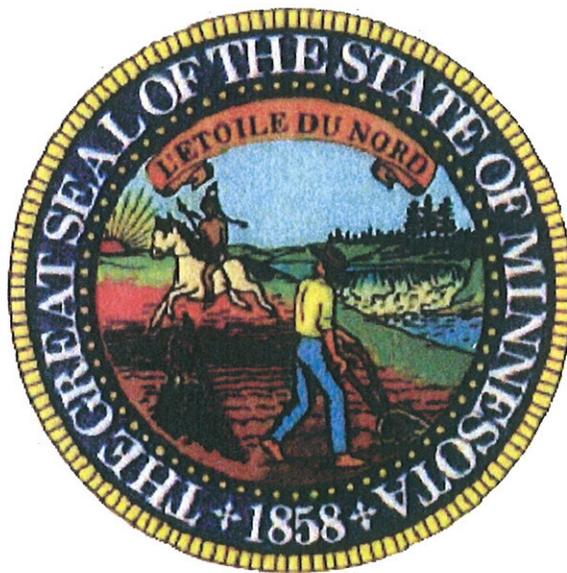


FINAL

The State of Minnesota Action Plan for Housing  
and Community Development FY2010



## 91.320 Action Plan

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Appendix A: Certifications

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## **§91.320 Action Plan**

This section is written pursuant to the requirements of Section 91.320 of the Consolidated Plan regulations and is organized by paragraph citation.

### **§91.320(b) Executive Summary**

Throughout the Consolidated Plan process, the state was mindful of its housing and community development challenges that were identified in public comment and regional public forums and through secondary statistical research. Despite widespread distribution of invitations to comment on housing and community needs, there were no attendees at the public meetings. The state believes that the housing and community needs are the same as when the 2007-2011 Consolidated Plan was developed; consequently, federal resources will be used to address public facilities projects, commercial rehabilitation, emergency shelters, homeless prevention, affordable housing development, homeownership, and residential rehabilitation in 2010.

#### Evaluation of Past Performance

##### Homebuyer Downpayment and Closing Cost Assistance (HOME HELP)

For 2009, Minnesota Housing allocated \$3,500,000 of HOME funds for a downpayment assistance program called HOME Help, or the HOME Homeowner Entry Loan Program. This was subsequently reduced to \$3,392,000 due to funding at slightly lower levels than expected. 399 households were served in 2009 compared to the goal of 543. The number of assisted households is fewer than the goal due to the collapse of the real estate and mortgage markets for most of 2009.

##### HOME Rental Rehabilitation

For 2009, Minnesota Housing allocated \$5.34 million to the HOME Rental Rehabilitation program. That allocation was reduced to \$5,175,000 due to funding at slightly lower levels than expected. Minnesota Housing estimated it would provide rehabilitation assistance to 360 low-income rental units, and committed funds to 364 units. But 650 such units were completed due to projects being completed with funds from prior years' allocations.

##### HOPWA

Having served 167 households in 2009, Minnesota Housing exceeded its projection of serving 110. A comparison of the 2008 and 2009 Annual Performance Reports show that the per-unit assistance for short-term rent and/or utility assistance decreased by over \$127.00 allowing more households to be served.

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

The following needs identified Housing and Community Development within the State of MN Consolidated Plan 2007-2011 continue to be a priority for funding from CDBG with some minor revisions.

The majority of CDBG funds will continue to focus attention on housing rehabilitation and preservation, economic needs of communities and public infrastructure needs. Due to the current downturn of new construction needs, there does not appear to be as much of a demand for the creation of new, affordable housing, but that trend can change quickly, so we will continue to keep a watchful eye on the need for new affordable housing.

##### ***Summary of Planned Actions***

Based on the information received and the needs documented, the state will focus their attention on the continued needs of communities statewide by:

- Focusing on the findings from the citizen participation efforts (public forums, regional housing advisory committees and continuum of care meetings, and public comments).
- Allocating program dollars to their best use, with the recognition that nonprofits and communities vary in their capacities and that some organizations will require more assistance and resources.
- Recognizing that the private market is a viable resource to assist the state in achieving its housing and community development goals.
- Emphasizing flexibility in funding allocations.
- Maintaining local decision-making and allowing communities to tailor SCDP programs to best fit their needs.
- Leveraging and recycling resources, wherever possible.
- Understanding the broader context within which housing and community development actions are taken, particularly in deciding where to make housing and community development investments.

The above summary is based on the fact that the state continues to have an unmet demand for safe and decent affordable housing units to serve extremely low and very low income households.

That the top regional needs identified in the public forums continue to included affordable housing, housing rehabilitation and preservation, and public infrastructure improvements.

That the housing and service needs of special populations are significant, and resources to address these needs are lacking.

### *Summary of Objectives and Outcomes*

SCDP Activities	Objective	Outcome	
Owner Occupied Rehab	2	1	
Rental Rehabilitation	2	1	
Commercial Rehabilitation	3	3	<b>Objective</b>
Public Facilities Projects	1	3	1 Create suitable living environments
New Construction	2	2	2 Provide decent affordable housing
Homeownership Assistance	2	2	3 Create economic opportunities
Relocation	2	1	
Acquisition	1	1	<b>Outcome</b>
Clearance	1	1	1 Availability/accessibility

HOME Activities			2 Affordability 3 Sustainability
Rental Rehabilitation	2	2	
Downpayment Assistance (ADDI)	2	2	
HOPWA Activities			
Emergency rent, mortgage, utility assistance	2	2	
ESG Activities			
Emergency Shelters	1	1	
Homeless Prevention	2	2	

### Evaluation of Past Performance

American Dream Downpayment Initiative (ADDI)/HOME Help		
2007	56 HH(Households)	\$555,000
2008	54 HH	\$794,948
2009	339 HH	\$5,804,630
HOME Rental Rehabilitation		
2007	441 Units	\$5,970,087
2008	406 Units	\$5,684,000
2009	364 Units	\$6,969,805
Minnesota Urban and Rural Homestead Program(MURL)		
2007	6 Units	\$608,656
Small Cities Development Program		
2007		
Owner Occupied Rehabilitation	646 HH	\$8,825,472
Rental Rehabilitation	167 HH	\$892,547
Commercial	167 Units	\$2,865,137

New Housing	32 HH	\$900,000
Homeownership Assistance	17 HH	\$260,862
Relocation	7 HH	\$67,600
Acquisition	11 Units	\$1,494,162
Clearance	1 Unit	\$1,253
Economic Development	101 Jobs	\$1,228,589
2008		
Owner Occupied Rehabilitation	461 HH	\$ 10,096,408
Rental Rehabilitation	90 HH	\$ 1,785,980
Commercial Rehabilitation	100 Units	\$ 3,187,569
Public Facilities Projects	2,586 HH	\$ 3,455,811
New Housing	0 HH	\$ -
Homeownership Assistance	3 HH	\$ 26,117
Relocation	1 HH	\$ 150
Acquisition	5 Units	\$ 53,366
Clearance	42 Units	\$ 108,911
Economic Development	98 Jobs	\$ 1,434,011
2009		
Owner Occupied Rehabilitation	443 HH	6,547,357
Rental Rehabilitation	169 HH	972,820
Commercial Rehabilitation	127 Units	1,751,529
Public Facilities Projects	3,494 HH	2,642,220
New Housing	18 HH	449,970
Homeownership Assistance	2 HH	29,919
Relocation	0 HH	0.0
Acquisition	6 Units	249,297
Clearance	0 Units	0.0

Economic Development	306 Jobs	704,129
<b>Housing Opportunities for Persons with AIDS</b>		
2007	125 HH	\$111,255
2008	139 HH	\$110,033
2009	167 HH	\$122,853
<b>Emergency Shelter Grants Program</b>		
2007	26,441 individuals	\$\$1,232,379
2008	30,386 individuals	\$1,237,138
2009	In progress	

**The Citizen Participation and Consultation Process.** The state reached out to citizens, advocacy organizations, nonprofits, local governments, business, and the affordable housing industry in general through an official legal notice published in the statewide edition of the September 6, 2009, Minneapolis Star Tribune and the September 8, 2009, State Register, soliciting their participation in public hearings and written comments.

On October 22, 2009, Minnesota Housing emailed a notice of availability of the 2010 draft Action Plan and public comment period and public hearing to over 1,800 organizations and individuals who had signed up for “E-NEWS Alert,” an email publication of items of interest to Minnesota Housing’s stakeholders.

The MN Department of Employment and Economic Development invited the public to attend one of eleven informational sessions provided throughout the state to educate the public about programs available and any modifications that were made. The public was encouraged to provide comment. Over 650 representatives from local governments, non-profits, businesses and state and local government participated. For a complete list of Citizen Participation see Appendix D. Input was also received in six addition workshops that were held in greater Minnesota by the Small Cities staff, two in April 2009, one in May 2009, and three in July 2009. A complete list can be found in Appendix D.

The consultation process involved the following types of organizations:

Source	Yes	No
Health Service agencies	<b>x</b>	
Social Service agencies including those focusing on services to children, elderly persons, persons with disabilities, person with HIV/AIDS and their families, homeless persons	<b>x</b>	
State/Local health and child welfare agencies (LBP)	<b>x</b>	
Health Department data on addresses of housing units in which children have been identified as lead poisoned examined	<b>x</b>	
Local governments in non-entitlement areas (CDBG)	<b>x</b>	
Other public or private agencies	<b>x</b>	

A public hearing was held on Monday, September 21, 2009 and a second public hearing was held on Monday, November 16, 2009 at the MN Department of Employment and Economic Development Office, 332 Minnesota St. Suite E200, St. Paul MN 55101, Capital Room.

*Summary of Public Notices see Appendix C.*

*Summary of Comments or Views see Appendix F, Responses see Appendix G.*

## §91.320(c)(1) Federal Resources

Table 34

<b>2010 Consolidated Plan Funding, by Program and State Agency</b>	
<b>Agency</b>	<b>Allocation</b>
DEED	\$23,000,000 (est.)
DEED Program Income/Reverted	\$ 7,700,000
MHFA (HOME)	\$ 11,000,000 (est.)
MHFA (HOME) Program income	\$ 200,000
MHFA (Neighborhood Initiative Grant)	\$ 198,000
MHFA (HOPWA)	\$ 125,000
DHS (ESGP)	\$ 1,240,291
DHS (Homelessness Prevention and Rapid Rehousing Program )	\$10,865,236
<b>Total</b>	53,828,527

Source: State of Minnesota and HUD, 2009

## §91.320(c)(2) Other Resources

The state provides substantial appropriations for affordable housing. Table 35 below identifies the state appropriations for the 2009-2010 biennium.

Table 35

<b>State Appropriations for Housing Programs, FY2009-2010 State Biennium</b>	
<b>Programs</b>	<b>Appropriations</b>
Economic Development and Housing Challenge Program	\$14,786,000
Housing Trust Fund	\$21,110,000
Bridges	\$ 5,276,000
Family Homeless Prevention	\$ 14,930,000
Affordable Rental Investment Fund	\$20,492,000
Rehabilitation Loans	\$ 8,574,000
Homeownership Education, Counseling, and Training	\$ 1,730,000
Capacity Building Grants	\$ 500,000
Homeownership Assistance Fund	\$ 1,720,000
Tribal Indian Housing	\$ 3,077,000
Preservation Affordable Rental Investment Fund	\$17,642,000
High-Risk Adult Demonstration Project	\$ 500,000
Publicly Owned Housing Program	\$ 2,000,000
Urban Indian Housing	\$ 374,000
Emergency Services Program	\$ 687,400
Transitional Housing	\$ 5,867,450
Runaway and Homeless Youth Act(RHYA)	\$ 218,000

Source: Minnesota Housing Finance Agency and Department of Human Services

Minnesota Housing develops a two-year “Affordable Housing Plan” that describes all its resources for the period and how they are allocated among the agency’s activities. Resources include not only state and federal appropriations, but also low-income housing tax credits, tax-exempt and taxable bond proceeds, and agency-internally generated resources. For the two-year period from October 1, 2009 to September 30, 2011 Minnesota Housing has identified and allocated \$1.4 billion of new resources to address the affordable housing needs identified in this plan.

