

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2004

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Dakota County Community Development Agency

**PHA Number:** MN46P147

**PHA Fiscal Year Beginning:** 07/01/04

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

*The Dakota County Community Development Agency (f.k.a. Dakota County Housing and Redevelopment Authority) utilizes available federal, state and local resources to serve the residents of Dakota County by working to upgrade and maintain the existing housing stock, encourage the construction of new affordable housing to low and moderate income households, promote economic development efforts and provide assistance to Dakota County communities through community development programs, and to provide low and moderate income family and senior households with decent, safe, and affordable rental housing opportunities.*

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:  
*Dakota County CDA will apply for additional rental vouchers if it is determined that the local rental market can absorb additional vouchers.*
  - Reduce public housing vacancies:  
*Dakota County CDA will maintain long-term vacancy rates of less than 5%.  
Current public housing vacancy rates are less than 2%.*
  - Leverage private or other public funds to create additional housing opportunities:  
*Dakota County CDA continually searches and applies for additional funds available for housing. While it is difficult to estimate how much, let alone what sources will be available in 5 years, it can be estimated that the CDA receives approximately \$29 million annually, or a total of over \$145 million over a 5-year*

*timeframe. The CDA continually searches funding for additional housing opportunities.*

- Acquire or build units or developments:  
*Utilizing the wide variety of funding sources it receives, the CDA anticipates constructing approximately 300 units of senior housing over the next 5 years. The CDA also anticipates constructing approximately 150 units of new affordable rental housing for low to moderate income working families throughout Dakota County.*

- Other (list below)  
*The Dakota County Board of Commissioners and the Dakota County CDA have created a new housing incentive fund that will assist the development of affordable rental and homeownership opportunities in Dakota County.*

*The Housing Opportunities Enhancement Program (HOPE) is designed as a means for developers to leverage private and public dollars. The HOPE Program will provide gap financing to eligible projects serving persons at or below 50% of the county's median income. The fund will be structured as a revolving loan program, providing long-term, low interest loans to recipients.*

- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)  
*Dakota County CDA achieved a federal fiscal year 2003 PHAS advisory score of 92% and a High Performer designation. The CDA will sustain "High Performer" designation (a score of at least 90%) under the new PHAS.*
- Improve voucher management: (SEMAP score)  
*Dakota County CDA received a SEMAP score of 96% for year ending 6/30/01. The CDA will strive to maintain its "High Performer" designation under SEMAP (at least 90%). In its most recent SEMAP certification, the CDA projected a score that would maintain a High Performer rating for fiscal year ending 6/30/02, but HUD has not completed its review of the CDA's SEMAP submission.*
- Increase customer satisfaction:  
*Dakota County CDA has a number of strategies to increase customer satisfaction (customers being defined as landlords, public housing residents, and Section 8 participants). Each year the CDA holds a landlord conference at which the Section 8 staff explains the Section 8 program and addresses landlord concerns. Section 8 staff is also available for on-site training for landlords and property managers. For Section 8 participants that are home bound, or cannot make it to the CDA office for re-exams, home visits are arranged. All public housing re-exams are done at the developments. The CDA also offers extended hours one night each month for those families who are not available during typical working hours. For participants new to Dakota County's program, a video presentation explains the program's rules and regulations.*
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

*Dakota County CDA is continually evaluating current policies and procedures to ensure that the agency is operating at its optimal level. If an area is identified as needing improvement, the CDA will research the best way to improve performance.*

- Renovate or modernize public housing units:  
*Will utilize over \$700,000 for public housing property improvements this year. See section on Capital Fund Program. The CDA will also consider the possibility of an internal loan out of our general fund to the public housing program to do additional improvements in this and/or the coming years. This would accelerate the timetable for improvements at our public housing properties. Loan repayments would be made out of future Capital Fund grants. We would follow any HUD procedures or other requirements.*
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:  
*Dakota County CDA Section 8 staff provides information about Housing Choice Voucher (HCV) mobility to all Section 8 participants.*
- Conduct outreach efforts to potential voucher landlords  
*Dakota County CDA has undertaken an aggressive marketing program for its Section 8 Program in order to increase landlord involvement. The CDA considers its outreach a success since voucher holder success rates have averaged 80% for the most recent 12-month period for which data is available (December 2001-December 2002).*
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)  
*Implement project basing of Housing Choice Vouchers. Dakota County CDA has begun to partner with local landlords and developers to project base vouchers at appropriate developments.*

**HUD Strategic Goal: Improve community quality of life and economic vitality**

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:  
*The scattered site public housing program operated by Dakota County CDA, by design, integrates lower-income households into higher income neighborhoods.*

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:  
*Dakota County CDA will continue to promote income mixing by giving preference to public housing applicants whose income exceeds 30% of MFI, while at the same time meet requirements that at least 40% of the units be rented to households at or below 30% MFI.*
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:  
*Dakota County CDA is a member of the Dakota County Workforce Council. The CDA also operates the Family Self Sufficiency program.*
  - Provide or attract supportive services to improve assistance recipients' employability:  
*Dakota County CDA works in conjunction with Dakota County to provide supportive services to assisted families.*
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.  
*Dakota County CDA's one public housing senior building, Colleen Loney Manor (CLM), has a Service Coordinator that arranges for supportive services to residents of CLM.*
  - Other: (list below)  
*The CDA provides a public housing unit in Burnsville to the Community Action Council out of which services that promote self-sufficiency are offered to public housing tenants, the community, and county at large.*

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

*Dakota County CDA sponsors an annual fair housing training seminar for all Dakota County rental property owners and managers. The CDA also provides translation services when requested.*

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**  
 **Small Agency (<250 Public Housing Units)**  
 **Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Dakota County Community Development Agency (CDA) has prepared a Comprehensive Housing Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. This document is intended to address the needs related primarily to public housing and Section 8 over the next five years.

The following mission statement has been adopted to guide the activities of the Dakota County CDA:

*The Dakota County Community Development Agency (CDA) utilizes available federal, state and local resources to serve the residents of Dakota County by working to upgrade and maintain the existing housing stock, encourage the construction of new housing affordable to low and moderate income households, promote economic development efforts and provide assistance to Dakota County communities through community development programs, and to provide low and moderate income family and senior households with decent, safe, and affordable rental housing opportunities.*

We have also adopted the following goals and objectives for the next five years:

- Expand the supply of assisted housing through programs that provide new housing units and tenant based rent assistance.
- Improve the quality of assisted housing by maintaining program excellence and utilizing innovative solutions to address the housing needs of the County.
- Increase assisted housing choices through aggressive marketing and surveying.
- Continue to provide an improved living environment by working toward deconcentration and income mixing within the public housing program.

- Promote self-sufficiency and asset development of assisted households through cooperative efforts in Dakota County (i.e. Workforce Council and County supportive services).
- Ensure equal opportunity and affirmatively further fair housing by undertaking affirmative measures throughout the agency's programs.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan. Here are just a few highlights of our Annual Plan:

- The Dakota County CDA will continue to maintain a vacancy rate of less than 3% for housing directly managed by the CDA through effective and efficient procedures.
- The Dakota County CDA will continue its extensive marketing strategy to encourage landlords throughout the County to participate in the Section 8 Rent Assistance Program.
- The Dakota County CDA will continue its partnerships with local for-profit businesses to access funding sources to assist with the construction of new affordable rental housing units throughout Dakota County.
- The Dakota County CDA will create an extraordinary maintenance program to revive and extend the life of aging CDA housing developments.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2003 Capital Fund Program Annual Statement – *Attachment I (mn147i01.doc)*
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart – *Attachment H (mn147h01.doc)*
- FY 2003 Capital Fund Program 5-Year Action Plan – *Attachment I (mn147i01.doc)*
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
*Project Based Voucher Program Summary– Attachment A (mn147a01.doc)*

*Pet Policy Summary – Attachment B (mn147b01.doc)*  
*Progress Summary – Attachment C (mn147c01.doc)*  
*Resident Advisory Board – Attachment D (mn147d01.doc)*  
*Public Comments – Attachment E (mn147e01.doc)*  
*Deconcentration and Income Mixing – Attachment F (mn117f01.doc)*  
*Amendment Definitions – Attachment G (mn147g01.doc)*  
*Organizational Chart – Attachment H (mn147h01.doc)*  
*PHA Capital Fund Reports – Attachments I (mn147i01.doc)*

*Certifications – Submitted to local HUD office as hard copies with signatures*

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	<i>Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development X Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures X Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> Check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (List individually; use as many lines as necessary)	(Specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **Housing & Homeless Needs Assessment (91.205)**

*The following section is from the Dakota County section of the FY 2000 Dakota County Consortium's Consolidated Plan.*

#### **Overview of Dakota County**

With only 576 square miles of space, Dakota County is only the 58<sup>th</sup> largest county in the State of Minnesota in land area. Yet it ranks as the third most populous county in the State. In 1980, Dakota County averaged 337 persons per square mile. By 1997, Dakota County had 578 people per square mile. Unevenly distributed, over one half of the County has a population density of less than 50 persons per square mile, while other areas have densities that exceed 4,000 persons per square mile.

Much of the southern half of the County's land is agricultural. The northern half is mostly suburban, single-family residential. In 1995, over 40,700 acres of land was used for single-family homes. It is projected that by 2015, an additional 16,500 acres of land will have been converted to single-family homes, with an additional 3,500 acres used for multi-family housing.

