



## DAKOTA COUNTY COMMUNITY SERVICES SOCIAL SERVICES

**POLICY # 3021**

**SECTION:** Adult Services

**TITLE:** Set-Aside and Direct Access Units

**PURPOSE**

To provide a procedure for filling rental units set aside for Dakota County Housing Section.

**DEFINITIONS**

See Policy 3016 for definitions

**Set-Aside Unit Partnerships**

Dakota County Housing Section has formal written agreements acknowledged by both parties to fill units with the following agencies.

Partner Agency	Notification Preference	Number of Units	Guiding Documents
<b>Dakota County Community Development Agency (CDA) Workforce Housing</b>	Tier 1 Must have a voucher/subsidy	One unit at each property owned by CDA LLC (10 units) <ul style="list-style-type: none"> <li>• Parkside (122<sup>nd</sup> Street, Burnsville)</li> <li>• Glenbrook (Glenbrook Way, Apple Valley)</li> <li>• Chasewood (155th Street, Apple Valley)</li> <li>• Spruce Pointe (Chandler Lane, Inver Grove Heights)</li> <li>• Oak Ridge (Oak Ridge Circle, Eagan)</li> <li>• Pleasant Ridge (N. Frontage Road, Hastings)</li> <li>• Marketplace (S. Frontage Road, Hastings)</li> <li>• Cedar Valley (Glacier Way, Lakeville)</li> <li>• Country Lane (210<sup>th</sup> Street, Lakeville)</li> <li>• Hillside Gables (Lexington Ave, Mendota Heights)</li> </ul>	
<b>Steven Scott Management Lakeville Pointe</b>	Tier 1 CE Issued Resource	2 Units <ul style="list-style-type: none"> <li>• One 1br</li> <li>• One 2br</li> </ul>	Memorandum of Understanding (MOU) between Lakeville Pointe Limited Partnership, Steven Scott Management and DCSS December 2016
<b>Steven Scott Management Wexford Place</b>	Tier 1 CE Issued Resource	2 Units <ul style="list-style-type: none"> <li>• One 1br</li> <li>• One 2br</li> </ul>	Memorandum of Understanding (MOU) between Wexford Place, Steven Scott Management and DCSS August 2020

<b>Velair Management Lexington Flats</b>	Tier 1 CE Issued Resource	3 Units • Three 1brs	Memorandum of Understanding (MOU) between Lexington Flats, Limited Partnership, Velair Property Management LLC, and DCSS August 2020
<b>Community Action Partnership (CAP) Permanent Supportive Housing (PSH) units</b>	Tier 1 Must have a voucher/subsidy	All PSH units at the following addresses: • 215 South St., South St. Paul • 541 12 <sup>th</sup> Ave. N., South St. Paul • 1011 Bryant Ave., South St. Paul • 13404 Aldrich Ave., Burnsville	Memorandum of Understanding (MOU) between CAP and DCSS June 2020
<b>Community Action Partnership (CAP) Transitional Housing (TH) units</b>	Tier 1 Must have a voucher/subsidy	All TH units at the following addresses: • 20345 Iberia Ave., Lakeville • 7802 Glenda Court, Apple Valley • 4710 Granada Point, Eagan • 13406 Aldrich Ave., Burnsville	Memorandum of Understanding (MOU) between CAP and DCSS June 2020
<b>Center City Housing Corp (CCHC) &amp; Dakota County Community Development Agency (CDA) Cahill Place Apartments</b>	Tier 1 Tier 2 DCSS and contracted	20 Units • Eight (8) 2br Units • Twelve (12) 3br Units	Cahill MHFA Resident Selection Plan May 2020 MHFA Special Needs Housing Referral Agency April 2020

**Eligibility**

- Community Action Partnership of Scott, Carver and Dakota Counties (CAP)
  - All candidates for CAP units must be income eligible based on program requirements and a recipient of either a FUP voucher or Coordinated Entry referred resource or a CDA housing resource. Additional eligibility varies *by unit*. (refer to MOU)
  - Tenants in, HUD-funded units tenants cannot pay more than 30% of their income toward rent. For tenants residing in Home-funded units there is no limit to a percentage of a household's income. Housing provider has the option of returning to Tier 1 and Tier 2 process if no eligible candidates are located for unit.
- Dakota County Community Development Agency (CDA) Town Home program
  - All candidates for CDA units must be families with minor children, income eligible and a recipient of either a FUP voucher or Coordinated Entry referred resource or a CDA housing resource (self-pay households are ineligible)
- Steven Scott Management
  - At the time of application, candidates (singles or families) must meet the following criteria to be eligible for a unit:
    - Have a Coordinated Entry referred resource
    - LTH, HUD homeless, High Priority Homeless (HPH)
    - At 30% median income

**Direct Access Units Partnerships**

The Dakota County Supportive Housing Unit (SHU) has agreements acknowledged by both parties to fill project-based units or provide referrals for voucher programs upon request. Partners may identify which tier to notify (MARIF, MHR Bridges, CDA Bridges, CDA Mainstream, Haralson Apartments).