## ***HOME Funds***

*Home Leveraging Funds.* The HOME Rental Rehabilitation program requires owners of the rental units who are borrowing less than \$100,000 to provide at least 25 percent of the HOME-eligible costs. No 2010 funds are allocated to this program, though the program will continue to fund and complete projects receiving earlier years' allocations. HOME downpayment assistance provides up to \$10,000 of downpayment assistance that permits the homebuyer to obtain a mortgage for the balance of the purchase price. Asset Management program will leverage other resources of the development, including project reserves, but the amount of non-HOME funds will be determined for each project based on the project's financial needs and capacity.

*HOME Match Funds.* Minnesota Housing matches HOME dollars with state-funded tenant-based rental assistance through its Housing Trust Fund and Bridges programs.

## ***Local Resources***

In addition to the federal housing resources covered by this Consolidated Plan (i.e., CDBG, HOME, ESGP, and HOPWA), Minnesota benefits from a wide variety of state, local, private, and non-profit resources.

The CDBG Program leverages the following types of resources: Minnesota Housing, Bank Loans, Federal Home Loans, Rural Development, PFA, private funds, etc.

The state does not have any plans for developing institutional structures, but rather continue to participate in the various structures currently in place, supporting NAHRO's conferences and the Working Together conference. Minnesota Housing coordinates its RFP selections with other funding partners, including DEED. DEED's CDBG grantees coordinate CDBG funding with Minnesota Housing, Greater Minnesota Housing Fund, Department of Human Services, Rural Development, and Weatherization funding. DHS will continue to participate in the various structures currently in place. The State hosts the Minnesota Interagency Council on Homelessness through which all state agencies involved in the provision of services to homeless persons meets monthly. Members of the Interagency Council are assigned to all Continuum of Care committees and Family Homeless Prevention and Assistance Program advisory committees to provide technical assistance and attend meetings of these groups. The State also hosts the Interagency Stabilization Group as well as the Greater Minnesota and Metro area Stewardship Councils to ensure coordination of funding resources.

The State participates in a number standing meetings with representatives from local government, non-profit and private providers of housing and homelessness services too numerous to list. The State hosts the Minnesota Interagency Council on Homelessness through which all state agencies involved in the provision of services to homeless persons meets monthly. Members of the Interagency Council are assigned to all Continuum of Care committees and Family Homeless Prevention and Assistance Program advisory committees to provide technical assistance and attend meetings of these groups. The State also hosts the Interagency Stabilization Group as well as the Greater Minnesota and Metro area Stewardship Councils to ensure coordination of funding resources.

The State participates in a number standing meetings with representatives from local government, non-profit and private providers of housing and homelessness services too numerous to list.

Local governments can form housing and redevelopment authorities (HRAs), economic development authorities (EDAs), or engage in tax increment financing (TIF). The resources associated with each are detailed below.

**HRA.** In Minnesota, a city, county, or group of counties may establish an HRA. An HRA's primary area of operation is housing program development and administration. There are four basic areas in which HRAs are active: public housing, rental assistance, single and multifamily housing rehabilitation, and housing development. HRAs may levy a tax and exercise bonding authority to finance housing activities. An HRA may issue general obligation revenue bonds for qualified housing development projects and may pledge the general obligation of the general jurisdiction governmental unit as additional security for the bonds. The qualified housing development project must provide housing either for the elderly or for individuals or families with incomes not greater than 80 percent of the area median family income.

**EDA.** A city may establish an EDA to assist with and promote housing and economic development within its jurisdiction. An EDA may also act as the city's HRA. EDAs are authorized to levy a tax and issue bonds for housing and economic development.

**TIF.** A local jurisdiction may use revenue derived from a TIF housing district to finance the cost of housing projects intended for occupancy by persons or families of low- and moderate-income.

*Private resources.* Besides the number of for-profit developers involved in affordable housing—some of whom have participated in valuable partnerships with nonprofit developers—the primary resource invested by for-profit entities for new rental housing is investment in housing tax credit syndications. Many Minnesota corporations invest in the Local Initiatives Support Corporation's National Equity Fund. In addition, several Minnesota utility companies are investing in tax credit projects throughout the state.

*Nonprofit resources.* Foundation and private funding play a critical role in the provision of affordable housing in countless communities throughout the state. Although it would be impossible to identify all the different sources, the following are some of the major foundation or private efforts. This list does not include the many private nonprofit development organizations, churches and synagogues, and foundations that play a key role in providing affordable housing.

- **Habitat for Humanity (Habitat).** Relying on volunteer labor and donated materials, Habitat provides homeownership opportunities for very low-income families. Home-buying families participate in constructing their own homes as well as volunteer on someone else's. Habitat support is located in: Bemidji, Brainerd Lakes, Dakota County, Duluth, Fergus Falls, Freeborn/Mower, Lake Aggasiz, Minneapolis North, Minneapolis Southside, Northeast Suburban (Twin Cities), Rice County, Red Wing, Rochester Area, south central Minnesota (Mankato), St. Cloud Area, St. Paul, and Willmar.
- **Minnesota Housing Partnership (MHP).** As part of its Network Project, the MHP has created six regional networks outside the Twin Cities Metropolitan Area. The networks work to improve communication among housing developers, social service providers, local officials, and the public by acting as an information clearinghouse for their regions. They undertake public education activities and coordinate regional CoC planning efforts in the six regions of Greater Minnesota.
- **Family Housing Fund.** Funded originally by the McKnight Foundation, the Family Housing Fund provides financing for a variety of affordable housing projects and provides leadership on many affordable housing issues.

- **Greater Minnesota Housing Fund.** The McKnight and Blandin foundations provided \$25 million in 1996 to support the creation of affordable housing in economic growth centers outside of the seven-county Twin Cities area. This pool of financial resources has been used in several ways, including equity investment or subordinated debt in specific projects; loan guarantees or revolving loan funds for construction financing, site development, or acquisition of senior-occupied single-family homes and their subsequent sale to younger families; and guarantees or other incentives to create a down-payment assistance fund and owner-occupied housing rehabilitation..
- **Local Initiatives Support Corporation (LISC).** LISC is supported by corporate funding from its parent organization to provide equity funding for low-income housing tax credit projects, provide financing for a single family production program in St. Paul, and provide technical assistance and operating support to nonprofit housing developers in St. Paul, Duluth, and Minneapolis.
- **Minnesota Coalition for the Homeless.** The Coalition addresses a variety of homeless issues through a statewide coalition of government officials, service providers, and persons experiencing homelessness.
- **Neighborhood Housing Services (NHS).** NHS programs are located in Duluth, Minneapolis, and St. Paul. The Twin Cities NHS is the umbrella organization in the Minneapolis-St. Paul area. The NHS's are neighborhood lending organizations that are supported by donations from area businesses and other organizations, such as public education, school curriculum, and technical assistance.
- **Heading Home Minnesota (HHM)**  
HHM is a public-private partnership to end homelessness in Minnesota. The HHM Steering Committee includes leaders from the philanthropic, faith, business, and governmental communities who have come together out of their concern about the plight of homeless youth, adults, and families with children in the community. The HHM Executive Committee brings together the coordinators of all state, regional, and local plans to end homelessness in the state.

## §91.320(d) Activities

### *HOME Program Activities*

MHFA's HOME programs do not provide funds to local governments and nonprofits to carry out activities. Rather, the state's HOME programs provide funds directly to the recipient, with or without the assistance of contractors employed by the state to assist in delivering the program, as in the case of HOME Homeowner Entry Loan Program and the HOME Rehabilitation Loan programs.

If the HOME allocation is more or less than \$11,000,000 MHFA anticipates that it will either increase or decrease funding for programs proportionally; however, MHFA's Board is empowered to make allocations of funds. It is MHFA's Board that would reallocate HOME funds between programs described in the action plan; allocate additional funds that might become available either through a greater grant amount or the receipt of program income; or unallocate funds in response to a lesser-than-anticipated grant amount.

**Asset Management Program.** This program provides funds from several different sources. Minnesota Housing will allocate \$3,850,000 of HOME funds to the program in 2010.

Eligible properties are those with Minnesota Housing first mortgages. Properties are typically 25-30 years old with insufficient reserves to keep them in compliance with quality standards.

Properties are identified by Minnesota Housing's housing management staff and not through an open application process. Minnesota Housing staff work with owners to identify rehabilitation needs of the buildings and to identify other sources of funding available to the projects, including project reserves. All developments receiving asset management program funds are approved by the Minnesota Housing Finance Agency Board.

HOME funds will provide interest and non-interest bearing amortized and deferred loans. The type of loan and the loan amount will depend on the financial and physical condition of each property. Owners must agree to meet the HOME affordability standards for the required period and, if participating in the Section 8 project-based rent assistance program, agree to continue to accept Section 8 contract extensions for at least ten years after the scheduled expiration of the current contract.

**HOME Rental Rehabilitation Program.** The HOME Rental Rehabilitation Program will receive no new funds in 2010, but will continue to accept application until December 31, 2009 that will be funded with funds remaining from prior allocations. Housing estimates that 125 units will be rehabilitated under this program with approximately \$2,000,000 of HOME assistance.

Local governments and nonprofit organizations act as contractors to MHFA in marketing, administration, and processing of applications. MHFA provides assistance directly to property owners. Owners must meet all HOME and MHFA eligibility criteria, and the project must be financially feasible. Local administrators may employ MHFA-approved selection criteria; e.g., first-come-first-served, a priority for properties located in a specific area of the administrator's jurisdiction, etc.

**Rehabilitation Loan Program.** The Rehabilitation Loan Program will be provided approximately \$2.8 million for deferred repayment loans with zero percent interest for low-income homeowners to finance basic home improvements that directly affect the safety, habitability, energy efficiency or accessibility of their homes and to bring them into compliance with Minnesota Housing's rehabilitation standards. Eligible applicants must occupy the home as their principal residence for 15

years, or 10 years if it is a mobile home located in a mobile home park; have assets not in excess of \$25,000; and have a gross annual income of no greater than 30% of the 11-county metropolitan area median income, adjusted for family size, except that in no case may it exceed the HOME income limits. At successful completion of the loan requirements, their deferred loan is forgiven.

The minimum loan amount is \$1,000 and the maximum loan amount is \$24,999. However, up to \$10,000 of additional funds may be provided if necessary for required lead hazard reduction.

Eligible soft costs will be paid from HOME funds, but not included in the loan amount.

**HOME Downpayment Assistance.** Approximately \$2.8 million will be allocated to the HOME Homeowner entry loan program (HOME Help). HOME Help provides assistance for downpayment and closing costs, including eligible soft costs, to low-income first-time homebuyers. Assistance is in the form of a zero percent interest rate deferred loan. If the property is sold or ceases to be the principal residence of the homebuyer within five years, the full amount of the loan must be repaid. After the fifth year, 30% of the original loan amount remains owing and must be repaid when the property is sold or ceases to be the homebuyer's principal residence or the loan matures.

**Rationale for Allocations.** HOME downpayment assistance, and preservation of Section 8 developments benefits low- and extremely low-income renter households. The consolidated plan needs assessment demonstrates that those households are the most likely to be cost burdened, to be more severely cost-burdened, and to have other housing problems.

The need for homeowner rehabilitation is also demonstrated by the consolidated plan needs assessment, which indicates that 54% of low-income households are owners, 46% have housing problems, 44% are cost-burdened, and 18.5% are severely cost-burdened.

Therefore, MHFA will allocate the majority of its HOME funds to activities that provide affordable housing primarily to low- and extremely low-income renter households – either affordable rental housing, or affordable first-time homebuyer housing, and the balance to owner-occupied rehabilitation and agency administration.

**HOME Tenant-Based Rental Assistance (TBRA).** The Minnesota Housing Board may allocate program income or reallocate a portion of HOME funds from one or more activities for use in a TBRA program to address long-term homelessness in areas outside the Minneapolis/St. Paul metropolitan area. Local market conditions for use of TBRA would be such that there would not be a readily available supply of permanent supportive housing for homeless households and where Minnesota Housing is assured that assisted housing would become available to the household within the two-year span of the assistance.