During the 1990's, Dakota County added more people each year than any other county in the Metropolitan area. The County's growth is equal to adding a city the size of Hastings (about 17,500 people) every two years.

Dakota County is expected to grow in the next two decades, but at a slower rate than it experienced in the 1980's and 1990's. An estimated 140,000 people will make Dakota County their home by 2020. That's a 44% increase in population.

Over the next two decades, the majority of the County's population will grow older as the baby boomers age. The geographic distribution of different age groups is also changing. West St Paul and South St Paul continue to have higher concentrations of senior citizens, while the rapidly growing communities of Farmington, Lakeville, and Rosemount are experiencing a rapid increase in the number of school age children. A new trend is the aging population of Burnsville and Eagan.

#### **Housing (CP Table 2A)**

Much of the information contained in this section is from the 1990 Census. Review and analysis of waiting lists for housing programs, discussions with providers of housing and social services, the Dakota County Comprehensive Plan, and the comprehensive plans of Dakota County cities also contributed to this section.

One of the main reasons for needing housing assistance in Dakota County appears to be the disparity between income and housing costs. It cuts across household types, geographic boundaries and special needs.

The following chart breaks down by income and household tenure the various housing problems that Dakota County households experience.

**Chart 1: Housing Problems of Dakota County Households**

Household By Type, Income & Hsg Problem	Renters					Owners			Total
	Elderly 1 & 2 member HHs	Small Related (2-4)	Large Related (5+)	All Other HHs	Total Renters	Elderly	All Other Owners	Total Owners	Totals HHs
<b>0 – 30% MFI</b>	<b>1,195</b>	<b>1,490</b>	<b>196</b>	<b>838</b>	<b>3,719</b>	<b>1,133</b>	<b>252</b>	<b>2,082</b>	<b>5,801</b>
% w/Hsg Problem	78%	84%	81%	87%	82%	58%	80%	68%	77%
% Cost Burden >30%	78%	82%	75%	87%	81%	58%	80%	68%	77%
% Cost Burden >50%	55%	73%	68%	78%	68%	35%	71%	52%	62%
<b>31 – 50% MFI</b>	<b>830</b>	<b>1,187</b>	<b>175</b>	<b>1,303</b>	<b>3,495</b>	<b>1,574</b>	<b>485</b>	<b>3,571</b>	<b>7,066</b>
% w/Hsg Problem	85%	74%	90%	92%	84%	23%	63%	51%	67%
% Cost Burden >30%	84%	73%	75%	91%	83%	23%	61%	50%	66%
% Cost Burden >50%	34%	21%	22%	27%	26%	6%	37%	25%	26%
<b>51 – 80% MFI</b>	<b>720</b>	<b>2,508</b>	<b>339</b>	<b>2,283</b>	<b>5,850</b>	<b>2,294</b>	<b>1,384</b>	<b>9,716</b>	<b>15,566</b>
% w/Hsg Problem	64%	44%	56%	40%	46%	16%	53%	46%	46%
% Cost Burden >30%	64%	40%	32%	39%	42%	16%	52%	44%	44%
% Cost Burden >50%	5%	2%	2%	0%	2%	2%	11%	6%	5%
<b>81 – 95% MFI</b>	<b>112</b>	<b>1,142</b>	<b>134</b>	<b>1,303</b>	<b>2,691</b>	<b>1,041</b>	<b>5,992</b>	<b>7,033</b>	<b>9,724</b>
% w/Hsg Problem	27%	10%	29%	12%	13%	18%	37%	34%	28%
% Cost Burden >30%	27%	9%	4%	10%	10%	18%	35%	32%	26%
% Cost Burden >50%	0%	0%	0%	0%	0%	0%	1%	1%	1%
<b>Total HHs</b>	<b>3,265</b>	<b>10,256</b>	<b>1,073</b>	<b>9,636</b>	<b>24,230</b>	<b>9,128</b>	<b>9,084</b>	<b>74,178</b>	<b>98,408</b>
% w/Hsg Problem	65%	33%	54%	32%	38%	19%	27%	19%	24%

Source: 1990 Census Data; HUD CHAS Databook

Income definitions:

0 – 30% MFI: Extremely Low-Income – Households and persons in this income category earn less than 30% of the Median Family Income (MFI) of the Mpls/St Paul MSA.

31 – 50% MFI: Very Low-Income – Households and persons earning more than 30% but less than 50% of MFI.

51 – 80% MFI: Low-Income – Households and persons earning more than 50% but less than 80% MFI.

81 – 95% MFI: Moderate-Income – Households and persons earning more than 80% but less than 95% MFI.

Based on the information contained in the chart, assumptions can be made as to what the needs of these households will be over the next five years. Priorities can then be established and goals can be set.

Table 2A conveys the priorities, needs and goals that have been established based on available information.

**Table 2A: Priority Needs Summary Table**

PRIORITY HOUSING NEEDS (of households)		Priority Need Level High, Medium, Low		Total Needs	5-Year Goals	2003 Goals
Renter	Small Related (2-4 persons)	0-30%	High	1570	836	167
		31-50%	High	1105	386	111
		51-80%	Medium	1400	866	145
	Large Related (5+ persons)	0-30%	High	200	116	20
		31-50%	High	200	55	5
		51-80%	Low	240	6	4
	Elderly	0-30%	High	1170	263	70
		31-50%	High	890	322	50
		51-80%	Low	580	43	5
	All Other	0-30%	High	915	45	9
		31-50%	Medium	1500	118	8
		51-80%	Medium	1860	897	30
	Owner	0-30%	Medium	1795	67	13
		31-50%	Medium	2300	136	43
		51-80%	Medium	5635	147	26
Special Populations		0-80%	Medium	1790	42	8
TOTAL GOALS				23,150	4,345	714

Priorities for Table 2A were established based on the percentage of households affected with a Housing Problem (see Chart 1). Households with “housing problems” include those that: (1) occupy units with physical defects (lacking a kitchen or bathroom); (2) live in overcrowded conditions; (3) have a housing cost burden exceeding 30% of gross income, or have a severe housing cost burden exceeding 50% of gross income. Total 5-year needs are based on the results of Table 1 multiplied by a population increase factor of 125% with the exception of “All Other” at 51-80% of median, which used a multiplier of 200% due to the potential homebuyer group.

**A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	2921	5	5	3	1	3	2
Income >30% but <=50% of AMI	3712	5	5	3	1	3	2
Income >50% but <80% of AMI	6362	5	5	3	1	3	2
Elderly	3521	5	5	3	2	1	2
Families with Disabilities	991	5	5	3	4	4	2
White	10735	5	5	3	1	3	2
African American	4625	5	5	3	1	3	2
Asian/Pacific Islander	826	5	5	3	1	3	2
Native American	330	5	5	3	1	3	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year: 1999 Dakota County Rental Market Survey
- Other sources: (list and indicate year of information)  
1998 Dakota County 2020 Comprehensive Plan

**B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1958		77
Extremely low income <=30% AMI	1186	60.6%	
Very low income (>30% but <=50% AMI)	421	21.5%	
Low income (>50% but <80% AMI)	351	17.9%	
Families with children	1635	83.5%	
Elderly families	24 (age 62+ only)	1.3%	
Families with Disabilities	37 (physical disabilities only)	1.9%	
White	1000	51.1%	
Black	720	36.38%	
Asian	111	5.7%	
Native American	43	2.2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	89	4.6%	17
2 BR	1083	55.4%	26
3 BR	590	30.2%	31
4 BR	157	8.1%	2
5 BR	39	2%	1
5+ BR	NA		

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

No  Yes

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing  
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover (of waiting list)
Waiting list total	1064		946
Extremely low income <=30% AMI	711	67%	
Very low income (>30% but <=50% AMI)	309	29%	
Low income (>50% but <80% AMI)	44	4%	
Families with children	684	64%	
Elderly families	98	9%	
Families with Disabilities	102	10%	
White	581	55%	
Black	432	41%	
Asian	38	4%	
Native American	13	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)? The waiting list closed on 5/31/02.

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?

