

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Dakota County Community Development Agency

Program/Activity Receiving Federal Grant Funding

Public Housing Capital Fund

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

- (1) The dangers of drug abuse in the workplace;
- (2) The Applicant's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

- (1) Abide by the terms of the statement; and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

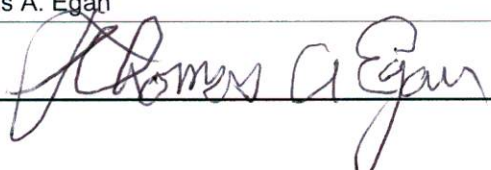
**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Dakota County CDA  
1228 Town Centre Drive  
Eagan MN 55123

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Thomas A. Egan	Title Chair, Dakota County CDA Board of Commissioners
Signature 	Date 3/20/12
X	

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Dakota County Community Development Agency

Program/Activity Receiving Federal Grant Funding

Public Housing Capital Fund

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

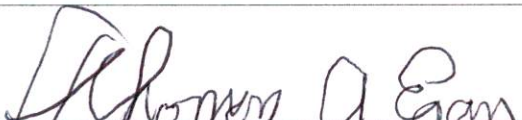
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Thomas A. Egan	Title Chair, Dakota County CDA Board of Commissioners
Signature 	Date (mm/dd/yyyy) 3/20/12

<b>Part I: Summary</b>		
<b>PHA Name: Dakota County Community Development Agency</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P147-50111 Replacement Housing Factor Grant No: Date of CFFP: 7/27/2011	<b>FFY of Grant: 2011 FFY of Grant Approval:</b>

**Type of Grant**  
 Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement (revision no:1 )  
 Performance and Evaluation Report for Period Ending:       Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	0		0	0
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	0		0	0
3	1408 Management Improvements	0		0	0
4	1410 Administration (may not exceed 10% of line 21)	34,337.00	30,000.00	1,000.00	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	34,337.00	10,000.00	1,000.00	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	54,000.00	10,000.00	0	0
10	1460 Dwelling Structures	220,703.76	293,377.76	232,190.05	16,840.05
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Non-dwelling Structures	0		0	0
13	1475 Non-dwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1492 Moving to Work Demonstration	0		0	0
16	1495.1 Relocation Costs	0		0	0
17	1499 Development Activities <sup>4</sup>	0		0	0

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
**Expires 4/30/2011**

<b>Part I: Summary</b>						
<b>PHA Name:</b> Dakota County Community Development Agency		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P147-50111 Replacement Housing Factor Grant No: Date of CFFP: 07/27/2011			<b>FFY of Grant:2011</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
18a	1501 Collateralization or Debt Service paid by the PHA	212,043.24	212,043.24	212,043.24	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0		0	0	
19	1502 Contingency (may not exceed 8% of line 20)	0		0	0	
20	Amount of Annual Grant:: (sum of lines 2 - 19)	555,421.00	555,421.00	446,233.29	16,840.05	
21	Amount of line 20 Related to LBP Activities	0		0	0	
22	Amount of line 20 Related to Section 504 Activities	0		0	0	
23	Amount of line 20 Related to Security - Soft Costs	0		0	0	
24	Amount of line 20 Related to Security - Hard Costs	0		0	0	
25	Amount of line 20 Related to Energy Conservation Measures	0		0	0	
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>		
				<b>Date</b>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: Dakota County Community Development Agency			<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P147-50111 CFFP (Yes/ No): Yes Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2011</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>CAPITAL FUND GRANT PLAN</b>							
	OPERATING	1406	LS	0		0	0	
	ADMINISTRATION	1410	LS	34,337.00	30,000.00	1,000.00	0	
	FEES & COST	1430	LS	34,337.00	10,000.00	1,000.00	0	
	DEBT SERVICE	1501	LS	212,043.24	212,043.24	212,043.24	0	
	<b>TOTAL OF ABOVE</b>			<b>280,717.24</b>	<b>252,043.24</b>	<b>214,043.24</b>	<b>0</b>	
	<b>SITE IMPROVEMENTS</b>							
147-01	Concrete	1450	5	10,000.00	10,000.00	0	0	
147-01	Site work-grading/drainage	1450	3	10,000.00	0	0	0	
147-01	Asphalt/seal	1450	4	22,000.00	0	0	0	
147-01	Fence & deck	1450	2	4,000.00	0	0	0	
147-01	Landscape	1450	4	4,000.00	0	0	0	
147-02	Landscape	1450	80	4,000.00	0	0	0	
						0	0	
						0	0	
	<b>SITE IMPROVEMENTS TOTAL</b>			<b>54,000.00</b>	<b>10,000.00</b>	<b>0</b>	<b>0</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part II: Supporting Pages</b>								
PHA Name: Dakota County Community Development Agency			<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P147-50111 CFFP (Yes/ No): YES Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2011</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	DWELLING STRUCTURES							
147-01	Energy/Weatherization	1460	5	6,000.00	0	0	0	
147-01	Gutter covers	1460	1	2,000.00	0	0	0	
147-01	Interior modernization-kitchen, baths, etc.	1460	8	158,703.76	293,377.76	232,190.05	16,840.05	
147-01	Roofing	1460	3	12,000.00	0	0	0	
147-01	Furnace replacement	1460	4	12,000.00	0	0	0	
147-01	Window replacement	1460	6	18,000.00	0	0	0	
147-02	Interior Modernization	1460	4	4,000.00	0	0	0	
147-02	Plumbing/heating	1460	4	8,000.00	0	0	0	
	DWELLING STRUCTURES TOTAL	1460		220,703.76	293,377.76	232,190.05	16,840.05	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: Dakota County Community Development Agency				<b>Federal FFY of Grant: 2011</b>	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MN-147-01	08/02/2013		08/02/2015		
MN-147-02	08/02/2013		08/02/2015		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.







Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 8/31/2011

<b>Part I: Summary</b>						
<b>PHA Name:</b> Dakota County Community Development Agency		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P14750112 Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant: 2012</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds	0		0	0	
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>			0	0	
3	1408 Management Improvements	0		0	0	
4	1410 Administration (may not exceed 10% of line 21)	29,921.00		0	0	
5	1411 Audit	0		0	0	
6	1415 Liquidated Damages	0		0	0	
7	1430 Fees and Costs	29,921.00		0	0	
8	1440 Site Acquisition	0		0	0	
9	1450 Site Improvement	42,000.00		0	0	
10	1460 Dwelling Structures	193,376.79		0	0	
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0	
12	1470 Non-dwelling Structures	6,000.00		0	0	
13	1475 Non-dwelling Equipment	0		0	0	
14	1485 Demolition	0		0	0	
15	1492 Moving to Work Demonstration	0		0	0	
16	1495.1 Relocation Costs	0		0	0	
17	1499 Development Activities <sup>4</sup>	0		0	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
**Expires 08/31/2011**

<b>Part I: Summary</b>					
<b>PHA Name:</b> Dakota County CDA		<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P14750112 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant:2012</b> <b>FFY of Grant Approval:</b>	
<b>Type of Grant</b>					
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	212,043.21		0	0
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0		0	0
19	1502 Contingency (may not exceed 8% of line 20)	0		0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	513,262.00		0	0
21	Amount of line 20 Related to LBP Activities	0		0	0
22	Amount of line 20 Related to Section 504 Activities	0		0	0
23	Amount of line 20 Related to Security - Soft Costs	0		0	0
24	Amount of line 20 Related to Security - Hard Costs	0		0	0
25	Amount of line 20 Related to Energy Conservation Measures	34,000.00		0	
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: Dakota County Community Development Agency			Grant Type and Number Capital Fund Program Grant No: MN46P14750112 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2012		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	OPERATING	1406	LS	0		0	0	
	ADMINISTRATION	1410	LS	29,921.00		0	0	
	FEES & COST	1430	LS	29,921.00		0	0	
	DEBT SERVICE	1501	LS	212,043.21		0	0	
	TOTAL OF ABOVE			271,885.21		0	0	
	SITE IMPROVEMENTS							
147-01	Concrete replacement	1450	4	8,000.00		0	0	
147-01	Asphalt replacement	1450	3	10,000.00		0	0	
147-01	Site work	1450	1	4,000.00		0	0	
147-02	Guard rail/fencing	1450	1	20,000.00		0	0	
	SITE IMPROVEMENTS TOTAL			42,000.00		0	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part II: Supporting Pages</b>								
PHA Name: <b>Dakota County Community Development Agency</b>			<b>Grant Type and Number</b> Capital Fund Program Grant No: MN46P14750112 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2012</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	<b>DWELLING STRUCTURES</b>							
147-01	Energy/weatherization	1460	4	10,000.00		0	0	
147-01	Interior modernization	1460	4	119,376.79		0	0	
147-01	Roof replacement	1460	1	8,000.00		0	0	
147-01	Furnace	1460	2	8,000.00		0	0	
147-01	Water intrusion	1460	3	10,000.00		0	0	
147-01	Window replacement	1460	3	16,000.00		0	0	
147-02	Interior modernization	1460	1	6,000.00		0	0	
147-01	Exterior painting	1460	16	16,000.00		0	0	
	<b>DWELLING STRUCTURES TOTAL</b>			<b>193,376.79</b>		<b>0</b>	<b>0</b>	
	<b>NON-DWELLING STRUCTURES</b>							
147-02	Storage shed & concrete pad	1470	1	6,000.00		0	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: Dakota County CDA				Federal FFY of Grant: 2012	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
MN147-01	03/12/2012		03/11/2014		
MN147-02	03/12/2012		03/11/2014		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.