Rent assistance would be made available through nonprofits or local governments that arrange for the availability of supportive services for the tenants. Portability of assistance would be limited to housing within the jurisdiction of the entity through which the rent assistance is provided.

The level of assistance Minnesota Housing would provide would be sufficient to move the homeless household into decent housing, but provide adequate incentives for the household to accept Section 8 rent assistance or public housing when it becomes available.

**HOME Disaster Response.** The Minnesota Housing Board may allocate program income or reallocate a portion of HOME funds from one or more activities for use in a disaster response. The type of response will be determined based on the needs in the disaster area and the other resources that may be available. All recipients of assistance and their housing will be HOME-eligible.

**HOPWA Program Activities.** HOPWA funds anticipated to be \$125,000 are allocated for use outside the EMSA. In consideration of the fact that almost all persons with HIV/AIDS in Greater Minnesota are housed, the state will fund activities to assist persons to stay in their housing. Those activities are emergency assistance with rent, mortgage, and utility payments. Priority for funding will be given to the Minnesota AIDS Project to continue existing programs.

**ESGP Activities.** ESGP funds will be used to fund the operating and service costs of shelters. Funding for the operating and service costs of shelters will benefit 9,743 individuals in 6,604 households. The projects do not anticipate receiving any program income during this period.

The target date for completion of these activities is June 30, 2010. Based on the information gathered during the public hearing process on the uses of ESGP funding for the upcoming year, the priority needs were determined to be homelessness prevention and emergency shelter. The only obstacle to addressing these needs adequately will be a shortfall in the funding necessary to address these needs.

**SCDP Activities.** The SCDP portion of CDBG funds are made available to the state for distribution to develop viable eligible communities by providing financial assistance to address the need for decent, safe, and affordable housing, and economic development and public facility needs; and provide a suitable living environment by expanding economic opportunities, principally benefiting low- to moderate-income households.

Eligible applicants are cities with a population under 50,000 and counties and townships with an unincorporated population of fewer than 200,000.

DEED anticipates the funding level for this program to be approximately \$23,000,000 annually. Funds are made available through a competitive selection process throughout the state.

**SCDP Disaster Response.** DEED may allocate program income and/or reverted dollars from previous or current CDBG awards for use in a federally and/or state declared disaster response. The type of response will be determined based on the needs in the disaster area and the other resources that may be available. All recipients of assistance will need to meet CDBG requirements.

**Lead Remediation.** In 2003, the MN Department of Employment and Economic Development (DEED) and Minnesota Department of Health (MDH) partnered to implement a Lead Hazard Control grant in the amount of \$2.43 million dollars and remediated lead in over 300 properties.

In 2007 Minnesota Department of Health (MDH) was awarded \$1.41 million in Lead Hazard Control Grant (LHCG) funds. This second round of funding will help remediate lead in 138 properties. As of June 2009, the LHCG grant in partnership with MN Department of Employment and Economic Development (DEED) has completed 38 properties. The Lead Hazard Control funds provided over \$184,000 in lead remediation along with Deed's Small Cities Development Program (SCDP) providing over \$176,000 in funds for lead remediation. This grant will end in September of 2010.

The purpose of the program is to identify and correct lead based paint hazards in pre-1978 homes occupied by low and moderate income families with children under six years of age and/or pregnant women. The primary responsibility for managing the grant program is with the Minnesota Department of Health (MDH) in partnership with the MN Department of Employment and Economic Development (DEED). Agencies administering Small Cities Development Program grants through DEED will be eligible for funding and will carry out the implementation and administration of the Lead Hazard Control Grant Program on the basis of executed grant agreements with MDH. In order for better coordination of state programs, DEED has adopted MDH's and Environmental Protection Agency's priority of addressing only those homes pre-1978 with children under six years of age and/or pregnant women.

## **Obstacles to Meeting Underserved Needs**

A major obstacle to meeting underserved needs is insufficient funding. The need continues to exceed available resources, especially resources that are the most useful for providing housing for extremely low-income families; i.e., funds that do not require debt service payments.

Increases in the cost of housing outpace income growth, making home ownership more difficult to attain. The virtual collapse of the mortgage market and the availability of private mortgage insurance has made mortgage financing difficult and costly to obtain.

Local market conditions have also affected values. Foreclosures have driven values down substantially in many neighborhoods, making some housing more affordable, but putting others at risk of foreclosure and abandonment, and reducing or eliminating equity against which a property owner could borrow to improve the property.

Cost burden continues to be a substantial obstacle in meeting the need for decent affordable rental housing. The prices for low-income housing tax credits has decreased substantially, requiring additional infusions of capital which, if not deferred loans, increases debt service and reduces affordability.

Federal Regulations such as Davis Bacon present higher costs to a project. This regulation has not been changed since inception. As a result, fewer rehabilitation of rental and commercial projects due to project dropouts creating an underserved need. Emphasis needs to be put on changing this legislation in order to reverse the down trend of participation due to higher costs associated with Davis Bacon requirements.

## **§91.320(e) Outcome Measures and 91.320(c)(3) Annual Objectives**

### **HOME and HOPWA**

The objective for all HOME and HOPWA activities is decent housing, and the outcome category is affordability. Affordability will be provided through affordable HOME financing for the rehabilitation and preservation of affordable rental units, affordable deferred-loan assistance, for downpayment assistance and rehabilitation of owner-occupied single family homes; and affordable emergency assistance from the HOPWA program to help low-income persons with HIV/AIDS remain in their housing.

- Asset Management, 150 units rehabilitated for low-income renters;
- Rental Rehabilitation: 125 units rehabilitated for low-income tenants;
- Owner Rehabilitation: 120 rehabilitated units of owner-occupied housing.
- HOME Downpayment Assistance: 280 households will receive downpayment assistance.
- HOPWA: 150 low-income households will receive emergency assistance to remain in their homes.

## ESGP

The objectives of the ESGP funding will be to create suitable living environments for the households that use the shelters receiving these funds. The outcome measures that will be used to determine success will be to create availability to shelter. The specific indicators that will be used to measure these outcomes will be the number of persons served in shelters receiving this funding.

## SCDP

The objective and expected outcomes for the **SCDP** program activities are as follows:

Activity	Objective	Outcome	Objective
Owner Occupied Rehab	2	1	<b>Objective</b> 1 Create suitable living environments 2 Provide decent affordable housing 3 create economic opportunities
Rental Rehab	2	1	
Commercial Rehab	3	3	
Public Facilities Projects	1	3	<b>Outcome</b> 1 Availability /accessibility 2 Affordability 3 Sustainability
New Construction	2	2	
Homeownership Assistance	2	2	
Relocation	2	1	
Acquisition	1	1	
Clearance	1	1	

Any new activities not currently being addressed will be reviewed for outcome measures at the time they are being addressed.

## §91.320(f) Geographic Distribution

**HOME** Asset Management, Rehabilitation Loan, and **HOME** Help funds are available for use throughout the State. This is a change in policy from previous years when the availability of Rental Rehabilitation funds were restricted to non-entitlement areas.

**HOME**-funded tenant-based rental assistance would be allocated for use in geographic areas not receiving **HOME** assistance directly from HUD. Local market conditions in these areas would be such that there are waiting lists for Housing Choice vouchers and public housing, but waiting lists remain open.

Any **HOME** disaster response that may be necessary will be limited to the area of the disaster.

HOPWA funds are allocated for use outside the EMSA because these are the only funds available in those areas specifically for persons with HIV/AIDS.

## ESGP

ESGP funds will be distributed throughout the state of Minnesota to programs providing shelter. The funds will be targeted to areas of the state according to need as measured by the incidence of poverty, housing burden (households paying more than 50 percent of income for housing), and public assistance caseloads. Funds will also be targeted to areas based on the ability of programs providing emergency shelter to demonstrate an ability to deliver appropriate services through the application process for these funds.

## SCDP

SCDP funds are allocated to cities with a population less than 50,000, and counties and townships with an unincorporated population of fewer than 200,000. The flexibility of this program ensures that eligible applicants are able to prioritize and address the needs of their communities.

### **§91.320(g) Affordable Housing Goals, 2010**

HOME Rental Rehabilitation:	125 units will be rehabilitated and occupied by low income households
HOME Asset Management:	150 units will be rehabilitated and occupied by low-income households
Rehabilitation Loan Program	120 single family owner-occupied houses will be rehabilitated for low-income households
HOME Downpayment Assistance:	280 low-income households will purchase affordable housing
HOME-TBRA (contingent goal):	20 homeless persons/households obtain affordable rental housing
HOPWA:	150 households will remain in their houses and avoid homelessness.
ESG:	9,743 individuals in 6,604 households.(These numbers are the correct projected numbers)
SCDP Rental Rehab:	80 households rehabilitated and maintain fair market rents
SCDP Owner Occupied Rehab:	375 low to moderate income families/units
SCDP Down payment assistance:	0 low to moderate income households
SCDP New Housing Rental:	100 low to moderate income units at fair market rents

## **§91.320(h) Homeless and Other Special Needs Activities**

### ***Addressing the Emergency Shelter and Transitional Housing Needs of Homeless Persons***

Funding will be provided from the state of Minnesota to address the shelter and transitional housing needs of homeless persons under the following programs:

*Emergency Services Program* – The 2009 Minnesota Legislature provided \$343,700 for SFY 2010 for the Emergency Services Program (ESP). ESP funds the operating and service costs of shelters for a variety of populations. It also funds some supportive services-only programs such as drop-in centers and voice mail.

*Transitional Housing Program* – The 2008 Minnesota Legislature provided \$2,933,725 for SFY 2010 for the Minnesota Transitional Housing Program. Program funding is provided to 65 transitional housing programs across the state, including programs that serve a variety of populations such as singles, families with children, youth, veterans, battered women, persons with mental illness issues, persons with chemical dependency issues, women escaping prostitution, and others. This funding is used to pay for the services and operating costs of transitional housing programs.

### ***Preventing Low-income Singles and Families from Becoming Homeless***

Minnesota operates the state-funded Family Homeless Prevention and Assistance Program (FHPAP) to assist those households at imminent risk for homelessness to maintain and retain their housing, and also to assist those households who are already homeless to obtain permanent housing. Currently, FHPAP funding is provided in 80 of Minnesota's 87 counties.

As described elsewhere in this plan, HOPWA prevents homelessness by providing emergency assistance for rent or mortgage payments and utility costs.

### ***Assisting Homeless Families to Obtain Permanent Housing***

The goal of the Minnesota Transitional Housing Program is to assist participants in obtaining and maintaining permanent housing. The FHPAP also assists homeless participants with the first month's rent and damage deposit to locate and stabilize in permanent housing. The Bridges program provides a rental subsidy for up to five years to persons with mental illness until they can obtain a permanent rental subsidy.

### ***Specific Action Steps to End Chronic Homelessness***

See Section 91.315 of the 2007-2011 Consolidated Plan for Minnesota's Business Plan to End Long-Term (and Chronic) Homelessness. For a complete description of specific steps the State will take to end long-term and chronic homelessness, see the "Business Plan for Ending Long-Term Homelessness" and "2007 Recalibration of the Business Plan for Ending Long-Term Homelessness in Minnesota," both of which may be found at the Minnesota Housing website [www.mnhousing.gov](http://www.mnhousing.gov) and clicking "Homelessness/Housing Assistance Emerging Markets Local Government" on the red navigation bar. As in past years, the State will emphasize the provision of permanent supportive housing that may be created through new construction or rehabilitation, including units for households experiencing long-term homelessness in mixed-income developments, providing rental assistance or subsidizing operating costs, and providing housing through the Group Residential Housing program. The State's goal for 2010 is to provide 800 additional housing opportunities, though this goal will likely be adjusted in light of the current economic circumstances.

## **SCDP Special Needs Activities**

SCDP funds may be used for affordable housing development that assists special needs populations. The SCDP is flexible and can assist special-needs populations in a variety of ways, including rehabilitation of homes, shelters, or community centers that serve these populations.

### **§91.320(i) Barriers to Affordable Housing**

As explained in Section 91.315(h), the state has acted to reduce the effects of its tax policies by reducing the tax rate on affordable rental units. Minnesota Housing will continue to give preference points in its RFPs to projects for which concessions are given by local government to enhance the affordability of the project.