No  Yes

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

*To address the housing needs of Dakota County residents, the Dakota County Community Development Agency (CDA) will expand high quality housing programs for all low and moderate income residents, work in partnership with the community, government, social service agencies and private industry to shape affordable housing in Dakota County. The CDA is continuing its work on creating an extraordinary maintenance program for aging CDA housing developments to revive and extend the life of older housing stock. To successfully carry out this strategy, the CDA will obtain the resources necessary to maintain current programs and will continue to search and apply for additional sources of funding.*

#### **(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line  
*Dakota County CDA will continue to maintain a vacancy rate of less than 3% by following effective procedures for housing directly managed by the CDA.*
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction  
*Dakota County CDA will maintain Section 8 lease-up rates by continuing to pursue payment standards that reflect the market.*
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration  
*Dakota County CDA has undertaken an extensive marketing strategy to encourage participation of landlords throughout Dakota County.*
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available  
*Dakota County CDA will apply for additional Section 8 Housing Choice Vouchers if they become available.*
- Leverage affordable housing resources in the community through the creation of mixed - finance housing  
*Dakota County CDA forms partnerships with local for-profit businesses in order to apply for tax credits to assist with the construction of affordable rental units for families. These developments often employ a variety of non-federal funding sources thereby leveraging federal dollars with other sources. The CDA also works with the County and communities throughout the County to provide funding for additional units for low-income senior households through the Phase II of the CDA's senior housing program.*
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.  
*As stated above, Dakota County CDA applies for a variety of funding sources to increase the supply of affordable housing options.*
- Other: (list below)  
*Through the creation of the new HOPE Program, funds will be available county wide to support the development of new affordable housing units, as well as to maintain and retain, through rehab, the affordable housing units that already exist throughout the county.*

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance  
*The Dakota County CDA will meet federal targeting requirements for families at or below AMI.*
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)  
*Dakota County CDA will ensure that 40% of new public housing admissions are at or below 30% of median.*

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)  
*Dakota County CDA gives preference to households whose incomes are greater than 30% median income.*  
*The HOPE Program targets households and persons whose incomes are at or below 50% median income.*  
*The CDA's Family Partnership Program (tax credit developments) gives preference to applicants whose incomes are at or below 50% of median income.*

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)  
*Dakota County CDA has only one public housing senior building, Colleen Loney Manor. There, preference is given to elderly/handicapped/disabled applicants and "near-elderly" (age 50-61) applicants. The CDA also currently owns and operates 15 locally-supported senior buildings for those age 55 years and older, with the vast majority of applicants and tenants having ages over 62 years.*

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)  
*Dakota County CDA will enlist the help of the Housing Link organization to market handicap accessible family units that become vacant, if the waiting list is insufficient.*

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs  
*The Dakota County CDA is a supporter and participant of the metro-wide Housing Link, an information and referral agency.*
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units  
*Housing Assistance staff at the CDA informs all participants of the Section 8 Program about the mobility of their Housing Choice Vouchers (HCVs). The participants are free to choose where they would like to live. All participants are given a map identifying areas of concentrated poverty within the County.*
- Market the section 8 program to owners outside of areas of poverty /minority concentrations  
*Dakota County CDA markets the Section 8 Program to all area landlords.*
- Other: (list below)  
*Dakota County CDA will actively utilize all resources that provide for increased opportunities.*  
*Dakota County CDA sponsors an annual fair housing training seminar for rental property owners and managers.*

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board

- Results of consultation with advocacy groups  
 Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	2,800.00	
b) Public Housing Capital Fund	750,000.00	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	16,000,000.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants	23,203.00	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<i>HUD Service Coordinator Grant (for Colleen Loney Manor)</i>	10,200.00	PH Supportive Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,300,000.00	PH Operations
<b>4. Other income (list below)</b>		
<i>PH late fees, excess utilities, laundry coin, etc.</i>	68,000.00	PH Operations
<b>4. Non-federal sources (list below)</b>		
<i>Interest income</i>	3,500.00	PH Operations
<b>Total resources</b>	<b>18,157,703.00</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

*Dakota County CDA verifies eligibility when the family is estimated to be within reach on the waiting list for the next projected, or actual, vacancies.*

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

*As part of the rental history requested from past landlords only (no home visits).*

Other (describe)

*Dakota County CDA does check utility payment histories, personal references(if no past rental history), and whether money is owed to our Section 8 program.*

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

b. Where may interested persons apply for admission to public housing?

PHA main administrative office

*Including after-hours one night per month (no appointment necessary).*

PHA development site management office

- Colleen Loney Manor*  
 Other (list below)  
*By mail if needed due to hardship.*

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One  
 Two  
 Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)

*A resident can request a transfer when 1) if a change in work and/or child-care location to the extent the current unit address or location is a hardship; or 2) for personal safety issues/reasons where a move would improve the household's safety. Transfer can also be requested to the extent necessary to make a reasonable accommodation of a handicap, according to fair housing law.*

- Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work, or go to school in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

*At Colleen Loney Manor, preference is also given to elderly/handicapped/disabled applicants, and to "near-elderly" applicants.*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on.

If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing
- Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1  Residents who live and/or work, or go to school in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 2  Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 3 & 4  Other preference(s) (list below)  
*For Colleen Loney Manor only, preference for elderly/handicapped/disabled, and the “near-elderly”.*

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)  
*The move-in packet contains various rules and instructions.*

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes

- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing** *(Also see Attachment F)*

- a.  Yes  No: Did the PHA’s analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- Adoption of site-based waiting lists  
If selected, list targeted developments below:
  - Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
  - Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
  - Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
  - Actions to improve the marketability of certain developments
  - Adoption or adjustment of ceiling rents for certain developments
  - Adoption of rent incentives to encourage deconcentration of poverty and income mixing
  - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
  - List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
  - List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)  
*Dakota County CDA will share information with prospective landlords pursuant to regulation.*

### (2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)  
Section 8 Project Based Voucher Program

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*Extensions of up to a total of 120 days may be granted. Up to an additional 60 days for reasonable accommodations are also granted.*

**(4) Admissions Preferences**

- a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)  
*Dakota County CDA gives preference to applicants who live or work in Dakota County, have been hired to work in Dakota County, or attend school full time in Dakota County.*

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

1      Date and Time

Former Federal preferences

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans’ families  
2      Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
2      Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
1      Other preference(s) (list below)  
*Dakota County CDA also gives preference to applicants who are currently occupying a Dakota County CDA scattered site public housing unit and who also meet criteria as defined in the Administrative Plan. Preference is also given to applicants that are in imminent risk of involuntary displacement due to discontinuation of tenant based rental housing subsidies under the Bridges, Shelter Plus Care or the Transitional Housing program administered by the Dakota County CDA or the Transitional Housing Program administered by the Dakota County Supportive Housing Unit. This category excludes any family whose housing subsidy was terminated for failure to comply with program obligations. Families admitted under this preference will be limited to twenty-four (24) households per year.*

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application  
 Drawing (lottery) or other random choice technique  
*For an initially specified time period, a lottery is used. After that initial time frame specified by the CDA, applications are ranked according to date and time of application.*

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers  
*Only if needed.*
- Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)  
*Letters of announcement are sent to appropriate interest groups.*

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) *None*

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments

- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)  
*\$500 per month (unless on ceiling or flat rent).*
- Other (list below)  
*Residents must report a change in family composition anytime there is an increase in the number of minor children.*

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)  
*The Dakota County CDA utilized its previously used ceiling rents (which were originally based upon published Section 8 FMRs for the Twin City area and which expired October 2002) as a guide. Since unlike ceiling rents, utility allowances are not subtracted from flat rents, tenants in our larger duplex and single family homes will pay more overall*

*because their utility costs will be higher, as is true in the market place. So the flat rents do vary by both number of bedrooms and overall size/utility costs. Also, with Colleen Loney Manor, the fact that the tenants do not pay the heating costs was taken into account in setting the flat rents for that building as well. The flat rents are subject to periodic change; the next scheduled review of these rents will be in October 2003. We would expect some upward adjustment in line with the unassisted market. However, we do take into account the fact that most of our units have limited square footage and lack amenities such as central air, disposals, dishwashers, etc. commonly found in the private market, including project based assistance developments.*

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

*Dakota County CDA has no exception rents at this time. HUD has reviewed our current payment standards and they are set based on a market survey and census data pursuant to regulation.*

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually

Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families  
 Rent burdens of assisted families  
 Other (list below)

*Distribution of assisted families within the CDA's jurisdiction.*

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

*Dakota County CDA is exempt from this section.*

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.  
 A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers	2182	240
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

### **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

*Dakota County CDA is exempt from this section.*

#### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

#### **B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment I

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?  
(if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment I.

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

### **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission:	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

### **B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

### **C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

#### 2. Activity Description

- Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description</b> (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

### **B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined

submission due to high performer status. **High performing PHAs** may skip to component 12.)

*Dakota County CDA is reviewing the final rule to determine feasibility of the program and the propensity for success.*

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA established eligibility criteria

Yes  No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

**12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

*Dakota County CDA is exempt from this section*

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program

- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

*Dakota County CDA is exempt from this section.*

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children
  - Observed lower-level crime, vandalism and/or graffiti
  - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

2. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

3. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*The Dakota County CDA's Pet Policy Summary can be found as Attachment B.*

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved? N/A  
If yes, how many unresolved findings remain? \_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? N/A  
If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

*Dakota County CDA is exempt from this section.*

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?  
*See Attachment D for further information.*
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached as Attachment.
  - Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)  
*No comments were received.*

### **B. Description of Election process for Residents on the PHA Board**

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
  
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
  
3. Description of Resident Election Process

*The Dakota County CDA is dependent upon Dakota County to authorize special State Legislation to amend the CDA's enabling special legislation, because that is what dictates the type and number of its commissioners, before it can legally comply with this HUD requirement. We continue to dialog with the Dakota County Board on this issue this past year, and this will continue. However, the County does feel this is an unfounded mandate which elevates a public housing client to a level beyond clients of all their many other programs, as well as clients of other CDA programs. Therefore, the County consequently continues to have the repeal or modification of the federal requirement on its list of federal legislative priorities/agenda each year.*

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: *Dakota County Consortium*

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*The Dakota County section of the FY 2000 Consolidated Plan describes the estimated housing and community development needs of Dakota County over the next five years. It also outlines how the estimated needs will be addressed by the CDA.*