**Eligibility**

- Candidates must be income eligible based on program requirements
- Additional eligibility varies and is established by unit or program
- Preference given to households with barriers that meet rental or program criteria

**Process for Filling Units**

1. A representative from each partner agency contacts the Dakota County Housing Program Coordinator assigned to filling set-aside units to notify the county of an available unit.
2. Housing Program Coordinator sends notice to the following teams, in the following order (depending on unit requirements), with unit availability, eligibility for each unit, and deadline for submissions. This process may repeat until filled.
  - Tier 1: Dakota County Supportive Housing Unit (SHU), Children and Family Services FUP, and Hearth Connection RRH sub-contractor
  - Tier 2: Dakota County Adult Services & AMH, Re-entry Assistance Program, Dakota County contracted housing providers (shelters, street outreach, and youth drop-in)
  - Tier 3: CAP/CDA/Steven Scott/Velair fills unit after two weeks of unit not being filled by Tier 1 and 2 process above. Refer to Coordinated Entry.
3. The referral process is in real-time and the county does not maintain a waitlist for set-aside units. Referrals must be completed and submitted by the referring Case Manager. The referral form is available via housing portal: <https://services.co.dakota.mn.us>
4. The Housing Portal will calculate a vulnerability score based on established priorities for each participant/household. The eligible participant/household with the highest vulnerability score will be identified as the referral.
5. There is a Set-Aside Unit Committee made up of three Program Coordinators, Supportive Housing Unit Supervisor, Landlord Engagement Coordinator, and two Children and Family Supervisors for additional review should there be several candidates with the same vulnerability score. The vulnerability score is determined according to established priorities (see below).
6. All referring Case Managers will receive an email notification regarding the outcome of their referral. If the participant/household has been identified as the referral, the Case Manager will receive notification that the participant was selected
7. Housing Program Coordinator sends referral (including participant/household initials, household composition, type of subsidy if applicable, Case Manager contact) to the requesting agency
8. Assigned case manager coordinates with partner agency to assist the participant/household with completion of the application process
9. Each agency has the final decision-making authority about who is accepted into the unit and is responsible for collecting eligibility documentation
10. If approved and participant/household moves into a set-aside unit, Service Provider will ensure that each referred tenant has a case manager for a minimum of one year. At one year, the service provider and the property manager will review the case to determine if continued case management is needed, per the requirements of a rental voucher or at the request of any of the interested parties (service provider, property manager or tenant). Case management exception for Section-8 based housing that provides on-site services.
11. If approved and participant/household moves into a direct access unit, each referred tenant will be offered case management services for up to one year. Case management is voluntary and not a requirement of the Service Provider.

**Priority**

Priority factors are reviewed for all candidates for a unit.

Priority Factors (in no particular order)	Programs
County Resources (hotel placement, shelter placement, out of home placement)	ALL
Reunification is dependent on housing	ALL
Unsuccessful in other housing: timing out of other supportive housing programs, returns to homelessness, denial from housing programs, mutual lease term due to behavior, termination of voucher	ALL

Adult Vulnerability: disability (mental, intellectual functioning, substance), need for accessible housing	ALL
Underserved Populations: BIPOC, LGBTQ, youth 24 yrs and under, seniors 62+	ALL
Safety concerns: Need for controlled front desk/on-site services, fleeing DV/SA, sexual exploitation and trafficking, vulnerability of children	ALL
Rental hx barriers: eviction(s) from past seven years and/or rental arrears in the last seven years	ALL
Criminal hx barriers: legal barriers excluding petty misds and traffic violations	ALL
Need of Family Support Services: Pattern of higher risk involuntary housing and/or social services involvement. Five or more closed or open DCSS workgroups in SSIS including; on-going involuntary, family assessment, investigation, pre-petition, SHU, and adult protection	ALL
Circumstance: current living situation (literal homelessness, shelter, doubled-up, at-risk)	ALL
Length of time homeless	ALL
Expiration of voucher	ALL
Exiting a congregate setting into homelessness	Bridges/Main
Duration of case management	Bridges/Main

**AUTHORITY/REFERENCE**

**APPROVAL**

As approved by:

Evan Henspeter, Director  
 Dakota County Social Services

**REVISED** (9/2018), (11/2019), (6/2022)