The state will mitigate the effect of zoning, land use, and impact fee barriers by giving preference points in its selection process to LIHTC projects that rehabilitate existing housing, thereby avoiding these barriers; and to new construction projects that use existing sewer and water lines without substantial extensions.

Preference points are also awarded for LIHTC projects for which development-specific assessments or infrastructure costs are donated or waived or that have been approved for reduced setbacks, reduced parking requirements, decreased road widths, flexibility in site development standards and zoning code requirements, WAC/SAC reductions, and fast-track permitting and approvals.

The state has begun a process to determine how to eliminate or ameliorate the effects of the Jobs-Housing-Transportation (J-H-T) Mismatch described in 91.310(d), “Barriers to Affordable Housing.” Between spring 2005 and 2006, the state participated in the National Governors Association policy academy on housing and economic development to develop proposals for addressing the J-H-T mismatch. The participants included the Minnesota Housing commissioner, the assistant commissioner of DEED, the Metropolitan Council regional administrator, and a representative of local government and philanthropy. The participants recommended a competitive communities pilot program for linking working families to housing and transportation. Minnesota Housing will use the Economic Development and Housing Challenge Program to focus linking new housing investments to other quality of life outcomes related to the environment, energy, transportation, and education.

### **§91.320(j) Other Actions**

As discussed in the Strategic Plan, the primary obstacles to meeting underserved need are resources and a growing gap between housing costs and incomes. The state will continue to use its housing resources in ways that reduce the effect of the gap.

Virtually all the state’s housing programs foster and maintain affordable housing through either their development or rehabilitation. New developments are often funded in part with the low-income housing tax credit. Coordination of the credit with other funding resources achieves affordability for the lowest-income tenants possible.

As discussed in the Strategic Plan, the state not only evaluates and reduces lead-based paint hazards in its federally funded programs, Minnesota Housing evaluates and reduces lead hazards in state and agency-funded programs that have requirements to evaluate units for health and safety. Lead-hazard reduction is now a part of those programs.

The state is not a public housing agency, so it will not take actions to encourage public housing residents to become more involved in management.

## **Public Housing Authorities (reg. 91.315(c))**

Public Housing Needs. The legislature appropriated \$2 million of General Obligation bonds to preserve public housing owned and operated by PHAs with a standard rating or higher. Minnesota Housing will award the funds in early 2010.

Troubled Public Housing Agencies. As mentioned above, the financial assistance for PHAs that the legislature has made available is prohibited by statute from being provided to troubled PHAs. However, Minnesota Housing provides support for the Minnesota NAHRO conferences and the annual “Working Together Conference,” which provides training that is available to troubled PHAs and others.

## **§91.320(k)(1) CDBG Program Requirements**

The SCDP portion of CDBG funds are made available to the state for distribution to develop viable eligible communities by providing financial assistance to address the need for decent, safe, affordable housing, and economic development and public facility needs; and to provide a suitable living environment by expanding economic opportunities, principally benefiting low- to moderate-income households.

Eligible applicants are cities with a population under 50,000, and counties and townships with an unincorporated population of fewer than 200,000.

DEED anticipates the funding level for this program to be approximately \$23,000,000 annually. Funds are made available through a competitive selection process throughout the state.

Of the amount available for awards, DEED intends to provide SCDP funds in accordance to the following approximate allocations: thirty percent (30%) for Single Purpose Applications, fifty-five percent (55%) for Comprehensive Applications. (The remaining fifteen percent (15%) allocation is designated for DEED’s federal economic development set-aside). Allocation percentages may be modified by DEED if DEED determines that there is a shortage of fundable applications in any category.

### **Program (i.e. Generated) Income:**

Program Income is any income received by a grantee or a sub-recipient as a result of the activities supported by State of Minnesota Small Cities Development Program (SCDP) funds. Grantees or sub-recipients will follow the requirements set by DEED (SCDP) in addition to all HUD program income regulatory requirements. DEED requirements are described in the A-Z guide on the DEED website. HUD Requirements can be found at 570.489(e).

Program/Generated Income is defined as income generated by the SCDP-funded activities, which include, but is not limited to:

- loan repayments (with interest, if applicable),
- proceeds from the sale of property purchased with SCDP funds,
- interest earned on the Program/Generated Income itself, once back under the control of the Grantee.

## **Types of SCDP Application(s)**

**Single Purpose Application:** Aggregate funding amount cannot exceed \$600,000. (Two or more activities cannot exceed \$600,000 in total).

Defined as one or more activities designed to meet a specific housing, public facility, or economic community development need, within a defined geographical area.

**Comprehensive Application:** Aggregate funding amount cannot exceed \$1.4 million and each activity within the application is limited to a maximum amount of \$600,000.

Defined as a combination of at least two interrelated activities which are designed to address community development needs, which by their nature must be carried out in a coordinated manner and/or require a coordination of housing, public facilities, or community development/revitalization activities. It must be designed to benefit a defined geographical area.

## **SCDP Application Criteria**

The review process for the SCDP is designed to ensure that the limited amount of available funds is awarded to communities that:

- Meet a federal objective.
- Demonstrate a significant need for the proposed activity.
- Show a substantial impact to the community:
  - In regard to housing activities, each applicant must determine the approach best-suited to increase and/or stabilize the supply of safe, affordable housing to low-moderate-income (LMI) residents. Based on the prevalence of substandard housing conditions within a community, the applicant must determine whether a non-targeted or targeted approach best addresses the needs of the community. A non-targeted approach may be used to address the most severe needs on a scattered site basis. A targeted approach may be used if a neighborhood within a particular community suffers from severely deteriorated housing.
- Provide evidence that the proposed activities make cost-effective use of the grant funds provided. Financial costs/budgets must be provided for each proposed activity.
- Provide evidence of leveraging from non-DEED resources to make the project viable.
- Provide evidence of administrative capacity to complete the activity in a timely manner. The application must include information documenting an applicant's history in administering prior SCDP funds and/or other programs similar in nature, to determine whether the applicant has the ability to complete the proposed activity. Prior SCDP performance will be taken into consideration for future funding.
- Have completed the necessary due diligence indicating a strong degree of readiness for the activity proposed within the application.

Applicants should not apply for funding for those activities/projects that cannot be completed within the term of the funding agreement.

## **SCDP Scoring Criteria**

Up to 240 of the points will be awarded based on evaluation of the proposed project to serve low- and moderate-income persons in relationship to housing, alleviate slum and blight in commercial areas, and/or address public facility activities. The scoring is based on the need, impact, capacity, and cost effectiveness of the activities and state demographic points will be used for a tie-breaker.

Need/Impact/Capacity: Up to 180 points will be awarded based on evaluation of need, impact and capacity for the proposed project.

Need:

- number of low- and moderate-income persons in the program area.
- percentage of residents in the program area which are of low- or moderate-income.
- need for the proposed program as evidenced by at least two of the following: the need for improvements or additions to the housing stock serving low- and moderate-income persons,
- need for new or improved public facilities in the program area, or economic community development problems in the program area.

Impact:

Evaluation of the extent to which the proposed project will eliminate or reduce the need identified and to which the proposed program will improve the long-term physical or economic condition of the program area and its residents.

Capacity:

Points will be awarded based on the evaluation of administrative capacity to complete the activity in a timely manner. The application must include information documenting an applicant's history in administering prior SCDP funds and/or other programs similar in nature, to determine whether the applicant has the ability to complete the proposed activity. Prior SCDP performance will be taken into consideration for future funding. Organizational capacity plays a large role in the ranking of applications.

Cost-Effectiveness: Up to 30 points

Based on evaluation of the extent to which the proposed project will make cost-effective use of grant funds, including consideration with, and use of, funds from other public and private sources.

State Demographics: Up to 30 points

- the number of poverty-persons in the area under the applicant's jurisdiction.
- the percentage of persons residing in the area under the applicant's jurisdiction.
- the per capita assessed valuation of the area under the jurisdiction of the applicant, such that points are awarded in inverse relationship to the applicant's per capita assessed valuation.

Applicants will be notified in writing of the award decisions made within this competition. DEED will ensure that documentation and other information regarding each application submitted under this notice of funding availability is sufficient to indicate the basis upon which assistance was provided or denied.

## **SCDP Economic Development Loan Funds**

### **Method of Distribution**

Applications for economic development funding may be submitted and approved throughout the application year or until the funds reserved have been exhausted. Applications are accepted for projects that will be started in a reasonable period of time i.e. "shovel ready".

Economic Development Criteria: Criteria for the economic development portion of SCDP funds is structured to ensure funds are targeted to companies that:

- Provide jobs to the low and moderate income populace
- Stimulate private capital investment
- Generate an increase in local tax base
- Provide improved employment and economic opportunity for Minnesota citizens to create a reasonable standard of living
- Meet a financial need
- Satisfy general accepted standards for financial feasibility,
- If appropriate, reduce excessive infrastructure costs which are beyond the means of the community and the private participants
- Meet acceptable lending standards
- “Favor” communities that experience greater economic distress i.e. higher unemployment and/or lower income levels compared to State averages.

## **Economic Development Scoring**

Applications must attain at least 400 of the 600 available points for the project to be recommended for funding. Projects are evaluated based on an assessment of need, impact and the capacity of the applicant to complete the project in a timely manner. Points are broken down as follows:

Community Need –maximum of 190 points.

- Demographics. Up to 80 points may be awarded based on unemployment levels, percent of poverty persons and medium income compared to the State average.
- Economic Needs. Up to 110 points may be awarded based on economic vulnerability of the community, chronic unemployment, out-migration due to lack of jobs. Counted is the increase in the local property tax base and the degree economic diversification is improved.

Impact and Capacity-maximum of 210 points

- The number of jobs created, the ratio of grant funds to each full-time equivalent job, immediacy of impact and the level of commitment to train LMI persons.
- The applicant must demonstrate capacity to administer and monitor state and federal requirements.

Financial capacity-maximum of 200 points

- Up to 200 points may be awarded based on an evaluation of the effective use of CDBG funds to induce economic development. Projects must demonstrate that a gap exists and show a high level of private funds to economic development grant funds.

Note: Applications must score at least half of the points available in each of the two rating categories.

## **Disbursements**

At disbursement, invoices and construction costs are secured and compared to the application information for reasonableness. Loan documents and lien agreements plus other legal documents are reviewed for compliance with lending standards.

## **Annual reports**

Progress Reports are annualized to determine if adequate progress is being made. Particular attention is given to the number of jobs created, percentage of LMI persons hired and the level of compensation.

## **Final closeout**

On-site monitors visits to determine full compliance with state and federal requirements are undertaken. LMI job information forms are analyzed. A review of the applicants grant management file, the depth of loan management, copies of security filings and financial management of SCDP funds is completed.

## **Microenterprise Assistance-Economic Development Funds**

A portion of Minnesota's annual CDBG funds will be used to support the provision of technical assistance and financial support for owners of microenterprises and developers of microenterprises. Funds will be used in non-entitlement areas of the state, and provided to a local government on a competitive basis. A local government will contract with regional or multi-county organizations to provide assistance to owners of qualifying businesses.

**Application/Work Plan.** Each application for funds would contain a work plan that provides performance measures for assisting microenterprises. Businesses receiving assistance must be commercial enterprises that have five or fewer employees, one or more of whom owns the business.

**National Objective.** This assistance must support the achievement of a recognized national objective, particularly creation and retention of jobs for low and moderate income persons and assistance to LMI persons who are developing a microenterprise.

**Eligible Projects.** General classroom training and technical support, including training in marketing, accounting, business planning, financial analysis, and employment law and providing financial assistance to microenterprises.

**Grant Amount.** The maximum grant is \$100,000.

**Entitlement Areas.** If the service area of an assistance organization would include an entitlement area, the organization would be required to develop screening policies and documentation procedures to ensure that residents of non-entitlement areas are served.

**Service Providers.** Regional development corporations, Minnesota initiative foundations, SBDC's, and nonprofit business development organizations may be used as service providers through contract with the local government.

**Oversight.** DEED would continue to be the program manager and fiscal agent in distributing state funds and assuring program compliance. Funds must be used to achieve a recognized federal objective, esp. assistance to low and moderate income persons. Annual progress reports must be provided including information

regarding the number of persons and businesses served and the growth of microenterprises.