*The Dakota County CDA will address the housing needs by:*

- *Creating new affordable units for both low-income seniors and families.*
- *Applying for continued, and when appropriate additional, funding for rent assistance programs for low-income individuals and families.*
- *Providing below market interest rate loans for low-income first time homebuyers.*
- *Making low interest and deferred homeowner rehab loans available to low income homeowners in an effort to maintain the existing housing stock.*
- *Encouraging self-sufficiency by participating in work force councils, working with providers of supportive services, and by administering self-sufficiency programs when appropriate.*

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachments:

- A. Project Based Voucher Program Summary
- B. Pet Policy Summary
- C. Progress Summary
- D. Resident Advisory Board
- E. Public Comments
- F. Deconcentration and Income Mixing
- G. Amendment Definitions
- H. Organizational Chart
- I. PHA Capital Fund Reports
- J. Community Service Requirements

Certifications (submitted as hard copies with signatures)

## ATTACHMENT A

### DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA) PROJECT BASED VOUCHER PROGRAM

The Dakota County CDA, in order to increase the availability of decent, safe and affordable housing, will project-base up to 75 vouchers in qualified units. Project-basing of these vouchers will provide additional housing opportunities, over a period of years, in a market that has a very limited amount of affordable rental units. The CDA will review and approve qualified project-based units based upon the CDA's unit selection criteria for areas within Dakota County, excluding the City of South Saint Paul. The CDA will only approve the project-basing of units in census tracts with a poverty rate of less than 20 percent, unless authorized by HUD.

## ATTACHMENT B

### DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA) FAMILY PUBLIC HOUSING PET POLICY SUMMARY

In accordance with HUD regulations published July 10, 2000 at 24 CFR Part 60, "Pet Ownership in Public Housing", the Dakota County CDA has expanded its existing family public housing pet policy (which permitted only small caged mammals, small caged birds, and aquarium fish), to also permit cats. This revised policy will be effective upon approval by HUD of the Dakota County CDA Agency Plan for the Fiscal Year beginning July 1, 2001.

The number of cats per unit is limited to one (1); the number of caged birds or small caged mammals is limited to no more than three (3) at one time. No dogs are permitted in any family units due to their generally higher density, property and grounds keeping maintenance issues, noise control concerns, health and safety issues, and lack of adequate on-site, outside space for animal exercise areas.

Cats will need to wear identification tags, be re-inoculated against rabies every 12 months and meet various other requirements regarding spaying, neutering, and declawing. Cats must also be kept on a leash if ever outdoors, and must be properly cared for at all times.

The CDA has also established rules regarding pet waste disposal, pet enclosures, pet control, pet disturbances, and annual pet registration. Violations of any rules may result in the loss of the pet as well as lease termination.

Tenant must pay a \$500 pet deposit prior to bringing a cat into their unit. Pet deposits will be administered according to state law. Costs attributed to pet damage will be deducted from the pet deposit, including costs to defumigate the unit for the next tenant.

The Dakota County CDA's Public Housing Grievance Procedure is applicable to all individual grievances or disputes arising out of violations or alleged violations of the CDA's Pet Policy.

## ATTACHMENT C

### DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA) PROGRESS SUMMARY

In the 5-Year Plan section of its 2000 Comprehensive Housing Agency Plan, the Dakota County CDA identified six main goals. As part of this annual update, the CDA is required to assess its progress towards these goals.

#### Goal 1: Expand the Supply of Affordable Housing

The CDA expanded the supply of affordable housing throughout Dakota County in a number of ways. In 2000, the CDA applied for and was awarded 100 additional HCVs through a competitive process. Another 75 HVCs were applied for and awarded in 2001. The CDA also received funding to assist an additional 8 homeless families through the Shelter Plus Care Program in 2001. In 2002, the CDA applied for another 50 Fair Share HCVs and 110 reallocated vouchers. Neither of these requests was funded. In 2004 the CDA was awarded a third Shelter Plus Care grant. This grant will provide permanent housing for an additional 5 homeless families over the next five years.

The CDA pledged to keep public housing vacancies to less than 3% in 2000. At fiscal year end 6/30/02, the actual vacancy rate was only 2.7%. For fiscal year end 6/30/04, the estimated public housing vacancy rate is expected to be no more than 3%.

A 34-unit Section 42 tax credit development in Burnsville was completed in January of 2004. Construction of another 34-unit Section 42 tax credit development in Eagan began in 2003 and is scheduled for completion in the summer of 2004. Planning is underway for the development of an additional 40-unit Section 42 tax credit development in Lakeville. Construction of the Lakeville development is expected to begin in the spring of 2004.

Work was completed on the 60-unit Village Commons senior building in Mendota Heights in the fall of 2003. Village Commons was occupied in November. Two additional senior buildings will be completed in late winter of 2004. Lakeside Pointe in Eagan and The Dakotah in West St Paul will each add an additional 60 units of affordable housing to their communities. Occupancy for Lakeside Pointe is scheduled for February 2004 and occupancy of The Dakotah will occur in March 2004.

An additional 120 units of senior housing is in the planning stages for Hastings and South St Paul.

#### Goal 2: Improve the Quality of Assisted Housing

The CDA's final score for fiscal year 2003 under the Public Housing Assessment System (PHAS) was 92 out of 100 points, which earned a High Performer designation. The CDA received its third consecutive High Performer designation under the Section 8 Management

Assessment Program (SEMAP) in 2003. The CDA obtained 100% of the possible points for its SEMAP score. The CDA will continue to evaluate and improve procedures, management functions and program policies to maintain its ranking as a high performing agency.

Customer satisfaction is very important to the CDA. Throughout the year, the CDA holds on-site training for owners and offers an annual owners conference. These efforts serve to promote the program to owners and increase rental opportunities for participants.

To accommodate the needs of its clients, the CDA offers extended hours one night each month and in some cases, home visits are arranged. For housing the CDA owns, all re-exams are conducted at the units themselves with flexible appointment times that do not interfere with work schedules.

### Goal 3: Increase Assisted Housing Choice

Participants of the HCV Program are required to attend an annual briefing appointment. This briefing includes a program summary, including information on mobility of HCVs and how to move with a HCV within the metro area or throughout the country.

Each year, HUD publishes Fair Market Rents and Payment Standards. In a high rent market such as the metro area, PHAs can request exceptions to the rents published by HUD. The CDA conducts a thorough study of the rental market each year and requests HUD approval for exception payment standards if necessary. Although such exceptions have been requested and approved in previous years, no exceptions were necessary in 2002 and 2003.

The CDA amended its 2000 Comprehensive Housing Agency Plan in order to project base up to 75 Housing Choice Vouchers. Project basing of S8 is included in the CDA's 2001 Annual Update to the Comprehensive Housing Agency Plan. In 2002, the CDA leased its first project based vouchers in a newly constructed development where 10 units were also committed to the voucher program for 10 years. In 2002, the CDA also committed 44 additional project based voucher units in two new developments; one began construction in the fall of 2002 (21 units) and is now completed and fully leased. The other development is currently under construction with initial stages completed and leased as of March 2004. The final stages are slated for completion by August 2004. Both developments are providing high quality rental housing with integrated income levels and commit units to the voucher program for at least 10 years.

The CDA also issues housing revenue bonds and has other financing mechanisms that can be used to assist with the development of affordable housing.

### Goal 4: Provide an Improved Living Environment

The scattered site public housing program operated by the CDA integrates lower income households into higher income neighborhoods. To further promote deconcentration of lower income households, the CDA gives preference to public housing applicants whose incomes exceed 30% of MFI, while at the same time meeting requirements that at least 40% of the units be rented to households at or below 30% MFI.

#### Goal 5: Promote Self Sufficiency and Asset Development of Assisted Households

The Family Self Sufficiency Program operated by the CDA allows participants to escrow extra money that is earned as their income increases. Several families have used their escrowed funds towards the purchase of a home. The program is fully utilized with 109 participants.

The CDA works closely with County departments to ensure that at-risk families receive the supportive services they need to get themselves back on track.

#### Goal 6: Ensure Equal Opportunity and Affirmatively Further Fair Housing

The CDA affirmatively markets all available rental units, whether they are public housing units, tax credit units or senior housing units. The CDA also extensively markets the S8 program and sponsors an annual fair housing training seminar for all Dakota County rental property owners and managers.

For CDA clients that have Limited English Proficiency (LEP), the CDA provides interpreter services when requested. The CDA is working to develop an LEP Plan that will help identify major groups needing services and promulgate policies and procedures for meeting that need.

In honor of Fair Housing Month, the CDA publishes fair housing display ads every April in the community papers to increase awareness of the issue of fair housing.

## ATTACHMENT D

### DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA) RESIDENT ADVISORY BOARD

Due to lack of sufficient interest from a reasonable cross section of clients after a mass mailing on the subject both last year and the previous year, the Dakota County CDA Resident Advisory Board has been deemed to be the entire public Housing tenant body and all Section 8 Housing Choice Voucher recipients. All were given an opportunity to view the Annual Plan materials and comment directly on their own behalf.

No comments were received. A list of all Public Housing tenants and Section 8 Housing Choice Voucher recipients is not included here due to length, but is available to HUD on request.

ATTACHMENT E

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA)  
PUBLIC COMMENTS

No comments were received from the public.