**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011

<b>Part I: Summary</b>						
PHA Name/Number		Locality (City/County & State)			<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2012_____	Work Statement for Year 2 FFY _2013_____	Work Statement for Year 3 FFY _2014_____	Work Statement for Year 4 FFY _2015_____	Work Statement for Year 5 FFY _2016_____
B.	Physical Improvements Subtotal	Annual Statement	274,456.79	274,456.79	274,456.79	274,456.79
C.	Management Improvements		0.00	0.00	0.00	0.00
D.	PHA-Wide Non-dwelling Structures and Equipment		0.00	0.00	0.00	0.00
E.	Administration/fees & costs		68,500.00	68,500.00	68,500.00	68,500.00
F.	Other		0.00	0.00	0.00	0.00
G.	Operations		0.00	0.00	0.00	0.00
H.	Demolition		0.00	0.00	0.00	0.00
I.	Development		0.00	0.00	0.00	0.00
J.	Capital Fund Financing – Debt Service		212,043.21	212,043.21	212,043.21	212,043.21
K.	Total CFP Funds		555,000.00	555,000.00	555,000.00	555,000.00
L.	Total Non-CFP Funds					
M.	Grand Total					









<b>Part III: Supporting Pages – Management Needs Work Statement(s)</b>				
Work Statement for Year 1 FFY _____	Work Statement for Year _____ FFY _____		Work Statement for Year: _____ FFY _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See				
Annual				
Statement				
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$





**PHA Plan Update**

- (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

In September 2011, the Dakota County CDA Board of Commissioners adopted a new (5) five year strategic plan with the following strategies:

- Strategy 1: Housing and Livability
- Strategy 2: Community Vitality
- Strategy 3: Community Connections
- Strategy 4: Organizational Culture
- Strategy 5: Financial Management

**Housing Choice Voucher Administrative Plan PHA Plan Elements:  
Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.**

**3-1.C. FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY**

**Family Break-up [24 CFR 982.315]**

Revised Policy

*If the family breakup results from an occurrence of domestic violence, dating violence, or stalking, the PHA must ensure that the victim retains assistance.*

*If a family breaks up into two or more otherwise eligible families while receiving assistance, only one of the new families will continue to be assisted.*

In the absence of a judicial decision, or an agreement among the original family members, the CDA will determine which family will retain their placement on the waiting list or will continue to receive assistance. *When making its determination, the CDA will take into consideration the following factors: (1) the interest of any minor children, including custody arrangements; (2) the interest of any ill, elderly, or disabled family members; (3) the interest of any family member who is the victim of domestic violence, dating violence, or stalking, including a family member who was forced to leave an assisted unit as a result of such actual or threatened abuse; (4) any possible risks to family members as a result of criminal activity; and (5) the recommendations of social service professionals working with the family.*

6.0

**Remaining Member of a Tenant Family [24 CFR 5.403]**

Added to CDA Policy

*If the remaining member of a tenant family has not been a part of the household for at least 12 months, they are not eligible for continued assistance. The CDA may make exceptions as a reasonable accommodation.*

**3-III.D. SCREENING**

Added to CDA Policy

**Screening for Suitability as a Tenant [24 CFR 982.307]**

*The CDA may not disclose to the owner any confidential information provided in response to a request for documentation of domestic violence, dating violence, or stalking except at the written request or with the written consent of the individual providing the documentation [24 CFR 5.2007(a)(4)].*

**3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

Revised Policy

*The Violence against Women Act of 2005 (VAWA) and the HUD regulation at 24 CFR 5.2005(b) prohibit PHAs from denying an applicant admission to the HCV program "on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking, if the applicant otherwise qualifies for assistance or admission." Definitions of key terms used in VAWA are provided in section 16-IX of this plan, where general VAWA requirements and policies pertaining to notification, documentation, and confidentiality are also located.*

**Notification**

*The CDA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history (e.g., a poor credit history, a record of previous damage to an apartment, a prior arrest record) that would warrant denial under the CDA's policies. Therefore, if the CDA makes a determination to deny assistance to an applicant family, the CDA will include in its notice of denial the VAWA information described in section 16-IX.C of this plan and will request that an applicant wishing to claim protection under VAWA notify the CDA within 10 business days. A language block written in 10 languages will be included informing the family of free translation services, upon their request*

**Documentation**

*Victim Documentation [24 CFR 5.2007]CDA Policy*

*If an applicant claims the protection against denial of assistance that VAWA provides to victims of domestic violence, dating violence, or stalking, the PHA will request in writing that the applicant provide documentation supporting the claim in accordance with section 16-IX.D of this plan.*

**4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]**

**Purging the Waiting List**

Added to CDA Policy

*If the family contacts the CDA within 60 days of removal, the family will be placed back on the waiting list.*

**4-III.C. SELECTION METHOD**

Local Preferences [24 CFR 982.207; HCV p. 4-16]

Revised Policy:

Community roots is defined as applicants who live, work in Dakota County, have been hired to work in Dakota County, or attend school full-time in Dakota County. *(The primary job site of the employer must be located within Dakota County.)*

**4-III.D. NOTIFICATION OF SELECTION**

When a family has been selected from the waiting list, the CDA must notify the family.