**Purpose.** Minnesota DEED would dedicate 3% of its annual CDBG funds for Microenterprise Assistance, as provided by Section 105 (a) (22). The funds would support the provision of technical assistance and financial support for owners of microenterprises and developers of microenterprises. This assistance must support the achievement of a recognized national objective, particularly creation and retention of jobs for low and moderate income persons and assistance to LMI persons who are developing a microenterprise.

**Structure.** Funds would be used in non-entitlement areas of the state of MN, and provided to a local government on a competitive basis. A local government would in turn contract with regional or multi-county organizations to provide assistance to owners of qualifying businesses. Each application for funds would contain a work plan that provides performance measures for assisting microenterprises. The maximum grant is \$100,000.

**Qualified Business.** Businesses must be commercial enterprises that have five or fewer employees, one or more of whom owns the business.

**Eligible Projects.** General classroom training and technical support, including training in marketing, accounting, business planning, financial analysis, employment law and providing financial assistance to microenterprises.

**Entitlement.** If the service area of an assistance organization would include an entitlement area, the organization would be required to develop screening policies and documentation procedures to ensure that residents of non-entitlement areas are served.

**Potential Partners.** Regional Development Corporations, Minnesota Initiative Foundations, SBDC's, and nonprofit business development organizations may be used as service providers through contract with the local government.

**Oversight.** DEED would continue to be the program manager and fiscal agent in distributing state funds and assuring program compliance. Funds must be used to achieve a recognized federal objective, esp. assistance to low and moderate income persons.

**Fund Status.** MN currently received approximately \$17 million in FY 2008. The state would dedicate 3% of its CDBG funds for microenterprise development, or \$500,000 annually.

## **§91.320(k)(2) HOME**

### ***(ii) Resale and Recapture of HOME Funds used for Homebuyers***

HOME downpayment assistance (HOME HELP) will enforce affordability restrictions by a zero percent interest rate deferred payment subordinate mortgage that requires repayment of some or all of the HOME assistance if the home is sold or ceases to be the borrower's principal residence during the term of the mortgage. The amount that is subject to recapture will be reduced from 100 percent to 30 percent of the original amount of assistance after the fifth anniversary of the loan.

The amount that is subject to recapture is limited to the amount of net proceeds available (sales price minus payment of superior claims against the property and closing costs). Net proceeds are first used to repay downpayment assistance before distributing the balance to the homeowner or other claimants.

**(iv) HOME HELP**

HOME HELP will be used to provide assistance for downpayments, closing costs, and eligible soft costs to first-time homebuyers receiving a Community Activity Set-Aside (CASA) Minnesota Housing mortgage. The program's goals are increasing homeownership among households of color and providing incentives to stabilize neighborhoods by providing assistance to households that purchase foreclosed properties or homes in foreclosure-impacted areas.

Rehabilitation costs are not an eligible expense for projects funded with HOME HELP.

To ensure the suitability of families to undertake and maintain homeownership, Minnesota Housing will mandate that, at minimum, buyers complete training in the "Home Stretch" curriculum or its equivalent. "Home Stretch" is the curriculum of the Home Ownership Center, a nonprofit organization dedicated to promoting sustainable home ownership for low- and moderate-income Minnesotans through the development and delivery of quality, standardized education, counseling, and related support services. The following organizations have homebuyer education requirements and have approved Home Stretch as fulfilling those requirements: Minnesota Housing, Fannie Mae, Freddie Mac, FHLMC, FHA, Rural Development, Mortgage Guaranty Insurance Corporation, and a number of private mortgage insurers.

**§91.320(k)(3) Emergency Shelter Grant Program (ESGP)**

ESGP funds are administered by DHS and allocated through a competitive funding process in conjunction with Minnesota Transitional Housing Program (THP), Runaway and Homeless Youth Act (RYHA), and Emergency Service Program (ESP) funds each biennium.

**Fund allocation.** ESGP funds are awarded as part of a funding allocation process that combines the grant with available money from ~~two~~ three other programs: ESP, RHYA and THP. Together, ESGP and these other programs provide about five million annually in funding for homeless activities.

ESG funds are available on a statewide basis. Funding is awarded to programs within all CoC regions of the state. The allocation of funding is dynamic process based on the overall quality of responses to the evaluation criteria. The state does not approach the evaluation process with a set of preferred activities or funding prioritization. Rather, applications are evaluated and funded based on their overall quality and according to the regional and local priorities established by each regional CoC committee.

In recent years, because of an increase in funding available for transitional housing projects and homeless prevention activities, and a decrease in resources available to pay for the costs of providing emergency shelter, ESGP funds in 2010 will be used exclusively to pay for the provision of emergency shelter.

Priorities for the use of ESG funds may change over the five year period covered by this plan depending on the changes in the availability of other homeless program funds including but not limited to the Minnesota Transitional Housing Program, Minnesota Emergency Services Program or Family Homeless Prevention and Assistance Program. The state will use the flexibility of ESG funds

to create the most appropriate balance of prevention, shelter, transitional housing and supportive service resources depending on what available in the state as a whole.

For the time period covered by ESG Program Year 2009, funding for the operating and supportive services costs of shelters will remain scarce, therefore, the priorities established for ESG program year 2007, that of funding the costs of shelters, will be one hundred percent of ESG 2009 program year grants budgeted to meet the operating and supportive service costs of shelters.

**Evaluation criteria.** Applications for funding are divided into CoC regions and are reviewed by DHS staff. DHS staff may also seek input from other state agencies regarding proposals pertaining to their particular area of expertise. DHS seeks input from CoC Committees by allowing each CoC to review and rank proposals and make funding recommendations based on the following criteria:

- The completeness of the application (possible 10 points)
- Collaboration and planning (10 points)
- Program design (20 points)
- Supportive services (20 points)
- Efforts to meet best practices for transitional housing programs and efforts to work with homeless (10 points)
- Revenue and other sources of support (10 points)
- Reasonableness of the budget (20 points)

<sup>1</sup> Pages 35 through 37 of Section V of the 2002-2006 Consolidated Plan describe the Continuum of Care regions and provide points of contact for additional information.

**Notice of RFP.** RFP's are sent to all current Office of Economic Opportunity homeless programs grantees, all Continuum of Care Committees throughout the state, and all other interested parties who have contacted OEO during the course of the year and express interest in the homeless program funding. DHS also publishes the RFP in the State Register and posts the RFP on the DHS website

**Leveraging.** The state will provide matching funds of \$2,933,725 in Transitional Housing Program funding and \$343,700 in Emergency Services Program funding which will exceed the ESG match requirement. These state provided funds should also be considered as leverage.

#### *Awards Adjustment if Funding is More or Less than Initially Estimated*

If the amount of ESG funds actually received are more or less than the amount of funding originally estimated in the initial fund allocation, the DHS will adjust awards as follows:

In the initial review of applications for funding, review-committee members score and rank each application according to its merit. Criteria used to score and rank proposals are:

- Completeness of application
- Need for the program
- Need for assistance
- Efforts that outreach and program recruitment efforts reach the hardest-to-serve populations
- Reasonableness and effectiveness of program design
- Reasonableness of budget

If a lesser amount of funding is received, the review committee will reconvene and apply reductions to the lowest-ranked proposals that received funding. The number of affected proposals will depend on the amount of the reduction. Similarly, if additional funding is received, the applications with the

highest ranking that did not originally receive all the funding they requested will be awarded additional funds. Again, the number of affected proposals will depend on the amount of the increase.

### **§91.320(k)(4) HOPWA**

Minnesota Housing will award its HOPWA allocation to continue its program of temporary emergency rent, mortgage, and utility assistance for persons and families with HIV/AIDS by extending the funding of the Minnesota AIDS Project, which provides this assistance outside the EMSA.

The state anticipates that 150 household will be assisted in the 2010 program year.

### **§91.330 Monitoring**

#### **Minnesota Housing**

##### Rental Programs

Minnesota Housing will monitor HOME Rental Rehabilitation and HOME Asset Management properties for compliance by annually requiring owners to submit tenant income and rent information for review for compliance with HOME regulations. Minnesota Housing multifamily division staff will physically inspect each property at least as frequently as required by 24 CFR §92.504(d) for compliance with property standards and to verify the accuracy of information owners submitted regarding tenant incomes and rents, and continued use of a HOME-eligible lease form.

Minnesota Housing employs a “HOME Rental Rehabilitation Loan Program Compliance Manual” that it provides to owners and management agents of HOME-assisted rental properties. Minnesota Housing has not yet implemented the Asset Management program funded with HOME, but a compliance manual similar to this will be employed in that program as well. The manual covers all HOME compliance issues, including leases, rents, incomes, maintaining unit mix, affirmative marketing, and property standards.

Minnesota Housing has developed and is implementing a “Compliance Monitoring System” for tracking required submissions from owners, instances of non-compliance, and reporting on whether compliance is achieved. The system is automated with pre-determined times for follow-up reminders to staff to complete identified tasks and jobs according to the required schedule, reporting to managers when internal standards for correcting non-compliance are not met, and automatic notices to owners and property managers when non-compliance is found.

##### Downpayment Assistance

Minnesota Housing monitors compliance in its HOME Help program by reviewing each downpayment assistance file for eligibility before funding it, and annually reviewing the performance of each lender that originates the loans. Results of each lender review are shared with the lender, both verbally and in writing. Areas requiring improvement and strategies for performance improvement are discussed with the lender.

The Agency will monitor the work of each of its contract inspectors by contracting with an individual or company with inspection experience to annually re-inspect a sample of homes, but no fewer than one house per contract inspector. The size of the re-inspection sample for each contract inspector will depend on the outcome of re-inspections previously conducted. In addition to this re-inspection protocol, each inspection is reviewed by Agency staff to ensure that visual assessments of paint are conducted for properties that are built before 1978, that if paint stabilization is required a clearance

examination demonstrates clearance, and that items identified as deficient in the initial inspection are indicated as corrected in the follow-up inspection report. This review is completed before HOME funds are committed and disbursed.

### Single-Family Rehabilitation

All loan documents and verifications are submitted to Minnesota Housing for review for compliance before HOME funds are committed. Loans are reviewed for:

- HOME compliance;
- Minnesota Housing program/policy compliance;
- Fraud or misrepresentation on the part of any party involved in the transaction; and
- Trends and/or other indicators that may have an impact on the financial viability of the loan program in part or in whole.

This will occur via a four stage loan review process throughout the life of the loan origination, rehabilitation and loan purchase approval process, specifically:

- The first stage will be the environmental review;
- The second stage will be at time of loan commitment;
- The third stage will be half way through rehabilitation; and
- The fourth stage will be upon completion of the rehabilitation and before loan purchase approval.

In addition to a complete review of each loan file for compliance with program requirements, all Rehabilitation Loan Program Lenders will be monitored at least once during their 2 year contract period by Minnesota Housing staff. Monitoring will include, but is not limited to:

- Ensuring Lenders maintain capital and trained personnel adequate to render the services required as a part of the Lender's participation in the Program;
- Ensuring Lenders maintain loan program records;
- Ensuring Lenders maintain appropriate insurance coverage; and
- Site visits to rehabilitated properties assisted by the Rehabilitation Loan Program.

Errors in any aspect of the loan origination and documentation processes are communicated to lenders as they are identified by Agency staff and must be corrected before the loans are purchased by Minnesota Housing. On-site monitoring results are documented by Agency staff and provided in writing to the appropriate staff at the originating lender's office.

For HOPWA capital projects, monitoring consists of:

- 1) Owners annual submission of a Deferred Loan Owner Certification and Characteristics of Tenant Household Report.
- 2) Property inspections per our Board-approved inspection cycle unless they have compliance issues that require more frequent inspections.

Inspection includes a physical inspection of the property, tenant file review to conform eligibility, and HOPWA Development Review using the checklist that covers whether there are service plans in place; whether HOPWA residents receive the services offered to them; if any adverse actions have been taken against residents since the last HOPWA review; if residents were terminated from the program, review evidence of due process that was provided the tenants; and compliance with audit and record retention requirements.