ATTACHMENT F

DECONCENTRATION AND INCOME MIXING

Component 3, (6) Deconcentration and Income Mixing

a.  Yes     No:        Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b.  Yes     No:        Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Development Name	Number of Units	% of Overall Average of Income	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]
MN46P147004	7	129	Scattered site Acquisition development	N/A
MN46P147009	52	73	Low density development	N/A
MN46P147005	15	73	Low density development	N/A
MN46P147016	15	137	Scattered site Acquisition development	N/A
MN46P147017	20	120	Scattered site Acquisition development	N/A

## ATTACHMENT G

### AMENDMENT DEFINITIONS

#### SUBSTANTIAL DEVIATION FROM THE 5-YEAR PLAN

Fundamental changes to the PHA's mission statement, goals, or objectives that are identified in the 5-year Plan.

#### SIGNIFICANT AMENDMENTS OR MODIFICATIONS TO THE ANNUAL PLAN

For the Public Housing and Section 8 Programs:

- Local preference changes regarding waiting list systems.
- Those that may be required by HUD by regulation, if any.

For Public Housing only:

- Any future proposed demolition or disposition of properties.
- Any proposed elderly-only designation of property.

For Section 8 only:

Changes to Section 8 project based allocation maximums.

## ATTACHMENT J

### DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY (CDA) PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENT

Effective for all new public housing admissions and all re-exams occurring on or after July 1, 2001, the Dakota County Community Development Agency (CDA) will include with its lease and other documents and forms all information required to implement the Community Service requirements of HUD as contained in 24 CFR 960.60, published April 28, 2000. This requirement was suspended for FY 2003 and re-instated for FY 2004 based on changing federal mandates.

Those adult household members who are determined by the CDA not to be exempted by the regulations will be informed of the requirement for 8 hours per month (or a total of 96 hours per year) of Community Service by the time of their next re exam, as one of the conditions for continued occupancy in the public housing program. They will also be informed that the number of volunteer hours provided must be verified by third party verification forms to be developed by the CDA.

Though the CDA will expect that those tenants affected by this requirement will be responsible for finding their own volunteer opportunity, the CDA will provide the name, number, address, web site, and other information on the Twin Cities Volunteer Resource Center as an aid. This organization provides over 7,000 volunteer opportunities in the Twin City area, including Dakota County.

The Dakota County CDA Grievance Procedure is applicable to all individual grievances or disputes arising out of violations or alleged violations of the HUD Community Service requirements for continued occupancy eligibility for public housing.

# Attachment I

## CAPITAL FUND PROGRAM TABLES

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: <b>Dakota County Community Development Agency</b>			Grant Type and Number Capital Fund Program Grant No: <b>MN46P147-50102</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>
<input type="checkbox"/> Original Annual Statements	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no. 3)	<input checked="" type="checkbox"/> Performance & Evaluation Report for Period Ending: 12/31/03		<input type="checkbox"/> Final Performance & Evaluation Report	
Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Revision #1	Revision #2	Revision #3	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations	86,300.00	86,300.00	86,300.00	86,300.00	86,300.00
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs					
4	1410 Administration	75,401.00	75,401.00	75,401.00	75,401.00	74529.99
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	75,401.00	75,401.00	28,853.62	28,853.62	28,853.62
8	1440 Site Acquisition					
9	1450 Site Improvement	29,475.00	31,675.00	31,675.00	31,675.00	31,675.00
10	1460 Dwelling Structures	487,436.00	485,236.00	531,783.38	325,523.63	317,561.21
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines.....)	754,013.00	754,013.00	754,013.00	547,753.25	38,616.82
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security –Soft Costs					
	Amount of Line XX related to Security-- Hard Costs					
	Amount of line 20 Related to Energy Conservation Measures	43,572.64	44,401.11	44,401.11	44,401.11	44,401.11
	Collateralization Expenses or Debt Service					

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 2: Supporting Pages**

PHA Name: <b>Dakota County Community Development Agency</b>	Grant Type and Number: Capital Fund Program Grant No: <b>MN46P147-50102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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<input type="checkbox"/> Original Annual Statements	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no. 3)	<input checked="" type="checkbox"/> Performance & Evaluation Report for Period Ending: 12/31/03	<input type="checkbox"/> Final Performance & Evaluation Report
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Development No Name/HA Wide Activities	General Description of Major Work Categories	Development Account No.	No.	Total Estimated Cost		Total Actual Cost		Status of Work
				Revision #2	Revision #3	Obligated	Expended	
	Operations	1406		86,300.00	86,300.00	86,300.00	86,300.00	Draw down completed
	Administration	1410		75,401.00	75,401.00	75,401.00	74,529.99	In progress
	Fees and Cost	1430		75,401.00	28,853.62	28,853.62	28,853.62	Completed
	<b>Total 1406, 1410, 1430</b>			<b>237,102.00</b>	<b>190,554.62</b>	<b>190,554.62</b>	<b>189,683.61</b>	
147-02	Asphalt replacement	1450	6	7,475.00	7,475.00	7,475.00	7,475.00	Completed
147-17	Asphalt replacement	1450	2	3,000.00	3,000.00	3,000.00	3,000.00	Completed
147-11	Partial asphalt replacement	1450	2	1,200.00	1,200.00	1,200.00	1,200.00	Completed
147-17	Asphalt replacement	1450	1	1,200.00	1,200.00	1,200.00	1,200.00	Completed
147-02	Concrete replacement	1450	4	12,800.00	12,800.00	12,800.00	12,800.00	Completed
147-04	Concrete replacement	1450	2	4,750.00	4,750.00	4,750.00	4,750.00	Completed
147-17	Concrete replacement	1450	1	1,250.00	1,250.00	1,250.00	1,250.00	Completed
	<b>Site Improvements Total</b>	<b>1450</b>		<b>31,675.00</b>	<b>31,675.00</b>	<b>31,675.00</b>	<b>31,675.00</b>	<b>Total</b>
147-02	Replace roofs, add gutters	1460	3	8,080.58	8,080.58	8,080.58	8,080.58	Completed
147-05 McKay Manor	Hold back from 1999 project	1460	16	-	-	-	-	Moved into 2001
147-06 CLM	Replace fire panel & emergency lighting	1460	80	12,000.00	84,580.00			Jan Board meeting
147-06 CLM	Add & update some interior lighting	1460	80	5,400.00	5,655.00	5,655.00		In progress
147-06 CLM	Add security cameras	1460	80	17,430.26	17,430.26	17,430.26	17,430.26	Completed
147-08	Replace roof	1460	3	13,131.25	13,131.25	13,131.25	13,131.25	Completed
147-08	Replace windows	1460	1	7,002.00	7,002.00	7,002.00	7,002.00	Completed
147-09	Replace locks	1460	52	275.00	275.00	275.00	275.00	In progress
147-09	Remodel kitchens	1460	18	35,000.00	35,000.00	35,000.00	35,000.00	In progress
147-09	Remodel baths	1460	15	25,000.00	25,000.00	25,000.00	25,000.00	In progress
147-09	Update unit lighting	1460	18	4,500.00	4,500.00	4,500.00	4,500.00	In progress
147-09	Reside leaking gable ends	1460	7	30,000.00	1,305.86	1,305.86	1,305.86	In progress
147-09	Replace entry doors	1460	18	7,500.00	7,500.00	7,500.00	7,500.00	Moved from 2005
147-09	Replace windows & doors	1460	52	78,152.63	53,590.17			Moved from 2006
147-09	Replace furnace & water heaters	1460	52	15,927.60	15,927.60	15,927.60	15,927.60	Moved from 2006
	<b>Dwelling Structures Subtotal</b>	<b>1460</b>		<b>259,399.32</b>	<b>278,977.72</b>	<b>140,807.55</b>	<b>135,152.55</b>	

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 2: Supporting Pages**

PHA Name: <b>Dakota County Community Development Agency</b>	Grant Type and Number: Capital Fund Program Grant No: <b>MN46P147-50102</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2002</b>
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<input type="checkbox"/> Original Annual Statements	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no. 3)	<input checked="" type="checkbox"/> Performance & Evaluation Report for Period Ending: 12/31/03	<input type="checkbox"/> Final Performance & Evaluation Report
---	--	---	---	--