Revised Policy:

- If a notification letter is returned to the CDA with no forwarding address, the family will be removed from the waiting list *without further notice.*

**5-II.E. VOUCHER TERM, EXTENSIONS, AND SUSPENSIONS**

**Extensions of Voucher Term [24 CFR 982.303(b)]**

Revised Policy:

*The CDA may grant additional extensions in the following circumstances;*

*It is necessary as a reasonable accommodation for a person with disabilities. Other extenuating circumstances may be presented for consideration.*

*To obtain an extension, the family must make a request in writing prior to the expiration date.*

*The CDA will require the family to provide proof of their housing search during the term of the voucher to support the request.*

The CDA will decide whether to approve or deny any extension request within 10 business days of the date the request is received, and will immediately provide the family written notice of its decision. The CDA will approve additional extensions only if it is necessary as a reasonable accommodation for a person with disabilities.

*The additional extension will be for no more than 60 days.*

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

The Section 8 Administrative Plan Update (Attachment A) is available for review at the Dakota County CDA office, 1228 Town Centre Drive, Eagan, MN 55123, and on the CDA's website at [www.dakotacda.org](http://www.dakotacda.org). The current Administrative Plan is also available on the CDA's website

**PHA 5-Year and Annual Plan**

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

**OMB No. 2577-0226 Expires 4/30/2011**

<p>7.0</p>	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p>HOPE VI or Mixed Finance Modernization or Development: The CDA is not involved with nor plans to apply for these programs at this time.</p> <p>Demolition and/or Disposition: The CDA does not have any plans or changes to plans regarding the demolition or disposition of public housing units at this time.</p> <p>Conversion of Public Housing: The Dakota County Community Development Agency (CDA) certifies that it has completed an Initial Assessment of its 243 units of scattered site public housing and considered the implications of converting the public housing to tenant-based assistance. The CDA concludes that the conversion of its scattered site public housing may be appropriate and meet the necessary conditions for voluntary conversion outlined in CFR 24, Part 972.224.</p> <p>The CDA has determined that the voluntary conversion would appear to pass HUD’s relative expense test, and would principally benefit the residents, the PHA, and the community. If the public housing could be converted to vouchers, administration could be done in conjunction with the current voucher program of over 2,200 units, and funding stability most likely would be increased. By project-basing the vouchers at these sites, the CDA could assure that they would remain an affordable housing resource in low-poverty areas and that the conversion would not reduce the availability of affordable housing in the community.</p> <p>Homeownership: The CDA established a Voucher Homeownership Program with a maximum of 25 participants. To date, twelve (12) participants have purchased a home. The program requires participants to have a gross income of at least two times the participant’s voucher payment standard. The participant must be in good standing with the CDA and cannot owe funds to the program or the CDA. The CDA employs a homeownership counselor that provides homebuyer education, pre-purchase counseling, and one-on-one assistance to Voucher Homeownership participants. The CDA is a HUD approved homeownership counseling agency. In 2011, the CDA began providing annual ongoing homeownership counseling to participants. Through this process, the homeownership counselor conducts an assessment and if necessary makes referrals to Lutheran Social Services for further assistance with financial literacy.</p> <p>Project-based Vouchers: The CDA has 54 project-based vouchers for use in three developments. The CDA does not intend to offer more vouchers as project-based assistance during this plan year.</p>
<p>8.0</p>	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
<p>8.1</p>	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
<p>8.2</p>	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>

<p><b>8.3</b></p>	<p><b>Capital Fund Financing Program (CFFP).</b>  <input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
<p><b>9.0</b></p>	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
9.0 Con't	<p>The 2010 Dakota County Community Indicators Report states that the 2008 median household income for County residents was \$71,833. Applicants for the CDA's public housing and Housing Choice Voucher (HCV) programs have substantially lower incomes. With 3,166 households waiting for public housing assistance and 3,500 households waiting for HCV assistance, 2% are low and very low income as adjusted by family size and 98% qualify as extremely low income. According to the 2010 American Community Survey 1 Year Estimates, 48.9% of all rental households spent more than 30% of gross income on rental housing costs, with the bulk of the household cost burden falling on the shoulders of households earning an annual income of less than \$50,000.</p> <p>The Dakota County CDA conducts an annual rental market survey. According to the survey, the average 2011 rents are as follows: \$761 (1 BR), \$932 (2 BR), and \$1,229 (3 BR). The CDA's public housing and HCV programs require a participating household to pay rent at 30% of their income including an allowance for utilities with a minimum rent of \$50. Rental housing in Dakota County is predominately smaller sized units; 38% of the rental housing stock is 1 bedroom units, 51% are 2-bedroom units and 8% are 3-bedroom units. The unit size needs of families on the CDA's public housing waiting list show a different picture; 8% are waiting for 1-bedroom units, 50% are waiting for 2-bedroom units, 33% for 3-bedroom units and 8% for 4-5 bedroom units.</p>	
9.1	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <p>The strategies for addressing the housing needs identified in Section 9.0 are as follows:</p> <p>Maximize the CDA's current resources.</p> <ul style="list-style-type: none"> <li>▪ Maintain vacancy rates of less than 5% in all programs.</li> <li>▪ Pursue payment standards reflective of the housing market.</li> <li>▪ Maintain and increase Housing Choice Voucher (HCV) lease-up rate through program marketing and applicant screening.</li> </ul> <p>Increase the number of affordable housing units.</p> <ul style="list-style-type: none"> <li>▪ Apply for additional program units and funds as they are available.</li> <li>▪ Leverage affordable housing mixed-finance resources with local for-profit and non-profit developers.</li> </ul> <p>Target assistance to appropriate families:</p> <ul style="list-style-type: none"> <li>▪ Meet federal targeting requirements for families at or below 30% area median income in all programs.</li> <li>▪ Provide preference to elderly/handicapped/disabled and near elderly (age 50-61) applicants of CDA's Colleen Loney Manor public housing senior building.</li> <li>▪ Apply for HCV and other housing resources to assist families with disabilities.</li> </ul> <p>Affirmatively further fair housing.</p> <ul style="list-style-type: none"> <li>▪ Follow CDA's marketing plan to reach households with races and ethnicities shown to have disproportionate housing needs.</li> <li>▪ Counsel HCV participants on the mobility of their assistance and areas of non-poverty concentrations.</li> <li>▪ Sponsor annual fair housing training seminar for rental property owners and managers.</li> </ul>	