Monitoring of emergency rent and mortgage assistance includes:

1. Monthly review of administrative budget, production, and utilization of funding.

2. Evidence that the grantee is collecting appropriate demographic data.
3. Biennial site visits to the grantee to review the following:
  - Policies and procedures
  - Compliance with audit and data practices requirements
  - Documentation of compliance with time limits for assistance
  - Documentation of all aspects of tenant eligibility
  - Documentation that each participant was provided an opportunity to receive case management services
  - Source documentation of rental, mortgage, or utility expense

## **SCDP(not Economic Development or Microenterprise)**

### **Grant Funds**

There are two forms of monitoring which are conducted by SCDP staff, Onsite and Desk.

#### **Onsite:**

All monitoring aspects are conducted by SCDP staff based on projects in their geographical region including any new projects. Management checks each SCDP representatives monitoring schedule to ensure all monitoring are being completed.

Each grantee will be monitored through an on-site visit at least once during the term of the funding agreement. Follow-up monitoring may occur if there are significant findings of noncompliance with program requirements to ensure that problems have been corrected; or if other indicators of program noncompliance or administrative difficulties become apparent from reviews of program documents, telephone conversations, or other sources. Grantees are notified in writing prior to our monitoring visit. Once on site, an entrance meeting is conducted to discuss the monitoring process, the monitoring is then conducted and once completed an exit meeting is held to discuss the results of the monitoring. DEED staff then produces a written report which is sent out within thirty days of the visit to the grantee concerning the monitoring including any concerns or findings with appropriate actions and due dates that are needed to be addressed by the grantee. A monitoring checklist/guide has been developed by DEED as a tool to assist in the monitoring process. All grants are subject to monitoring to ascertain whether the activities stated within the approved application address federal objectives, are eligible activities, and if adequate progress has been made by the grantee within the time period stated in the funding agreement.

The monitoring process would include a review of a sample of files to determine:

- Meeting goals and objectives
- Actions to ensure compliance with rules and regulations
- Actions to ensure timeliness of expenditures

### **Desk Monitoring**

Desk monitoring is conducted on an ongoing basis from start of grant until closeout. The SCDP representative reviews start up documents, ongoing activities, payments to grantees, annual reports, audits, final reporting, and closeouts reporting. Management of SCDP grants allows many opportunities to perform desk monitors.

## **Economic Development Loan Fund**

Monitoring of economic development projects uses the same standards as those established through the state of Minnesota's CDBG competitive program.

### **Emergency Shelter Grants Program**

Bi-annually, Department of Human Services (DHS) Office of Economic Opportunity (OEO) staff reviews all ESGP grantees using a Grantee Assessment Tool (GAT) based on the HUD risk analysis tool. The tool has three broad areas of analysis:

- ❑ General agency information, including such factors as Executive/Fiscal Director turnover, unresolved monitoring findings, agency systems and board function.
- ❑ Program Operations including compliance and reporting issues, partnerships and linkages and the quality of programming based on monitoring.
- ❑ Fiscal Operations including Audit findings, unresolved fiscal problems, fiscal systems and procedures, program deficits and accurate reporting.

The Grantee Assessment Tool (GAT) allows DHS to determine if a grantee needs immediate attention or can receive on-site monitoring as a part of the regular bi-annual rotation. In either case, the focus of the monitoring will include any risk areas highlighted by the risk analysis tool. The regular monitoring rotation ensures that grantees are monitored at least once during every grant cycle.

Grantee concerns whether identified through the GAT process, risk analysis, or via a monitoring visit are addressed in a timely manner. Some issues must be addressed immediately while others are dealt with over time.

The on-site monitoring tool looks at the overall agency capacity and systems in place to deliver services determined through a guided discussion with program managers and direct service staff. This includes an overview of the strengths and challenges facing the community and participants, coordination and collaboration efforts, major staff or board changes, information systems, outcomes, fiscal systems, supportive service referral and board function. A random selection of participant files is reviewed for specific documentation on homelessness, data privacy, disability status, case management, follow-up and supportive services. There is a verification of homeless participation in policies and project development, ensuring that the expected number of participants is being served and timeliness of grant expenditures.

Desk monitoring including monthly fiscal reporting is provided throughout the grant period and consists of open communication and joint problem solving with grantees, analysis of monthly fiscal reports, annual audits, and required program reports.

Grantees receive a written monitoring report after the visit. Issues such as late reporting must be corrected immediately. Capacity building occurs as the field representative provides assistance to the grantee during the year. Program staff worked collaboratively with monitoring staff to develop the new monitoring instrument, which is reviewed and updated regularly.

DHS conducts a customer satisfaction survey to secure input for program improvement and development. Training and grantee meetings are held periodically as needed. The work plan, customer satisfaction survey, on-going open communication and training events provide grantees with a variety of opportunities throughout the grant period to ask questions and provide feedback.

# Appendix A

## Certifications

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<b>Application for Federal Assistance SF-424</b>		Version 02
<b>*1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>*2. Type of Application</b> * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision  *Other (Specify) _____
3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
<b>State Use Only:</b>		
6. Date Received by State:		7. State Application Identifier:
<b>8. APPLICANT INFORMATION:</b>		
*a. Legal Name:		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 41-6007162		*c. Organizational DUNS: 804832640
d. Address:		
*Street 1:	First National Bank Building	
Street 2:	332 Minnesota Street, Ste. E-200	
*City:	Saint Paul	
County:	Ramsey	
*State:	MN	
Province:	_____	
*Country:	United States	
*Zip / Postal Code	55101-1351	
e. Organizational Unit:		
Department Name: Department of Employment and Economic Development		Division Name: Business and Community Development
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Ms.	*First Name: Christine	
Middle Name:	_____	
*Last Name:	Schieber	
Suffix:	_____	
Title:	Grants Specialist	
Organizational Affiliation:		
_____		
*Telephone Number: 651-259-7461	Fax Number: 651-296-1290	
*Email: christine.schieber@state.mn.us		

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

14.228

CFDA Title:

Community Development Block Grant

**\*12 Funding Opportunity Number:**

\*Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Areas are non-entitlement cities with populations under 50,000; Counties and townships with an unincorporated population of fewer than 200,000.

**\*15. Descriptive Title of Applicant's Project:**

Distribution of CDBG Federal allocation for State of Minnesota. CDBG funds will be competitively awarded to non-entitlement eligible recipients.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

\*a. Applicant: MN-004

\*b. Program/Project: MN-001, MN 002, MN-007, MN-008

17. Proposed Project:

\*a. Start Date:

\*b. End Date:

18. Estimated Funding (\$):

\*a. Federal 23,000,000

\*b. Applicant \_\_\_\_\_

\*c. State 400,000

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL 23,400,000

\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

- Yes  No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Commissioner

\*First Name: Dan

Middle Name: \_\_\_\_\_

\*Last Name: McElroy

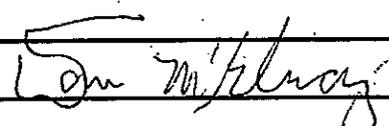
Suffix: \_\_\_\_\_

\*Title: Commissioner

\*Telephone Number: 651-259-7119

Fax Number: 651-296-4772

\* Email: dan.mcelroy@state.mn.us

\*Signature of Authorized Representative: 

\*Date Signed: 12-3-9

**Application for Federal Assistance SF-424**

**Version 02**

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**Applicant Assurances  
and Certifications**

U.S. Department of Housing  
and Urban Development

OMB Approval No. 2501-0017  
(expires 01/31/2008)

<p><b>Instructions for the HUD-424-B Assurance and Certifications</b></p> <p>As part of your application for HUD funding, you, as an individual must provide the following assurance: By submitting this form, you are stating that to the best of your knowledge and belief, all assertions are true and correct.</p>	
<p><b>SIGN HERE</b></p>	
<p><i>Tom McElroy</i></p>	
<p>As the duly authorized representative of the applicant, I certify that the applicant (Insert below the Name and title of the Authorized Representative, name of Organization and the date of signature):</p> <p>Name: <u>Dan McElroy</u>, Title: <u>Commissioner</u></p> <p>Organization: <u>Dpt. of Empl&amp;Econ Dev</u>, Date: <u>12-3-05</u></p>	
<p>1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the applicant to act in connection with the application and to provide any additional information as may be required.</p> <p>2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and implementing regulations (24 CFR Part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1303).</p> <p>3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and implementing regulations at 24 CFR Part 8, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.</p> <p>4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR Part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.</p>	<p>5. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR Part 24 and 24 CFR 42, Subpart A.</p> <p>6. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et seq.) and related Federal authorities prior to the commitment or expenditure of funds for property acquisition and physical development activities subject to implementing regulations at 24 CFR parts 50 or 58.</p> <p>7. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-L.L.L., Disclosure Form to Report Lobbying. I certify that I shall require all sub-awards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage.</p> <p>These certifications and assurances are material representations of the fact upon which HUD can rely when awarding a grant. If it is later determined that I the applicant, knowingly made an erroneous certification or assurance, I may be subject to criminal prosecution. HUD may also terminate the grant and take other available remedies.</p>

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>*1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>*2. Type of Application</b> * If Revision, select appropriate letter(s) <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision  *Other (Specify) _____
3. Date Received:		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
<b>State Use Only:</b>		
6. Date Received by State:		7. State Application Identifier:
<b>8. APPLICANT INFORMATION:</b>		
*a. Legal Name: Minnesota Housing Finance Agency		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 41-1599130		*c. Organizational DUNS: 878895093
<b>d. Address:</b>		
*Street 1:	400 Sibley Street, Suite 300	
Street 2:	_____	
*City:	St. Paul	
County:	Ramsey	
*State:	MN	
Province:	_____	
*Country:	US	
*Zip / Postal Code	55101	
<b>e. Organizational Unit:</b>		
Department Name: Minnesota Housing Finance Agency		Division Name:
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix:	Mr	*First Name: James
Middle Name:	Andrew	
*Last Name:	Cegla	
Suffix:		
Title:	Director of Federal Affairs	
Organizational Affiliation:		
*Telephone Number: 651-297-3126		Fax Number: 651-296-8139
*Email: jim.cegla@state.mn.us		

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.239

CFDA Title:

HOME Investment Partnerships Program

**\*12 Funding Opportunity Number:**

\*Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

State of Minnesota

**\*15. Descriptive Title of Applicant's Project:**

Rehabilitation of rental and homeownership properties, and homeownership opportunities

**Application for Federal Assistance SF-424** Version 02

**16. Congressional Districts Of:**  
 \*a. Applicant: 4 \*b. Program/Project: MN-all

**17. Proposed Project:**  
 \*a. Start Date: Oct. 1, 2009 \*b. End Date: Sept. 30, 2014

**18. Estimated Funding (\$):**

*a. Federal	\$10,500,000
*b. Applicant	\$2,652,000
*c. State	
*d. Local	
*e. Other	
*f. Program Income	\$200,000
*g. TOTAL	\$13,352,000

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**  
 a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_  
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**  
 Yes  No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)  
 \*\* I AGREE  
 \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

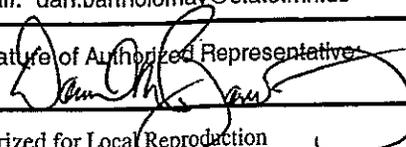
**Authorized Representative:**

Prefix: Mr. \*First Name: Daniel  
 Middle Name: M.  
 \*Last Name: Bartholomay  
 Suffix: \_\_\_\_\_

\*Title: Commissioner

\*Telephone Number: 651-296-5738 Fax Number: 651-296-8139

\* Email: dan.bartholomay@state.mn.us

\*Signature of Authorized Representative:  \*Date Signed: Nov. 30, 2009

**Application for Federal Assistance SF-424**

Version 02

**\*1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\*2. Type of Application**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s)

\*Other (Specify)  
\_\_\_\_\_

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: Minnesota Housing Finance Agency

\*b. Employer/Taxpayer Identification Number (EIN/TIN):  
41-1599130

\*c. Organizational DUNS:  
878895093

**d. Address:**

\*Street 1: 400 Sibley Street, Suite 300  
Street 2: \_\_\_\_\_  
\*City: St. Paul  
County: Ramsey  
\*State: MN  
Province: \_\_\_\_\_  
\*Country: US  
\*Zip / Postal Code: 55101