Development No Name/HA Wide Activities	General Description of Major Work Categories	Development Account No.	No.	Total Estimated Cost		Total Actual Cost		Status of Work
				Revision #2	Revision #3	Obligated	Expended	
147-11	Replace locks	1460	15	125.00	125.00	125.00	125.00	In progress
147-11	Remodel kitchens	1460	5	3,500.00	3,500.00	3,500.00	3,500.00	In progress
147-11	Remodel baths	1460	5	7,827.40	7,827.40	7,827.40	7,827.40	In progress
147-11	Update unit lighting	1460	5	1,200.00	1,200.00	1,200.00	1,200.00	In progress
147-11	Replace entry doors	1460	5	1,900.00	1,900.00	1,900.00	1,900.00	In progress 03, 05
147-11	Replace windows & doors	1460	15	39,015.49	68,178.00			Moved from 2003
147-11	Replace furnaces & water heaters	1460	15	56,685.00	56,685.00	56,685.00	56,685.00	Moved form 2006
147-14	Add gutters	1460	8			-	-	Moved to 2001
147-17	Replace siding, roofs, gutters, add drain tile	1460	3	23,860.87	23,207.87	23,207.87	23,207.87	Completed
147-17	Add ventilation	1460	2	1,224.00	1,224.00	1,224.00	1,224.00	Completed
147-17	Replace windows	1460	3	21,416.00	19,135.00	19,223.00	16,916.00	In progress
147-21	Replace patio doors	1460	8	-	-	-	-	Moved into 2001
147-21	Remodel kitchen & two baths	1460	1	1,000.00	1,000.00	1,000.00	1,000.00	Completed
147-21	Replace roof & windows	1460	2	21,756.58	21,756.58	21,756.58	21,756.58	Completed
147-21	Stucco dash	1460	1	2,665.70	2,665.70	2,665.70	2,665.70	Carry from 2001
PHA Wide – see list	Weatherization	1460	45	43,660.64	44,401.11	44,401.11	44,401.11	Completed
	Dwelling Structures subtotal			225,836.68	252,805.66	184,715.66	182,408.66	
	Dwelling Structure subtotal – pg 1			259,399.32	278,977.72	140,807.55	135,152.55	
	<b>Dwelling Structures Total</b>	<b>1460</b>		<b>485,236.00</b>	<b>531,783.38</b>	<b>325,523.21</b>	<b>317,561.21</b>	



**Dakota County CDA  
MN46P 147-50102  
CFP 2002  
PHA Wide Projects**

**PHA Wide Weatherization**

	<b>Project Number</b>	<b>Address</b>	<b>Date</b>
1.	147-09	13813 Portland Ave So	
2.	147-09	13815 Portland Ave So	
3.	147-09	13817 Portland Ave So	
4.	147-09	13819 Portland Ave So	
5.	147-09	13821 Portland Ave So	
6.	147-09	13823 Portland Ave So	
7.	147-09	13825 Portland Ave So	
8.	147-09	13827 Portland Ave So	
9.	147-09	13829 Portland Ave So	
10.	147-09	13831 Portland Ave So	
11.	147-09	14151 Portland Ave So	
12.	147-09	14153 Portland Ave So	
13.	147-09	14155 Portland Ave So	
14.	147-09	14157 Portland Ave So	
15.	147-09	14159 Portland Ave So	
16.	147-09	14161 Portland Ave So	
17.	147-02	1015 Christensen Ave	11/02
18.	147-02	1004 Cherokee Ave	12/02
19.	147-02	14815 Co Rd 5	10/02
20.	147-02	14817 Co Rd 5	10/02
21.	147-02	15442 Drexel Way	10/02
22.	147-02	1360 Jurdy Rd	10/02
23.	147-02	1364 Jurdy Rd	10/02
24.	147-02	13974 Holyoke Path	10/02

	<b>Project Number</b>	<b>Address</b>	<b>Date</b>
25.	147-02	13976 Holyoke Path	10/02
26.	147-02	13007 Co Rd 5	10/02
27.	147-02	13009 Co Rd 5	10/02
28.	147-08	4261 Diamond Dr	10/02
29.	147-08	1243 Smith Ave	5/03
30.	147-08	7792 Upper 167 <sup>th</sup>	9/02
31.	147-08	7780 Upper 167 <sup>th</sup>	9/02
32.	147-08	195 Kathleen	12/02
33.	147-08	140 Westchester Ave	11/02
34.	147-13	7502 Upper 167 <sup>th</sup>	10/02
35.	147-13	7510 Upper 167 <sup>th</sup>	9/02
36.	147-13	16870 Glencoe	9/02
37.	147-13	16884 Glencoe	9/02
38.	147-13	17114 Gage Ave	9/02
39.	147-17	808 Dodd Rd	12/02
40.	147-17	7658 Barbara Ct	11/02
41.	147-17	7660 Barbara Ct	11/02
42.	147-17	157 E Butler	12/02
43.	147-21	369 Stanley St	12/02
44.	147-21	1201 Charlton St	11/02
45.	147-21	2262 Apache St	10/02



**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>Dakota County Community Development Agency</b>		Grant Type and Number Capital Fund Program Grant No: <b>MN46P147-50103</b> Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2003</b>	
<input type="checkbox"/> Original Annual Statements		<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no. 1)		<input checked="" type="checkbox"/> Performance & Evaluation Report for Period Ending: 12/31/03	
<input type="checkbox"/> Final Performance & Evaluation Report						
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revision #1	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations	50,000.00	50,000.00	50,000.00	0.00	
3	1408 Management Improvements Soft Costs Management Improvements Hard Costs					
4	1410 Administration	65,000.00	65,000.00	65,000.00	0.00	
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	65,000.00	65,000.00	65,000.00	240.36	
8	1440 Site Acquisition					
9	1450 Site Improvement	49,250.00	47,500.00	33,200.00	33,200.00	
10	1460 Dwelling Structures	391,142.00	392,892.00	171,606.10	74,622.95	
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines.....)	620,392.00	620,392.00	384,806.10	108,063.31	
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security –Soft Costs					
	Amount of Line XX related to Security-- Hard Costs					
	Amount of line 20 Related to Energy Conservation Measures	52,000.00	52,000.00	11,920.90	6,175.90	
	Collateralization Expenses or Debt Service					



**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 2: Supporting Pages**

PHA Name: <b>Dakota County Community Development Agency</b>	Grant Type and Number: Capital Fund Program Grant No: <b>MN46P147-50103</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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<input type="checkbox"/> Original Annual Statements	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input checked="" type="checkbox"/> Revised Annual Statement (revision no. 1)			<input checked="" type="checkbox"/> Performance & Evaluation Report for Period Ending: 12/31/03		<input type="checkbox"/> Final Performance & Evaluation Report		
Development No Name/HA Wide Activities	General Description of Major Work Categories	Development Account No.	No.	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revision #1	Obligated	Expended		
PHA Wide	Energy & weatherization work	1460	68	52,000.00	52,000.00	11,920.90	6,175.90	In progress	
147-02	Drain tile & foundation work, gutters	1460	2	12,200.00	11,952.00	6,452.00	5,912.85	In progress	
147-02	Kitchen, bath, misc. interior	1460	1	15,000.00	28,574.00	28,574.00	14,520.00	In progress	
147-02	Stucco dash	1460	2	7,800.00	7,890.00	7,890.00	7,890.00	Completed	
147-02	Replace window	1460	1	1,000.00	1,070.00	1,070.00		In progress	
147-08	Drain tile & foundation work	1460	2	16,500.00	14,790.20	3,790.20	193.20	In progress	
147-08	Kitchen, bath, misc. interior	1460	1	22,000.00	14,300.00	14,300.00	12,580.00	In progress	
147-09 Port No, So, Rsmt	Kitchen remodels, mechanical work	1460	10	88,000.00	100,000.00				
147-09 Port No, So, Rsmt	Bath remodels, duct cleaning	1460	10						
147-09 Port No, So, Rsmt	Misc. interior (floor, paint, lighting, trim)	1460	10						
147-09 Port No, So, Rsmt	Replace entry doors, add storms, windows	1460	10						
147-11 Glazier	Kitchen remodels, mechanical work	1460	14	119,100.00	78,634.00				
147-11 Glazier	Bath remodels, duct cleaning	1460	14						
147-11 Glazier	Misc. interior (floor, paint, lighting, trim)	1460	14						
147-11 Glazier	Replace entry doors, add storms	1460	14						
147-11 Glazier	Replace windows, atrium trim, add AC openings	1460	14						
147-16	Replace roof	1460	1	3,200.00	4,145.00	4,145.00	4,145.00	Completed	
147-17	Replace roof	1460	2	3,500.00	6,891.00	6,891.00	6,891.00	Completed	
147-17	Replace windows & siding	1460	1	10,500.00	13,014.00	13,014.00		In progress	
147-17	Replace living room windows	1460	2	1,492.00	2,389.00	2,389.00		In progress	
147-17	Remodel kitchen, bath & misc	1460	1		15,000.00	12,000.00		In progress	
147-21	Replace roof	1460	3	11,850.00	16,315.00	16,315.00	16,315.00	Completed	
PHA Wide	Furnace, water heaters & mechanical work	1465.1	15	27,000.00	27,000.00				
	<b>Dwelling Structures subtotal</b>	1460		391,142.00	393,964.20	128,751.10	74,622.95		
	<b>Site Work Total</b>	1450		49,250.00	47,500.00	33,200.00	33,200.00		
	<b>1406, 1410, 1430 Total</b>			180,000.00	180,000.00	180,000.00	240.36		
	<b>Dwelling Structures Total</b>			<b>620,392.00</b>	<b>621,464.20</b>	<b>341,951.10</b>	<b>108,063.31</b>		