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
<b>10.0</b>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5- Year Plan. The CDA is meeting or exceeding its mission and goals as described in its 5 Year Plan.</p> <p>Housing and Livability (Sustain and maintain affordable housing opportunities):</p> <ul style="list-style-type: none"> <li>• The CDA is in the process of committing and expending its 2011 Capital Fund allocation for modernizing and making capital improvements to its public housing units.</li> <li>• The CDA has maintained a 95% or higher occupancy/utilization rate for each CDA housing program.</li> <li>• The CDA earned a High Performer designation through the Public Housing Assessment System (PHAS) and the Section 8 Management Assessment Program (SEMAP) in 2011.</li> <li>• The CDA continued its efforts to provide quality service to clients through a focus on open communication, extended hours of service, and timely completion of HCV recertifications.</li> </ul> <p>Community Vitality (Strengthen Dakota County communities):</p> <ul style="list-style-type: none"> <li>• The CDA is maintaining its scattered site public housing program to provide affordable housing opportunities throughout the County.</li> <li>• The CDA continues to utilize and promote its HCV Family Self-Sufficiency program and its collaboration with community partners, such as the Dakota County Workforce Centers.</li> </ul> <p>Community Connections (Retain excellent relationships with all partners):</p> <ul style="list-style-type: none"> <li>• The CDA is working to promote mixed-income private developments where feasible.</li> <li>• The CDA conducted monthly education workshops and an annual conference for landlords regarding the HCV program.</li> <li>• The CDA has continued to pursue opportunities for collaboration and enhanced its partnership with Dakota County through the Family Unification Program (FUP) vouchers.</li> <li>• Serve the needs of child and adult victims of domestic violence, dating violence, sexual assault or stalking.</li> <li>• The CDA continues to enforce VAWA related policies to ensure victims are able to obtain or maintain their housing and to improve the safety of victims.</li> <li>• The CDA has educated landlords participating in the HCV program about VAWA and their responsibilities.</li> </ul> <p>Organizational Culture (Focus on continuous improvement with staff, services, and structure):</p> <ul style="list-style-type: none"> <li>• The CDA continues to work to foster a workplace environment that is supportive of employees' professional development.</li> <li>• In 2011, six employees were retained at higher levels of responsibility in recognition of their quality performance.</li> </ul> <p>Financial Management</p> <ul style="list-style-type: none"> <li>• The CDA has published a Comprehensive Annual Financial Statement (CAFR) for fiscal year 2011, which includes financial information on all of the CDA's programs. The CAFR is available for public review on the CDA's website: <a href="http://www.dakotacda.org">www.dakotacda.org</a>.</li> </ul>	

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<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
<b>10.0 Con't</b>	<p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>The CDA defines "significant amendment" to the Annual Plan for the Public Housing and Housing Choice Voucher programs to be changes to the local preference given in waiting list systems and those changes that may be required by HUD through regulation, if any. For Public Housing only, "significant amendment" is further defined as any change to the proposed demolition or disposition of property and any proposed elderly only designation of property.</p> <p>The CDA defines "substantial deviation/modification" as a fundamental change to the CDA's mission statement, goals, or objectives identified in the 5 Year Plan.</p> <p>(a) Public Comments</p> <p>The CDA held two meetings for residents of public housing units, provided city staff members and tenants with Housing Choice Vouchers the opportunity to review and comment on the Annual Plan, and made the plan available to the general public for review and comment through a 45 day comment period. The CDA received twenty one (21) comments from residents of public housing units involving maintenance items. Some of these items have already been addressed and the CDA will work to address other items that are feasible. One city provided comments on outstanding permits for repairs at public housing units and CDA staff is working with City staff to close out those permits. The CDA also received general comments regarding the administration of the Housing Choice Voucher or Public Housing programs and has considered these comments in the final revision of the 2012 Annual Plan. All comments are kept on file at the CDA.</p>	
<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>	



