance with these fair housing related acts and laws the CDA participates in several Fair Housing activities.

In 2019 and 2020 the FHIC completed a new Analysis of Impediments to Fair Housing Choice.

### **Twin Cities Regional Analysis of Impediments to Fair Housing Choice 2020**

The Twin Cities Regional Analysis of Impediments to Fair Housing choice (AI) is a thorough examination of structural barriers to fair housing choice and access to opportunity for members of historically marginalized groups protected from discrimination by the federal Fair Housing Act (FHA). This analysis specifically analyzes the following jurisdictions in the Twin Cities Region: Anoka County, Coon Rapids, Dakota County Hennepin County, Bloomington, Eden Prairie, Minneapolis, Minnetonka, Plymouth, Ramsey County, St. Paul, Washington County, Woodbury, Scott County and Carver County.

<https://www.dakotacda.org/fair-housing/fair-housing-implementation-council/>

In 2024, Dakota County will continue to jointly fund and participate in the following fair housing activities to attempt to address the impediments to fair housing choice facing the region and in Dakota County. The activities include:

- In 2023, the FHIC awarded three organizations fair housing grants:
  - Affordable Housing Connections – to provide Fair Housing trainings to property owners/managers and to tenants
  - HOME Line – support their eviction prevention work
  - Minnesota Homeownership Center – to revamp Home Stretch curriculum to be more culturally relevant and easily accessible
- The CDA's Housing Assistance department:
  - Hosts regular trainings for rental property owners/managers to discuss a variety of issues related to rental housing and the Housing Choice Voucher (HCV) program. Fair housing and equal access to housing will be covered.

- Provides new HCV participants information on fair housing and how to file a discrimination complaint.
  - Is involved with the Dakota County landlord recruitments/retention initiative.
  - Participates in an ongoing regional discussion regarding the mobility and policies of the HCV programs across the region.
  - HCV waiting list is open. An online pre-application allows for applicants to apply with ease.
  - Reasonable Accommodation Training through the Saint Paul Human Rights Commission.
- Through the CDA homebuyer and homeownership resource connection, homeownership counselors assist potential homebuyers of color and help prepare them for long-term homeownership success. Homebuyer Education and Counseling services at the CDA continue to be promoted at Dakota County community events and fairs, city offices, churches, and social service agencies. The CDA also advertises these services on its website.
  - The CDA makes available information pertaining to the fair housing complaint process to homebuyers during homebuyer counseling.
  - Foreclosure literature will continue to be mailed to recipients of Pre-Foreclosure Notices and Notices of Pendency educating them about the foreclosure process and the services offered by the CDA. Dakota County continues to promote the loan scam alert campaign *Look Before You Leap* on the CDA website. Furthermore, CDA staff discuss mortgage scams with foreclosure prevention clients by asking the following questions:
    - Did anyone offer to help modify your mortgage, either directly, through advertising, or by any other means such as a flyer?
    - Were you guaranteed a loan modification or asked to do any of the following: pay a fee, sign a contract, redirect mortgage payments, sign over the title to your property, or stop making loan payments?

The responses will be recorded.

The CDA Community and Economic Development Department staff holds bi-monthly meetings with the city community development directors. This group has discussed the creation and implementation of local Fair Housing Policies in individual cities.

- The CDA Housing Finance Policy includes the requirement for projects financed with private activity bonds, 501(c)(3) bonds, refunding bonds, Low Income Housing Tax Credits, Tax Increment Financing and HOPE funds (a local gap financing source) to participate in the Section 8 Program (aka HCV). The developer will be required to sign an agreement that while the

bonds/loan/agreement are outstanding, they will not exclude from consideration qualified families receiving assistance for the Section 8 program.

- Annually, the CDA contributes a portion of its special benefit levy to the HOPE Program Fund, subject to approval by the CDA and Dakota County Boards of Commissioners. The CDA's HOPE Program is designed to provide resources to create and preserve affordable housing throughout Dakota County for low- to moderate-income households. The HOPE Program provides gap financing to leverage public and private sector funds for the expansion and preservation of affordable housing units in Dakota County. The HOPE Program is used to assist in the following activities:
  - New Construction/Land Acquisition
  - Homeownership Opportunities—indirect or direct assistance
  - Housing Rehabilitation/Acquisition/Preservation
- CDA and County staff regularly attend the Dakota Affordable Housing Coalition (AHC) monthly meetings. The AHC is a public/private collaboration that facilitates Countywide planning of homeless services and resources. Regular participants include:
  - 360 Communities
  - Twin Cities Habitat for Humanity
  - Guild Incorporated
  - Hearth Connections
  - People, Inc.
  - The Link (homeless youth program)
  - Dakota-Carver-Scott CAP Agency
  - Neighbors, Inc. (a non-profit, social-service agency providing emergency assistance and supportive assistance programs to low-income community members in the northern Dakota County communities)
  - MICAH (a coalition of religious groups working to end homelessness and expand affordable housing in the Twin Cities region)
  - MESH (Metro-Wide Engagement on Shelter and Housing)
  - SMRLS (Southern Minnesota Regional Legal Services)
- Dakota County Social Services staff provides (and has distributed) tenant and landlord marketing materials that provide a clear message about available assistance to resolve housing crises and prevent homelessness. The goal is to have this information provided at lease signing or other interactions between landlords and tenants to encourage them to refer tenants to resources instead of resorting to eviction. The tenant information is in English, Spanish and Somali.
- Information about the Fair Housing Act is on the CDA website, and it provides users with information on how to file a fair housing complaint.  
[www.dakotacda.org/fair-housing/](http://www.dakotacda.org/fair-housing/)

- Fair Housing Ads will be published in the local newspapers during the month of April as part of Fair Housing Month.
- Multi-language Fair Housing posters are prominently displayed in the front lobby of the CDA office as well as smaller posters in staff cubicles where staff and program participants meet. The CDA will continue to supply additional posters to the other service organizations at the Affordable Housing Coalition meetings. The Fair Housing symbol will be displayed on all CDA brochures as well as on the CDA website.