**Dakota County CDA  
MN46P 147-50103  
CFP 2003  
PHA Wide Weatherization Projects**

	<b>Project Number</b>	<b>Address</b>		<b>Project Number</b>	<b>Address</b>		<b>Project Number</b>	<b>Address</b>
1.	147-02	14321 Hayes Rd	24.	147-08	2031 Opal Place	47.	147-16	4585 Cinnamon Ridge Tr
2.	147-02	14325 Hayes Rd	25.	147-08	1997 Gold Trail	48.	147-16	2042 Pin Oak Dr
3.	147-02	8272 143 <sup>rd</sup> St	26.	147-08	1999 Gold Trail	49.	147-16	2044 Pin Oak Dr
4.	147-02	8276 143 <sup>rd</sup> St	27.	147-09	13813 Portland	50.	147-16	2048 Vienna Lane
5.	147-02	249 Elm St	28.	147-09	13815 Portland	51.	147-16	2050 Vienna Lane
6.	147-02	15351 Drexel Way	29.	147-09	13817 Portland	52.	147-17	13174 Foliage Ave
7.	147-02	3220 Lower 150 <sup>th</sup> St	30.	147-09	13819 Portland	53.	147-17	13176 Foliage Ave
8.	147-02	14840 Dallara Ave	31.	147-09	13821 Portland	54.	147-17	3744 155 <sup>th</sup> St West
9.	147-02	14850 Dallara Ave	32.	147-09	13823 Portland	55.	147-17	4440 Lynx Ct
10.	147-02	14850 Danville Ave	33.	147-09	13825 Portland	56.	147-17	4442 Lynx Ct
11.	147-02	14585 Chrome Ave	34.	147-09	13827 Portland	57.	147-17	1251 Dunberry Lane
12.	147-02	14929 Delft Ave	35.	147-09	13829 Portland	58.	147-17	1253 Dunberry Lane
13.	147-02	3526 148 <sup>th</sup> St West	36.	147-09	13831 Portland	59.	147-17	1378 Lakeside Circle
14.	147-02	1361 Easter Lane	37.	147-09	14151 Portland	60.	147-17	1380 Lakeside Circle
15.	147-02	1363 Easter Lane	38.	147-09	14153 Portland	61.	147-17	3370 201 <sup>st</sup> St
16.	147-02	4680 Lower Nicols Rd	39.	147-09	14155 Portland	62.	147-21	1640 Donald Ct
17.	147-02	4680 Upper Nicols Rd	40.	147-09	14157 Portland	63.	147-21	1642 Donald Ct
18.	147-04	14880 Delft Ave	41.	147-09	14159 Portland	64.	147-21	6463 Delilah
19.	147-04	14890 Delft Ave	42.	147-09	14161 Portland	65.	147-21	4800 141 <sup>st</sup> St
20.	147-04	14975 Damask Ave	43.	147-13	2115 Cliffview Dr	66.	147-21	5637 144 <sup>th</sup> St West
21.	147-08	14201 Diamond Path	44.	147-13	4535 Cinnamon Ridge Tr	67.	147-21	148 Spruce Dr
22.	147-08	1331 Easter Lane	45.	147-16	990 Redwood	68.	147-21	15477 Dresden Trail
23.	147-08	1333 Easter Lane	46.	147-16	5884 West 139 <sup>th</sup> St	69.	147-21	808 Dodd Rd

**Dakota County CDA  
 MN46P 147-50103  
 CFP 2003  
 PHA Wide  
 Mechanical Work & Replacement**

	<b>Project Number</b>	<b>Address</b>		<b>Project Number</b>	<b>Address</b>
1.	147-02	6790 132 <sup>nd</sup> St	9.	147-17	4442 Lynx Ct
2.	147-02	6792 132 <sup>nd</sup> St	10.	147-17	13174 Foliage Ave
3.	147-08	116 West 25 <sup>th</sup> St	11.	147-17	13176 Foliage Ave
4.	147-08	7792 Upper 167 <sup>th</sup> St	12.	147-17	3744 155 <sup>th</sup> St
5.	147-08	7800 Upper 167 <sup>th</sup> St	13.	147-21	1448 Spruce St
6.	147-08	140 Westchester	14.	147-21	369 Stanley
7.	147-16	4585 Cinnamon Ridge Trail	15.	147-21	1201 Charlton
8.	147-17	4440 Lynx Ct			

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name: Dakota County Community Development Agency</b>	Grant Type and Number Capital Fund Program Grant No: <b>MN46P147-50203</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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<input checked="" type="checkbox"/> Original Annual Statements	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no. )	<input type="checkbox"/> Performance & Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance & Evaluation Report
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Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
			Original	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations		1,500.00	0.00	0.00
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration		12,364.00	0.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement		76,400.00	0.00	0.00
10	1460 Dwelling Structures		33,379.00	0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines.....)	0.00	123,643.00	0.00	0.00
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 2: Supporting Pages**

PHA Name: <b>Dakota County Community Development Agency</b>	Grant Type and Number: Capital Fund Program Grant No: <b>MN46P147-50203</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2003</b>
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<input checked="" type="checkbox"/> Original Annual Statements	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no. )	<input type="checkbox"/> Performance & Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance & Evaluation Report
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Development No Name/HA Wide Activities	General Description of Major Work Categories	Development Account No.	No.	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Obligated	Expended	
	Operations	1406			1,500.00	0.00	0.00	
	Administration	1410			12,364.00	0.00	0.00	
147-02	Replace concrete	1450	2		3,000.00	0.00	0.00	
147-07	Replace concrete	1450	16		4,000.00	0.00	0.00	
147-08	Replace concrete	1450	2		6,400.00	0.00	0.00	
147-11	Retaining wall, concrete platform, sw	1450	16		15,000.00	0.00	0.00	
147-13	Replace concrete	1450	2		3,400.00	0.00	0.00	
147-17	Replace concrete	1450	1		2,200.00	0.00	0.00	
147-21	Add concrete pads for mail boxes	1450	8		2,400.00	0.00	0.00	
	Total concrete				36,400.00	0.00	0.00	
147-02	Asphalt replacement	1450	1		3,800.00	0.00	0.00	
147-08	Asphalt replacement	1450	1		3,800.00	0.00	0.00	
147-13	Asphalt replacement	1450	3		6,500.00	0.00	0.00	
147-16	Asphalt replacement	1450	4		9,600.00	0.00	0.00	
147-21	Asphalt replacement	1450	1		2,800.00	0.00	0.00	
	Total asphalt				26,500.00	0.00	0.00	
147-02	Add trees to property	1450	1		1,500.00	0.00	0.00	
147-05	Mulch, landscape	1450	16		2,500.00	0.00	0.00	
147-07	Mulch, landscape, build storage shed	1450	16		7,000.00	0.00	0.00	
147-21	Install locking mailboxes	1450	8		2,500.00	0.00	0.00	
	Total site work				13,500.00	0.00	0.00	
	<b>Site Work Total</b>	<b>1450</b>			<b>76,400.00</b>	<b>0.00</b>	<b>0.00</b>	





**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: <b>Dakota County Community Development Agency</b>	Grant Type and Number Capital Fund Program Grant No: <b>MN46P147-50104</b> Replacement Housing Factor Grant No:	Federal FY of Grant: <b>2004</b>
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<input checked="" type="checkbox"/> Original Annual Statements	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no. )	<input type="checkbox"/> Performance & Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance & Evaluation Report
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Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost	
		Original			Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations	50,000.00				
3	1408 Management Improvements Soft Costs					
	Management Improvements Hard Costs					
4	1410 Administration	74,000.00				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	40,500.00				
8	1440 Site Acquisition					
9	1450 Site Improvement	35,000.00				
10	1460 Dwelling Structures	540,500.00				
11	1465.1 Dwelling Equipment—Nonexpendable					
12	1470 Nondwelling Structures					
13	1475 Nondwelling Equipment					
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs					
18	1499 Development Activities					
19	1502 Contingency					
20	Amount of Annual Grant: (sum of lines.....)	740,000.00				
	Amount of line XX Related to LBP Activities					
	Amount of line XX Related to Section 504 compliance					
	Amount of line XX Related to Security –Soft Costs					
	Amount of Line XX related to Security-- Hard Costs					
	Amount of line 20 Related to Energy Conservation Measures	72,000.00				
	Collateralization Expenses or Debt Service					







**Dakota County CDA  
MN46P 147-50104  
CFP 2004  
PHA Wide Projects**

**PHA Wide Weatherization**

	<b>Project Number</b>	<b>Address</b>		<b>Project Number</b>	<b>Address</b>		<b>Project Number</b>	<b>Address</b>
1.	147-17	12951 Girard	20.	147-02	16380 Gannon Way	39.	147-11	14657 Glazier
2.	147-17	12955 Girard	21.	147-16	6691 Gerdine Path	40.	147-11	14659 Glazier
3.	147-17	2804 Rolling Oaks	22.	147-17	16947 Gannon Way	41.	147-09	14580 Biscayne
4.	147-17	2806 Rolling Oaks	23.	147-21	6819 Upper 162 <sup>nd</sup>	42.	147-09	14582 Biscayne
5.	147-17	1612 Rio Loma Lane	24.	147-11	14631 Glazier	43.	147-09	14584 Biscayne
6.	147-08	621 Walnut	25.	147-11	14633 Glazier	44.	147-09	14586 Biscayne
7.	147-16	1006 1 <sup>st</sup> St	26.	147-11	14635 Glazier	45.	147-09	14588 Biscayne
8.	147-16	1008 1 <sup>st</sup> St	27.	147-11	14637 Glazier	46.	147-09	14590 Biscayne
9.	147-17	18255 Emerald Trail	28.	147-11	14639 Glazier	47.	147-09	14592 Biscayne
10.	147-02	3650 East 77 <sup>th</sup>	29.	147-11	14641 Glazier	48.	147-09	14594 Biscayne
11.	147-04	7510 Cloman A	30.	147-11	14643 Glazier	49.	147-09	14596 Biscayne
12.	147-04	7510 Cloman B	31.	147-11	14645 Glazier	50.	147-09	14598 Biscayne
13.	147-04	6039 East Concord	32.	147-11	14647 Glazier	51.	147-09	14600 Biscayne
14.	147-04	4020 East 64 <sup>th</sup> St	33.	147-11	14649 Glazier	52.	147-09	14602 Biscayne
15.	147-16	3551 East 69 <sup>th</sup> St	34.	147-11	14651 Glazier	53.	147-09	2470 145 <sup>th</sup> St
16.	147-02	7480 165 <sup>th</sup> St	35.	147-11	14653 Glazier	54.	147-09	2472 145 <sup>th</sup>
17.	147-02	7350 Upper 164 <sup>th</sup> St	36.	147-11	14655 Glazier	55.	147-09	2474 145 <sup>th</sup> St
18.	147-09	2476 145 <sup>th</sup> St	37.	147-09	2478 145 <sup>th</sup> St	56.	147-09	2480 145 <sup>th</sup> St
19.	147-09	2482 145 <sup>th</sup> St	38.	147-09	2484 145 <sup>th</sup> St			