**Civil Rights Certification**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Civil Rights Certification****Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Dakota County Community Development Agency

MN46P147

\_\_\_\_\_  
PHA Name\_\_\_\_\_  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

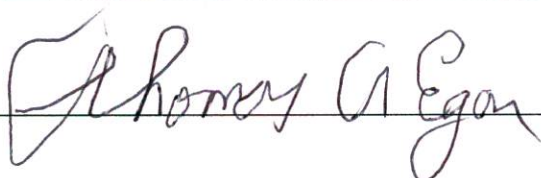
Name of Authorized Official

Thomas A. Egan

Title

Chair, Dakota County CDA Board of Commissioners

Signature



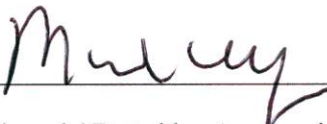
Date 03/20/2012

**Certification by State or Local  
Official of PHA Plans Consistency  
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the  
Consolidated Plan**

I, Mark Ulfers the Executive Director, Dakota County CDA certify that the Five Year and  
Annual PHA Plan of the Dakota County CDA is consistent with the Consolidated Plan of  
Dakota County Consortium prepared pursuant to 24 CFR Part 91.

 3/20/12

Signed / Dated by Appropriate State or Local Official

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning 2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Dakota County Community Development Agency  
PHA Name

MN 46 P147  
PHA Number/HA Code

       5-Year PHA Plan for Fiscal Years 20       - 20      

  X   Annual PHA Plan for Fiscal Years 20  12   - 20  13  

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

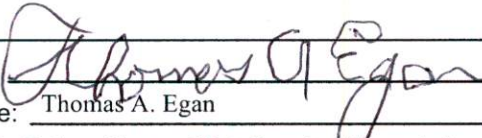
<u>Thomas A. Egan</u> Name of Authorized Official	 Title
<u>Thomas A. Egan</u> Signature	<u>Chair, Dakota County CDA Board of Commissioners</u> Date <u>3/20/12</u>

## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 2,4	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> US Department of Housing and Urban Development	<b>7. Federal Program Name/Description:</b> Public Housing Capital Fund CFDA Number, if applicable: 14.872	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): Faegre, Baker, Daniels LLP 2200 Wells Fargo Center 90 7th St South Minneapolis MN 55402	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): Hahne, Kathy	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Thomas A. Egan Title: Chair, Dakota County CDA Board of Commissioners Telephone No.: 651-675-4400      Date: 3/20/12	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

#### 2012 PHA Plan Comment Responses:

Jennifer Keogh, Director of Housing Assistance, handled comments on behalf of the Housing Choice Voucher Program. The CDA received one comment from a Housing Choice Voucher recipient requesting the CDA to alter its policy on providing assistance to individuals that are not citizens of the United States. The commenter did not identify themselves to allow the CDA to provide a written response. This request is not within the parameters of the program as HUD requires that the CDA provide assistance to an individual that has eligible immigration status within the United States.

Vince Markell, Contract Manager, handled comments on behalf of the Public Housing program. Comments received in regard to this program were from Public Housing residents. Vince's notes and responses are listed in the documentation for 2012 PHA Plan Resident Comments. The comments pertained to maintenance concerns or desires, particularly among residents at Colleen Loney Manor. Some items noted have already been addressed and those items that are feasible will be addressed in the future. Some items, such as the desire for covered garages at Colleen Loney Manor, may not be feasible due to cost constraints.

Here's My Comment!

When you give Vouchers to someone you give people that have lived in it, all their lives can't get on with it but that is a sure injustice, we should have more rights than all the Somalian Mohameds etc - g.m

Karly Schoeman

comment through February 27, 2012.

The plan outlines the CDA's goals, objectives and administrative policy for the Housing Choice Voucher and Public Housing programs. The purpose of the public comment period is to receive comments from and pass information to the general public concerning the Section 8 and Public Housing Programs administered by the Dakota County CDA.

A draft of the 2012 PHA Plan is available for review on the Dakota County CDA's website at [www.dakotacda.org](http://www.dakotacda.org) and at the Dakota County CDA's office located at 1228 Town Centre Drive, Eagan, MN 55123.

Written and/or oral comments may be submitted to the CDA to the attention of Karly Schoeman, Dakota County CDA, 1228 Town Centre Drive, Eagan, MN 55123. Telephone: 651-675-4400, Fax: 651-675-4444, MN Relay Service: 1-800-627-3529.

Upon request, the Agency Plan can be made available in an alternative format by contacting the CDA.