## Program Specific Requirements

### AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

#### Introduction

The Dakota County Consortium uses the HOME limits that are provided by HUD.

The Dakota County Consortium may consider funding projects that are open to all populations or a subset of the population such as elderly, disabled persons, or homeless persons. The Consortium allows for preference to be given that is in accordance with 24 CFR 92.253(d).

The Dakota County Consortium lets Consortium members choose different aspects of their projects as long as they meet HUD guidelines, which includes applicant eligibility, processes for soliciting and funding applications or proposals, and where detailed information is obtained for each Consortium member.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$400,000
2. The amount of proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0
5. The amount of income from float-funded activities	\$0
<b>Total Program Income:</b>	<b>\$400,000</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80%

## **HOME Investment Partnership Program (HOME)**

### **Reference 24 CFR 91.220(I)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Dakota County does not plan to use HOME funds for other forms of investment beyond those identified in Section 92.205.

The PJ will be using HUD limits.

Consortium does not limit eligible applicants. The Consortium members choose whether to process applications on a first come, first-serve basis or competition. Information can be obtained at offices or on websites.

The Consortium members did not give preference to any segment of the low-income population.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Please see Appendix B - Dakota County HOME Consortium HOME Program Resale/Recapture Policy.

The PJ will be using HUD limits.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Please see Appendix B - Dakota County HOME Consortium HOME Program Resale/Recapture Policy.

The affordability period of any HOME-assisted units shall be governed by a legal instrument recorded at the appropriate County Recorder's office. This same instrument shall also identify and enforce the resale or recapture provisions of the HOME program. Such documentation shall be provided by the Consortium member and may include one or more of the following depending on the type of project:

1. Resale:
  - a. Deed Restriction; or
  - b. Declaration of Covenant.
2. Recapture:
  - a. Anoka County – Recorded Repayment Agreement and Note;
  - b. Dakota County - Mortgage and Note;
  - c. Ramsey County - Grant of Lien, Note and Declaration;
  - d. Washington County - Mortgage, Note and Declaration;
  - e. City of Woodbury – Mortgage and Note.

The precise nature of the documentation will be identified in the written agreement that governs the usage of the HOME funds in the project. The appropriate Consortium member must be contacted to ensure the correct document for enforcement of the HOME resale/recapture provision is used and recorded.

The HOME written agreement must be a separate legal document from any loan instrument and must, at a minimum, comply with the requirements at 24 CFR 92.504(c)(5) of the HOME rule. If the Consortium member provides HOME funds to a subrecipient or CHDO to develop and sell affordable housing, the Consortium member must prepare and execute the agreement with the buyer or be a party to the agreement along with the entity it funded to ensure it can enforce the written agreement.

The executed HOME written agreement with the homebuyer must be recorded at the appropriate County Recorder's office when resale or recapture is used.

For HOME-assisted homebuyer projects under resale or recapture agreements, the Consortium will perform ongoing monitoring of the principal residency requirement during the period of affordability to confirm that the buyer is using the property as his/her principal residence. This can be accomplished through a variety of means, including, but not limited to verification of the buyer's name on utility company records, insurance company records for the home, property records verification, and or postcard or letters mailed with "do not forward" instructions can demonstrate whether the buyer is receiving mail at the home.

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Dakota County does not plan to use HOME funds to refinance existing debt of multifamily housing.

Dakota County will use HUD HOME limits.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Dakota County does not plan on using HOME funds to refinance existing debt of multifamily housing.

**Emergency Solutions Grant (ESG)**  
**Reference 91.220(I)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

Please see Appendix C – ESG Written Standards & Administrative Policy.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Dakota County has established a centralized coordinated entry system, implemented in December 2014. All providers are to direct housing crisis calls to one central number and, dependent upon the household's composition, will be forwarded to one of three agencies to mitigate the crisis. Once the initial crisis has been resolved, an assessment team will determine if a full assessment is needed. Then, the household is then placed on one centralized waiting list maintained by Dakota County Social Service Division. Homeless program providers are to contact the waitlist administrators when they have an opening available. A secondary team which communicates on a weekly basis reviews the waiting list and supplies the provider with an appropriate referral based upon rank and eligibility criteria for the specific program.

The system is advertised on the HeadingHome Dakota website (<http://www.dakota.headinghomeminnesota.org/>), the County's website, the County's Housing Crisis phone line, at community events, and through training for service providers.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Dakota County and the CDA have chosen to make subawards of ESG funds. Please see the ESG Written Standards for details on the award process.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

See ESG Written Standards. The Affordable Housing Coalition, which is the CoC Governing board, is required to have at least one homeless or formerly homeless person as a board member.

5. Describe performance standards for evaluating ESG.

ESG performance standards will be followed per 24 CFR Part 576, including measures to evaluate the effectiveness of the program and to assess how well the program serves the targeted population. This includes reductions in the number of homeless persons living on the streets and in shelters, the number of persons who do not reenter the shelter or supportive housing system within one year, and the number of persons exiting with permanent housing. Dakota County will continue to consult with the SMAC on performance standards for evaluating ESG.

Per HUD regulations, SAGE will be utilized to report aggregated data on persons assisted with ESG. See ESG Written Standards.

**Discussion**