**Dakota County CDA  
MN46P 147-50104  
CFP 2004**

**PHA Wide Furnace Replacement**

Project Number	Address	Existing Equipment
147-21	148 Spruce St	1987
147-21	5637 144 <sup>th</sup> St	1983
147-02	14585 Chrome Ave	1988
147-04	14880 Delft	1988
147-04	14890 Delft	1988
147-02	3526 148 <sup>th</sup> St	1985
147-17	3744 155 <sup>th</sup> St	1984
147-16	4585 Cinnamon	1983
147-21	6463 Delilah	1987
	To be determined	
	To be determined	

Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-02				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Remodel kitchen and baths			61,000.00	2006
Remodel kitchen and bath			37,000.00	2007
Remodel kitchen and baths and 504 compliance			96,000.00	2008
Total estimated cost over next 5 years			194,000	

\*Note: The CDA will consider providing an internal loan out of its general fund to the public housing program to accelerate the timetable for improvements and potentially increase program scope.

**\*5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-04				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Remodel kitchen, bath and miscellaneous interior			56,000.00	2007
Remodel kitchen, bath and miscellaneous interior			18,500.00	2008
Total estimated cost over next 5 years			74,500	

\*Note: The CDA will consider providing an internal loan out of its general fund to the public housing program to accelerate the timetable for improvements and potentially increase program scope.

**\*5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-05				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Site work & improvements			1,000.00	2005
Replace asphalt			15,000.00	2007
Site work & improvements			1,000.00	2006
Site work & improvements			4,500.00	2007
Site work & improvements			1,000.00	2008
Replace entry doors			22,000.00	2006
Total estimated cost over next 5 years			44,500	

\*Note: The CDA will consider providing an internal loan out of its general fund to the public housing program to accelerate the timetable for improvements and potentially increase program scope.

**\*5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-06				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Replace unit flooring			133,500.00	2005
Replace cabinets, countertops, lighting, faucets, sinks & miscellaneous			280,000.00	2005
Remodel tub rooms & one unit bath			22,000.00	2008
Replace phone call system			5,000.00	2008
Add parking			40,000.00	2008
Replace elevators			25,000.00	2008
Replace boilers			25,000.00	2008
Total estimated cost over next 5 years			530,500	

\*Note: The CDA will consider providing an internal loan out of its general fund to the public housing program to accelerate the timetable for improvements and potentially increase program scope.

**\*5-Year Action Plan for Capital Fund (Component 7)**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal years. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-07				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Repair asphalt, crack & seal			6,500.00	2007
Site work & improvements			2,000.00	2005
Remodel baths			72,000.00	2006
Replace entry doors and hardware			19,500.00	2006
Total estimated cost over next 5 years			100,000	

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-08				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Remodel kitchen, baths & miscellaneous interior			18,500.00	2006
Remodel kitchen, baths & miscellaneous interior			38,500.00	2008
Replace interior concrete			6,500.00	2006
Replace exterior concrete & site work			5,500.00	2007
Total estimated cost over next 5 years			69,000	

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-09				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Replace concrete			10,000.00	2007
Patch, crack & seal asphalt			6,500.00	2005
Replace asphalt			20,000.00	2007
Wash & seal fences			4,500.00	2006
Mulch sites			2,500.00	2006
Remodel kitchens, baths & miscellaneous interior			25,000.00	2005
Remodel kitchens, baths & miscellaneous interior			57,000.00	2007
Remodel kitchens, baths & miscellaneous interior			10,500.00	2008
Remodel kitchens, baths & miscellaneous interior			36,000.00	2006
Total estimated cost over next 5 years			172,000	

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-11				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Wash & seal fences			5,500.00	2007
Mulch sites			1,800.00	2006
Remodel kitchens, baths & miscellaneous interior			34,000.00	2005
Remodel kitchens, baths & miscellaneous interior			3,000.00	2006
Remodel kitchens, baths & miscellaneous interior			75,000.00	2007
Total estimated cost over next 5 years			119,300	

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-13				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Remodel kitchen, baths & miscellaneous interior			18,500.00	2006
Remodel kitchen, baths & miscellaneous interior			32,000.00	2008
Total estimated cost over next 5 years			50,500	

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-14				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Replace asphalt			13,500.00	2006
Replace exterior lighting			4,000.00	2006
Site work & improvements			2,000.00	2006
Remodel baths			47,000.00	2006
Replace front & rear doors			26,500.00	2006
Total estimated cost over next 5 years			93,000	

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-16				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Remodel kitchen, baths & miscellaneous interior			37,000.00	2007
Remodel kitchen, baths & miscellaneous interior			86,000.00	2008
Total estimated cost over next 5 years			123,000	

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-17				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Stain exterior			3,500.00	2006
Remodel kitchen, baths & miscellaneous interior			58,000.00	2006
Replace siding & windows			26,000.00	2006
Remodel kitchen, baths & miscellaneous interior			96,500.00	2007
Replace siding & windows			20,500.00	2007
Remodel kitchen, baths & miscellaneous interior			45,500.00	2008
Total estimated cost over next 5 years			250,000	

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
147-21				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Replace siding, windows & doors			37,000.00	2006
Remodel kitchen, baths & miscellaneous interior			41,500.00	2006
Paint exterior			4,500.00	2007
Replace garage doors			8,000.00	2007
Remodel kitchen, bath & miscellaneous interior			78,000.00	2007
Remodel kitchen, bath & miscellaneous interior			79,000.00	2008
Replace mechanical			20,000.00	2008
Total estimated cost over next 5 years			268,000	

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\*5-Year Action Plan for Capital Fund (Component 7)

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5-Year Action Plan Table				
Development Number	Development Name	Number Vacant Units	% Vacancies in Development	
PHA Wide				
Description of needed physical improvements or management improvements			Estimated Cost	Planned Start Date (PHA fiscal year)
Concrete replacement			5,000.00	2005
Concrete replacement			10,000.00	2006
Concrete replacement			10,000.00	2007
Asphalt replacement			4,000.00	2005
Asphalt replacement			4,000.00	2006
Asphalt replacement			6,000.00	2007
Site work & improvements			3,500.00	2005
Site work & improvements			3,500.00	2006
Site work & improvements			5,000.00	2007
Energy & weatherization work			40,000.00	2005
Energy & weatherization work			10,000.00	2006
Energy & weatherization work			10,000.00	2007
Roof replacement			5,000.00	2005
Roof replacement			5,000.00	2006
Roof replacement			15,000.00	2007, 2008
Mechanical replacement			16,000.00	2005
Mechanical replacement			16,500.00	2006
Mechanical replacement			42,000.00	2007, 2008
Water treatments			2,500.00	2008
Total estimated cost over next 5 years			213,000	

\*Note: The CDA will consider providing an internal loan out of its general fund to the public housing program to accelerate the timetable for improvements and potentially increase program scope.

## **Description of Resident Partnership and Summary of General Issues**

Prior to the development of the 2004 Annual Submission and Five Year Action Plan, residents and local government were asked in writing for their ideas on what physical and management improvements they would like to see the CDA undertake.

A resident meeting was held at Colleen Loney Manor on Tuesday, February 10, 2004, and was attended by fourteen residents. Tenants were informed that the new CFP grant for 2004 had interior improvements such as painting of all common areas and replacing common area flooring throughout the building. We also discussed year 2005 for improvements in the living areas replacing cabinets, countertops, and unit flooring. Within the five-year plan we have budgeted for boiler and elevator replacement if needed.

On Tuesday, February 24, 2004, an additional resident meeting was held at the CDA office. No one attended that meeting.

On Tuesday, March 9, 2004, a public hearing was held at the CDA office. No one attended that meeting.

All public housing residents received written notice of the above meetings, and were also invited to submit written comments or to call the Contract Manager with comments.

Two scattered site tenants did write in some request for capital improvements, which have been included in the 2004 5-year plan.

Local government officials were mailed a draft plan and invited to comment.