POSTAGE WILL BE PAID BY ADDRESSEE

27 FEB 2012 PM 4:1

CD1

FEB 7 8 2012

Received

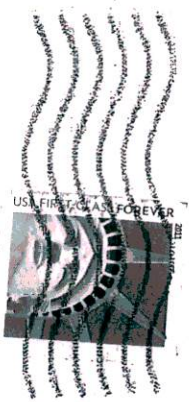
CDA

1228 Town Centre Dr

Eagan, MN 55123

55123106628

USA FIRST CLASS FOREVER



# COLLEEN LONEY MANOR

## TENANT INPUT MEETING FOR CAPITAL FUND PLANS

February 7, 2012-1:30PM

Name	Apartment #	Phone #
1 Donna Beleh	107	
2 Sandy Johnson	103	
3 Debbie Case	207	
4 Tame and Lorna nichols	312	
5 Steve Burney	113	
6 Denny Smuby	204	
7 Charles Lovell		
8		
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2/7/2012 CLM:

12

1. SECURITY CAMERAS @ EXH DOORS.
2. TV SECURITY, (FROM MAIN ENTRY TO UNIT'S TV)
3. GEESE CONTROL
4. SMOKING @ FRONT DOOR.
5. COVERED FRONT ENTRY, - ROOF OR CANOPY.
- ~~6. HIVE @ REAR DECK, REMOVED 1D/2011~~
7. REAR DECK SCREENS
8. SIGNAGE - DON'T PROP DOORS OPEN, ?
- ~~9. BACK DOOR LATCH~~
10. SHOWER - WARM NOT HOT,
11. GARAGES - COVERED
12. MAIL BOXES (LARGE BOXES) OR STORAGE UNDER BOXES.
13. RACK MOUNT, @ ENTRY.
- ~~14. LAWN FURNITURE - MOST OFFENSE.~~
15. CANN FURNITURE W/ UMBRELLAS.
16. CHANGE MACHINE,
- ~~17. EMERGENCY LIGHTING - REPAIRED~~
- (18.) POLE LIGHTING -- PHOTO CELL OR PIR? ?  
REPAIRS NEEDED

**To: Public Housing Residents**  
**From: Vince Markell, Dakota County Facilities Contract Manager**  
**Date: January 23, 2012**  
**Re: Invitation to the Annual Public Housing Meeting**  
(note- attendance is not required)

You are invited to attend the Dakota County CDA's Annual Public Housing Meeting to discuss possible improvements to your housing. The meeting will be held:

**Thursday February 9, 2012 at 2:00 PM** — NO ATTENDEES, VM,  
**Dakota County CDA - Boardroom**  
**1228 Town Centre Drive**  
**Eagan, MN 55123**

The funding for public housing improvements is largely made possible by the Department of Housing and Urban Development (HUD) through a program called the Capital Fund Program. The goal of this outreach meeting is to take suggestions for planning projects that would improve the physical condition, or aid in the operation of public housing.

Your suggestions and comments do matter, and we encourage you to let us know how we can make your housing better. In the past, we have invited, received and planned projects based on your comments and from the comments of local government officials.

**If you are unable to attend the public meeting, you may submit your comments (via mail, e-mail, or phone) by Friday February 10, 2012 to:**

Vince Markell, Facilities Contract Manager  
Dakota County CDA  
1228 Town Centre Drive  
Eagan, MN 55123  
Phone: (651) 675-4507  
E-mail: [vmarkell@dakotacda.state.mn.us](mailto:vmarkell@dakotacda.state.mn.us)

**Vincent E. Markell**

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**From:** Vincent E. Markell  
**Sent:** Thursday, February 09, 2012 8:50 AM  
**To:** 'chelewilks@msn.com'  
**Subject:** RE: Improvements to my housing

Hi

Thanks. I'll print and save your request. I will review the info that we have on the residence. I will also speak with your property manager, Brooke Mooers.

Thanks!

Vince Markell  
Facilities Contract Manager



Dakota County  
Community Development  
Agency

**CDA**

1228 Town Centre Drive | Eagan, MN 55123  
P: 651-675-4507 | F: 651-287-8042  
www.dakotacda.org

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**From:** [chelewilks@msn.com](mailto:chelewilks@msn.com) [mailto:[chelewilks@msn.com](mailto:chelewilks@msn.com)]  
**Sent:** Thursday, February 09, 2012 8:48 AM  
**To:** Vincent E. Markell  
**Subject:** Re: Improvements to my housing

My address is 16884 Glencoe Ave. Lakeville, MN 55044. Thank you for getting back to me.

Sent from my HTC on the Now Network from Sprint!