**e. Organizational Unit:**

Department Name:  
Minnesota Housing Finance Agency

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Mr \*First Name: James  
Middle Name: Andrew  
\*Last Name: Cegla  
Suffix: \_\_\_\_\_

Title: Director of Federal Affairs

Organizational Affiliation:

\*Telephone Number: 651-297-3126

Fax Number: 651-296-8139

\*Email: jim.cegla@state.mn.us

**Application for Federal Assistance SF-424**

Version 02

**\*9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.241

CFDA Title:

Housing Opportunities for Persons with AIDS

**\*12 Funding Opportunity Number:**

\*Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

State of Minnesota

**\*15. Descriptive Title of Applicant's Project:**

Emergency housing assistance

**Application for Federal Assistance SF-424** Version 02

**16. Congressional Districts Of:**  
\*a. Applicant: MN-004 \*b. Program/Project: MN-001, MN-002, MN-006,

**17. Proposed Project:**  
\*a. Start Date: Oct. 1, 2009 \*b. End Date: Sept. 30, 2014

**18. Estimated Funding (\$):**

*a. Federal	\$125,000
*b. Applicant	_____
*c. State	_____
*d. Local	_____
*e. Other	_____
*f. Program Income	_____
*g. TOTAL	\$125,000

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**  
 a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_  
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**  
 Yes  No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)  
 \*\* I AGREE  
\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

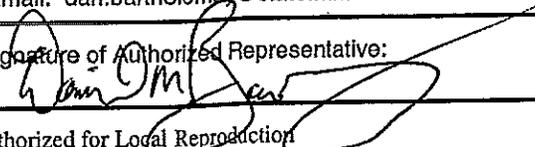
**Authorized Representative:**

Prefix: Mr. \*First Name: Daniel  
Middle Name: M.  
\*Last Name: Bartholomay  
Suffix: \_\_\_\_\_

\*Title: Commissioner

\*Telephone Number: 651-296-5738 Fax Number: 651-296-8139

\* Email: dan.bartholomay@state.mn.us

\*Signature of Authorized Representative:  \*Date Signed: Nov. 30, 2009

# APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION: Application	Pre-application
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction

5. APPLICANT INFORMATION

Legal Name: Minnesota Department of Human Services	Organizational Unit: State Government Department: Minnesota Department of Human Services
Organizational DUNS: 80-389-4203	Division: Community Partnerships
Address: 444	Name and telephone number of person to be contacted on matters involving this application (give area code) Patrick Leary (651) 431-3824
Street: Lafayette Road	Prefix: Mr. First Name: Patrick
City: St. Paul	Middle Name: Thomas
County: Ramsey	Last Name: Leary
State: Minnesota Zip Code: 55155	Suffix:
Country: United States	Email: pat.leary@state.mn.us
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 41-1407742	Phone Number (give area code) (651) 431-3824 Fax Number (give area code) (651) 431-7509

8. TYPE OF APPLICATION:  
 New     Continuation     Revision  
 If Revision, enter appropriate letter(s) in box(es)  
 (See back of form for description of letters.)  
 Other (specify)       

7. TYPE OF APPLICANT: (See back of form for Application Types)  
 State  
 Other (specify)

9. NAME OF FEDERAL AGENCY:  
 U.S. Department of Housing and urban Development

10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  
 14-231  
 TITLE (Name of Program): Emergency Shelter Grants Program

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  
 Emergency Shelter Grants Program

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc):  
 Entire State of Minnesota

13. PROPOSED PROJECT  
 Start Date: 10/1/2009    Ending Date: 9/30/2010

14. CONGRESSIONAL DISTRICTS OF: Statewide  
 a. Applicant Statewide    b. Project Statewide

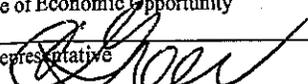
15. ESTIMATED FUNDING:

a. Federal	\$ 1,240,291
b. Applicant	\$
c. State	\$
d. Local	\$
e. Other	\$ 1,240,291
f. Program Income	\$
g. TOTAL	\$ 2,480,582

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? No  
 a. Yes  THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:  
 b. No  PROGRAM IS NOT COVERED BY E. O. 12372  
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix Ms.	First Name Connie	Middle Name
Last Name Greer	Suffix	
b. Title Director, Office of Economic Opportunity	c. Telephone Number (give area code) (651) 431-3810	
d. Signature of Authorized Representative 	e. Date Signed 12/17/2007 - 11/30/09	



# CPMP State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | This certification does not apply.                                |
| <input checked="" type="checkbox"/> | This certification is applicable. See signature on the last page. |

## STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The State will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about --
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. 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 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will --
  - a. Abide by the terms of the statement; and
  - b. 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;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) 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;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted --
  - a. 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
  - b. 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;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Jurisdiction

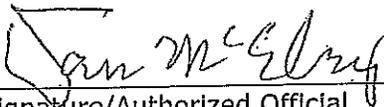
**Anti-Lobbying** -- To the best of the state's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any 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 any 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, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying 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.

**Authority of State** -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

12.03.09

Date

Dan McElroy

Name

DEED Commissioner

Title

332 Minnesota Street Suite 200

Address

St. Paul, MN 55101

City/State/Zip

651-259-7114

Telephone Number

Jurisdiction

This certification does not apply.

This certification is applicable. See signature on the last page.

### Specific CDBG Certifications

The State certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is or will be following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

**Consultation with Local Governments** -- It has or will comply with the following:

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

**Local Needs Identification** -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objectives of Title I of the Housing and Community Development Act of 1974, as amended. (See 24 CFR 570.2 and 24 CFR part 570)

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2007, 2008, 2009, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments - The state will require units of general local government that receive CDBG funds to certify to the following:

It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital

Jurisdiction

costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

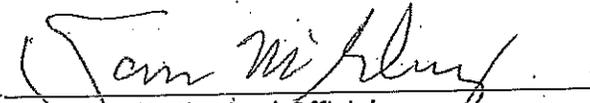
It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature/Authorized Official.

12-03-09  
Date

Dan McElroy

Name

DEED Commissioner

Title

332 Minnesota Street Suite 200

Address

St. Paul, MN 55101

City/State/Zip

650-259-7114

Telephone Number

Jurisdiction

- This certification does not apply.  
 This certification is applicable. See signature on the last page.

### APPENDIX TO CERTIFICATIONS

#### Instructions Concerning Lobbying and Drug-Free Workplace Requirements

##### Lobbying Certification

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.

##### Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
DEED	332 Minnesota St	St. Paul	Ramsey	MN	55101
Dept of Human Services	444 Lafayette St	St. Paul	Ramsey	MN	55155
Minnesota Housing	400 Sibley St	St. Paul	Ramsey	MN	55101

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant,

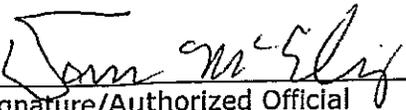
Jurisdiction

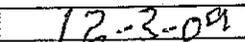
Including:

- i. All "direct charge" employees;
- ii. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- iii. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

  
Signature/Authorized Official

  
Date

Dan McElroy

Name

DEED Commissioner

Title

332 Minnesota Street Suite 200

Address

St. Paul, MN 55101

City/State/Zip

651-259-7114

Telephone Number

Jurisdiction

This certification does not apply.  
 This certification is applicable. See signature on the last page.

**Specific HOME Certifications**

The State certifies that:

**Tenant Based Rental Assistance** -- If it intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the State's consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Appropriate Financial Assistance** -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
Signature/Authorized Official

Nov. 30, 2009  
Date

Daniel M. Bartholomay

Name

Commissioner

Title

400 Sibley St, Suite 300

Address

Saint Paul, MN 55101

City/State/Zip

651-296-5738

Telephone Number

Jurisdiction

This certification does not apply.  
 This certification is applicable. See signature on the last page.

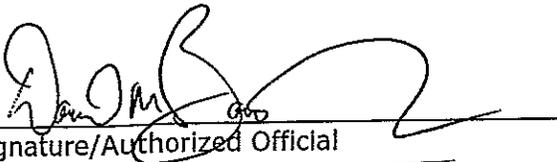
### HOPWA Certifications

The State HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under the program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

  
Signature/Authorized Official

Nov. 30, 2009  
Date

Daniel M. Bartholomay

Name

Commissioner

Title

400 Sibley Street, Suite 300

Address

Saint Paul, MN 55101

City/State/Zip

651-296-5738

Telephone Number

## ESG Certifications

The Emergency Shelter Grantee certifies that:

**Major rehabilitation/conversion** -- It will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the jurisdiction plans to use funds for rehabilitation (other than major rehabilitation or conversion), the applicant will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

**Essential Services and Operating Costs** -- Where assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

**Renovation** -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance.

**Matching Funds** -- It will obtain matching amounts required under 24 CFR 576.51.

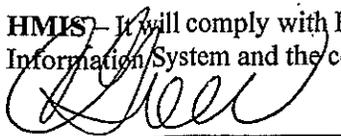
**Confidentiality** -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

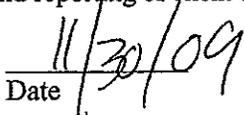
**Homeless Persons Involvement** -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, operating facilities, and providing services assisted through this program.

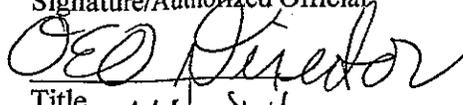
**Consolidated Plan** -- It is following a current HUD-approved Consolidated Plan or CHAS.

**Discharge Policy** ---- It has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

**HMIS** -- It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

  
Signature/Authorized Official

  
Date

  
Title

MN HS

Appendix to the Certifications, Item #6.

Minnesota Housing has a list of Rehabilitation Loan Program and HOME Help lenders at its office at 400 Sibley Street, St. Paul, MN 55101.

HOPWA funds are allocated to the Minnesota AIDS Project, 1400 Park Ave., Minneapolis, MN 55404.

DEED's CDBG non-entitlement will not award grants until spring 2010. Once grant are awarded, DEED will maintain a list at the office of Minnesota Department of Economic Development 1<sup>st</sup> National Bank Building, 322 Minnesota Street, Suite E-200, Saint Paul, MN 55101.

The Department of Human Services has not awarded funds at this time. Once funds are awarded, the department will maintain a list of administrators in the office of The Department of Human Services, 444 Lafayette Road, Saint Paul, MN 55155.

# Appendix B

## Key Persons

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## APPENDIX B Key Persons

### State Agencies

Three state agencies were involved in the 2010 Action Plan planning process: The Minnesota Department of Employment and Economic Development (DEED), the Minnesota Housing, and the Minnesota Department of Human Services (DHS). DEED is the lead agency responsible for oversight and preparation of the Plan.

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The following individuals from each of the agencies participated in development of the Action Plan:

Jim Cegla, Minnesota Housing

Jeremy LaCroix, DEED

Christine Schieber, DEED

Pat Leary, DHS

Contact information for the Action Plan

12/15/2009

CAPER-Minnesota Housing  
Heidi Whitney  
651-296-9843  
[heidi.whitney@state.mn.us](mailto:heidi.whitney@state.mn.us)

Minnesota Housing  
Jim Cegla  
400 Sibley St. Ste 300  
St. Paul, MN 55101  
651-297-3126  
[jim.cegla@state.mn.us](mailto:jim.cegla@state.mn.us)

Department of Human Services  
Community Based Partnerships  
Pat Leary  
444 Lafayette Rd.  
St. Paul, MN 55155  
651-431-3824  
[pat.leary@state.mn.us](mailto:pat.leary@state.mn.us)

DEED-CDBG  
Christine Schieber  
332 Minnesota Street Suite 200  
St. Paul, MN 55101  
651-259-7461

# Appendix C

## Public Notices

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**STATE OF MINNESOTA**

**Department of Employment and Economic Development**

**Minnesota Housing Finance Agency**

**Minnesota Department of Human Services**

**NOTICE OF PUBLIC HEARINGS AND DRAFT AVAILABILITY**

**2010 ACTION PLAN OF THE STATE OF MINNESOTA'S 2007-2011  
CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT PLAN AND  
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT  
(CAPER) FOR 2009**

The State of Minnesota announces its process for developing its 2010 Action Plan of the 2007-2011 Consolidated Housing and Community Development Plan (Consolidated Plan), and the 2009 Consolidated Annual Performance and Evaluation Report (CAPER). The State encourages citizens to attend the public hearings and review and comment on the draft reports.