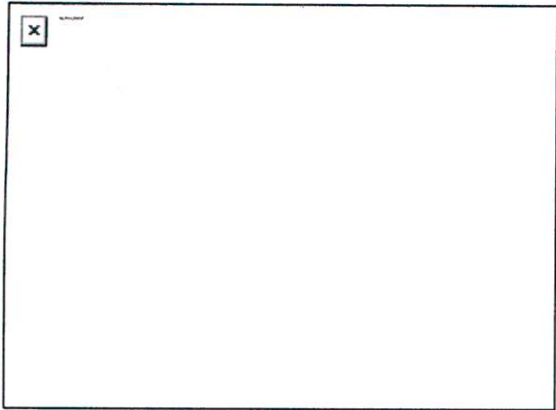
----- Reply message -----

From: "Vincent E. Markell" <[Vmarkell@dakotacda.state.mn.us](mailto:Vmarkell@dakotacda.state.mn.us)>  
Date: Thu, Feb 9, 2012 8:35 am  
Subject: Improvements to my housing  
To: "[chelewilks@msn.com](mailto:chelewilks@msn.com)" <[chelewilks@msn.com](mailto:chelewilks@msn.com)>

Hi Darchele-

Can you give me your address? I will need to check to see the age of the windows, check the size of the windows, and check other details.

Thanks!



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**From:** [chelewilks@msn.com](mailto:chelewilks@msn.com) [mailto:chelewilks@msn.com]

**Sent:** Wednesday, February 08, 2012 8:38 PM

**To:** Vincent E. Markell

**Subject:** Improvements to my housing

Hello Vincent, my name is Darchele Wilks and I've resided in a CDA public housing unit with my husband and 3 kids for 3 yrs this April. I have a issue with my Windows and how EXTREMELY hot it gets in the summer,w/o an air conditioner. Because my Windows go from side to side,instead of up and down,I can't put on in,and my family has to suffer and leave our home until the sun goes down. I have fans in every room of my home and it doesn't help. I'm asking for the sake of my family,could we please get new windows. I would really appreciate if this matter was taken serious and someone gets back to me. Thank You.

Sent from my HTC on the Now Network from Sprint!

**Vincent E. Markell**

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**From:** Vincent E. Markell  
**Sent:** Thursday, March 01, 2012 2:55 PM  
**To:** 'chelewilks@msn.com'  
**Cc:** Brooke Mooers  
**Subject:** RE: Improvements to my housing--16884 Glencoe (LV)

Hi Darchele-

The windows are scheduled to be replaced this year at your residence.

The windows are scheduled to match your neighbor's unit at 16870 Glencoe—which is to say that most of the windows are slider type (which open side-to-side).

An air conditioning unit can still be used in these units, but the area above the air conditioning unit will need to be blocked in.

We'll need to talk about this (you and I) when the project gets closer. There are building code restrictions for blocking up windows—since this is a needed secondary exit in the case of fire.

Feel free to call me with questions—651-675-4507.

Thanks!

Vince Markell  
Facilities Contract Manager



Dakota County  
Community Development  
Agency

**CDA**

1228 Town Centre Drive | Eagan, MN 55123  
P: 651-675-4507 | F: 651-287-8042  
www.dakotacda.org

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**From:** [chelewilks@msn.com](mailto:chelewilks@msn.com) [mailto:chelewilks@msn.com]  
**Sent:** Wednesday, February 08, 2012 8:38 PM  
**To:** Vincent E. Markell  
**Subject:** Improvements to my housing

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Sent from my HTC on the Now Network from Sprint!

**Vincent E. Markell**

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**From:** Anita N Johnson [johnson\_mocha@yahoo.com]  
**Sent:** Tuesday, January 31, 2012 2:15 PM  
**To:** Vincent E. Markell  
**Subject:** re: invitation public mtg

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hello! Mr Vince

Per the letter I receive on the Public Housing Residents Invitation-Portland Complex-Burnsville:

Could you review my request not sure if my suggestion will matter I am hoping it could make things for the better'

**Security Systems Access on complex:**

Either High Beam Lighting Fixtures in Parking Area- I can't recall the actual name usually high lights on a timer I understand due to budget no security cameras. ① EXT. LIGHTING

More Resident Parking-get rid some of spacing from the forest preserve near the highway the trees in our area so it can feel a bit secure instead of individuals lurking or maybe hidden in the trees the parking space is so limited like 1 car per guest and NO ONE EVER used the picnic area spacing other than Unwanted individuals that doesn't live in the complex from across the street (Timberland Townhomes) this usually occur doing the warmer climates. ② TREES/SECURITY.

Clean out the lighting fixtures by the garages that holds insects and bugs inside of them. ③ LIGHT MAINTENANCE.

Thank you for reviewing my opinion I hope changes can be made..

Also I am so glad you sent (NOTE ATTENDANCE IS NOT REQUIRED) that was a thoughtful FYI...

Ms Anita N Johnson

*"Be kinder than necessary, for everyone you meet is fighting some kind of battle"*

## Vincent E. Markell

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**From:** Vincent E. Markell  
**Sent:** Friday, February 10, 2012 3:41 PM  
**To:** Vincent E. Markell  
**Subject:** 1201 Charlton (WSP)

2/10/2012  
Phone call

1201 Charlton Ave  
W. St. Paul, MN  
**612-990-9900**

Water intrusion into lower level walk out (street side).

Will do site review on 2/24/2012-2PM

Phone call taken by: Vince Markell