The Consolidated Plan is a report that the State submits annually to the U.S. Department of Housing and Urban Development (HUD) in order to receive federal housing and community development funding through the Community Development Block Grant (CDBG), HOME Investment Partnerships, Emergency Shelter Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs. The Consolidated Plan examines the housing and community development needs of the State, sets priorities for allocation of the HUD funds, and establishes an annual Action Plan for meeting current and future needs in the coming year.

The State submits its CAPER to HUD annually as one of the conditions of receiving federal funds under the programs identified above. The CAPER provides information to measure the State's progress during the past year in meeting assistance goals and priorities

identified in the Consolidated Plan. The CAPER includes a summary and analysis of progress made on identified actions that State agencies have elected to undertake to affirmatively further fair housing and overcome impediments to fair housing.

The State will hold its first public hearing about the Action Plan on Monday, September 21, 2009, to gather citizen input on housing and community development needs and how federal funding should be allocated in the State. The hearing will be held at 5:00 p.m. at the Minnesota Department of Employment and Economic Development, 332 Minnesota Street, 2<sup>nd</sup> floor, St. Paul.

A second public hearing on the Action Plan will be held on Monday, November 16, 2009. This public hearing will be for review and comment on the draft Action Plan and will be held at 5:00 p.m. at the Minnesota Department of Employment and Economic Development, 332 Minnesota Street, 2<sup>nd</sup> floor, St. Paul. Call 1-800-657-3858 or (651) 259-7462, or TTY 1-800-282-5909 or (651) 296-3900 for more information about these hearings.

Drafts of the 2010 Action Plan and the CAPER for 2009 will be available for public review and comment between October 16, 2009, and the close of business November 20, 2009. The draft Action Plan and CAPER will be available on the Internet at [www.mnhousing.gov](http://www.mnhousing.gov) and [www.deed.state.mn.us](http://www.deed.state.mn.us) and in state depositories identified in the Citizen Participation Plan, which may be viewed at the same internet locations. Hard copies of the Action Plan can be obtained by calling Gloria Stiehl, Department of Employment and Economic Development, 1-800-657-3858 or (651) 259-7462, or TTY 1-800-282-5909 or (651) 296-3900. Hard copies of the CAPER can be obtained by calling Minnesota Housing Finance Agency at 1-800-657-3769 or (651) 296-7608, or TTY (651) 297-2361.

Written public comments on the Action Plan can be submitted to:

Action Plan, Attn: Gloria Stiehl  
Minnesota Department of Employment  
and Economic Development  
First National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101-1351

Written comments may also be submitted by fax to (651) 296-1290 or by email to [gloria.stiehl@state.mn.us](mailto:gloria.stiehl@state.mn.us). To ensure consideration of your comments, type "Action Plan" in the subject line of your e-mail.

Written public comments on the 2009 CAPER can be submitted to:

CAPER  
Minnesota Housing Finance Agency  
400 Sibley Street, Suite 300  
St. Paul, MN 55101

Written comments may also be submitted by fax to (651) 296-8139 or by email to [mn.housing@state.mn.us](mailto:mn.housing@state.mn.us). To ensure consideration of your comments, type "CAPER" in the subject line of your e-mail.

The Action Plan and CAPER will be submitted to HUD on or before December 30, 2009. The State will consider any comments from individuals or groups received in writing or at public hearings. A summary of the written and public hearing comments and the State's responses will be included in the final Action Plan.

October 13, 2009

To: Selected Depositories

From: Minnesota Department of Employment and Economic Development  
Minnesota Housing Finance Agency  
Minnesota Department of Human Services

Re: Drafts of the 2010 Action Plan of the Minnesota Consolidated Plan and State of  
Minnesota's Consolidated Annual Performance and Evaluation Report (CAPER)  
for FFY 2009

The State of Minnesota is requesting public comment on its draft of the 2010 Action Plan of the Minnesota Consolidated Plan. The Consolidated Plan is a report of the state's planning and application process for federal housing and community development block grant funds, which currently covers the five-year period of 2007-2011.

Each year, the state must update and submit to U.S. Department of Housing and Urban Development (HUD) the Action Plan of the Consolidated Plan. The draft 2010 Action Plan is attached. Please include a copy of this page with the Action Plan so observers have an opportunity to make comments.

The Action Plan will be available for public comment from October 16<sup>th</sup>, 2009 through November 20<sup>th</sup>, 2009. Public comments may be submitted to:

Consolidated Plan, Attn: Gloria Stiehl  
MN Department of Employment and Economic Development  
1<sup>st</sup> National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101

Comments may also be submitted by e-mail to Gloria Stiehl at: [gloria.stiehl@state.mn.us](mailto:gloria.stiehl@state.mn.us). To ensure consideration of your comments, you need to type "2010 Action Plan" in the subject line of your e-mail.

According to the Citizen Participation Plan for the process, the draft will be available for public review at selected depositories throughout the state. We would appreciate your keeping the draft 2010 Action Plan available to the public until the end of the day, November 20<sup>th</sup>, 2009. To obtain additional copies of the 2010 Action Plan or for more information about the report, please visit the web sites at [www.deed.state.mn.us/SCDP/ConsolPlan.htm](http://www.deed.state.mn.us/SCDP/ConsolPlan.htm) or <http://www.mnhousing.gov/news/reports/index.aspx> or contact us at 651-259-7462.

October 13, 2009

Page Two

Enclosed also is a draft of Minnesota's Consolidated Annual Performance and Evaluation Report (CAPER) for federal fiscal year 2009. The CAPER is a report submitted, annually, to the U.S. Department of Housing and Urban Development as part of the state's planning and application process for federal housing and community development block grant funds.

According to the Citizen Participation Plan for the housing and community development planning process, this draft must be available for public review, including at selected depositories throughout the state. We ask that you keep this draft CAPER report in your office or library and make it available to the public, upon request, from October 16, 2009 through the end of the day November 20, 2009. Please include a copy of this page with the CAPER so observers have an opportunity to make comments.

Interested parties also may obtain copies of the CAPER by visiting the Minnesota Housing Finance Agency's (MHFA) website at <http://www.mnhousing.gov/news/reports/index.aspx> or the DEED website at [www.deed.state.mn.us/SCDP/ConsolPlan.htm](http://www.deed.state.mn.us/SCDP/ConsolPlan.htm) or by contacting the MHFA at 1-(800)-657-3769, (651) 296-7608, or TTY (651) 297-2361. The public may submit written comments on the CAPER report during this time to:

Minnesota Housing Finance Agency  
400 Sibley Street, Suite 300  
St. Paul, MN 55101

Comments may also be sent by fax to (651) 296-8139 or by email to [mn.housing@state.mn.us](mailto:mn.housing@state.mn.us). To ensure consideration of comments, type "CAPER" in the subject line of the e-mail.

Thank you for your cooperation in keeping this report available to the public during the required public comment period.

MN Department of Employment and Economic Development  
1<sup>st</sup> National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101-1351

**Christine Schieber - Draft Action Plan and CAPER Reports Available for Public Comment**

**From:** "Minnesota Housing" <Mn.Housing@state.mn.us>  
**To:** <Jim.Cegla@state.mn.us>  
**Date:** 10/22/2009 2:06 PM  
**Subject:** Draft Action Plan and CAPER Reports Available for Public Comment

If you're having trouble viewing this email, you may [see it online](#).

 *send this to a friend*



*Because home means everything.*

Minnesota Housing provides affordable housing opportunities to low and moderate income Minnesotans to enhance quality of life and foster vibrant communities.



**Minnesota Housing eNews Alert**

October 22, 2009

**Draft Action Plan and CAPER Reports Available for Public Comment**

Minnesota Housing, the Department of Employment and Economic Development, and the Department of Human Services announce the availability of the 2010 Consolidated Action Plan and draft Consolidated Annual Performance and Evaluation Report (CAPER) for 2009.

The Action Plan and CAPER are part of the State's application to receive funding for the long-standing CDBG, HOME, HOPWA, and ESG programs. We encourage you to read the documents and submit comments, either in writing or at the public hearing on November 16.

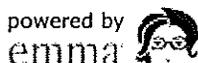
[View the draft Action Plan, CAPER and instructions on how to comment on either report.](#)

**Minnesota Housing**  
400 Sibley Street, Suite 300 | Saint Paul, MN 55101  
<http://www.mnhousing.gov/contact/enevs/> | 651.296.7608 or 1.800.657.3769 | [mn.housing@state.mn.us](mailto:mn.housing@state.mn.us)

This email was sent to [jim.cegla@state.mn.us](mailto:jim.cegla@state.mn.us). To ensure that you continue receiving our emails, please add us to your address book or safe list.

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# Appendix D

## Citizen Participation

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# Granite Falls - July 23, 2009

First Name	Last Name	Title	Organization



# Mankato - July 28, 2009

First Name	Last Name	Title	Organization
Erik	Aamoth	Director	DEED
Rob	Anderson	Community Dev. Dir.	City of Mountain Lake
Wendy	Anderson	MNSBDC Interim Dir.	MN Small Business Dev. Centers
Jonathan	Beindt		GMED
Dirk	Berger	Manager	BEVCOMM
Steve	Bowron	Dean of Academic Affairs	Riverland Community College
Mike	Brooks	Operations Manager	Akkerman, Inc.
Kathy	Bryant	Representative	
Kris	Busse	City Administrator	City of Owatonna
Dena	Colemer		SCC
Elaine	Deschaine	Exec. Dir.	Koppen Gardens
Reggie	Edwards	Exec. Dir.	Region Nine Dev. Commission
Christopher	Elvebak	Community Dev. Dir.	City of Janesville
Barb	Embacher		Gr. Mankato Growth
Mike	Fisher		City of Mankato
Kim	Foels	Exec. Dir.	Waseca Area Chamber of Commerce
John	Fry		MN SCU
Nancy	Genelin		SCC
Heather	Gleason	Asst. Director	South Central WF Council
Keith	Goodwin		DEED
Dallas	Groten	Area Manager	Workforce Development, Inc.
Roger	Guenette		Advance Resources
Bill	Hahn	Programs Coordinator	Workforce Development, Inc.
Diane	Halvorson	Exec. Dir.	South Central Workforce Council
Don	Hayden	Exec. Dir.	LeCenter Econ. Dev. Authority
Jeff	Heardt		
Barbara	Hoyhtya	City Administrator	City of Hector
Michael	Johnson	City Administrator	City of New Prague
Jill	Klinger		



# Mankato - July 28, 2009

First Name	Last Name	Title	Organization
Mark	Kluender		Center for Business & Industry
Kathy	Kluver	Advocacy Manager	Smiles (Center for Indep. Living)
Brian	Knutson		SCCU-CBI
Roger	Kontak	Financial Advisor	UBS Financial Services, Inc.
David	Krueger		AGSTAR Financial Services
Julie	Ladwig	Dir. Of Special Education	Waseca Area Schools
Joel	Larson		MN Dept. of Education
Naomie	Lenz	Area Specialist	USDA Rural Dev.
Diane	Lewis	Business Lending Dir.	So. MN Initiative Foundation
Dan	Linehan		Free Press
Tony	Lorusso	Exec. Dir.	MN Trade Office
Casey	McCabe	Econ. Dev. Specialist	City of Mankato
Mary	Messimer	Program Dir.	Perkins
Bernie	Michel	Sr. Field Rep.	Dept. of Labor
Bev	Mountain	Program Coordinator	Mankato Area Adult Basic Education
David	Nelson	Community Econ. Educator	Extension Regional Office
Mark	Novak	Supervisor	Center Point Energy
Brent	Pearson	Econ. Dev. Specialist	Region Nine Dev. Commission
Nancy	Pehling	President of Mkt.	Creative Ad Solutions, Inc.
Chuck	Petipiece		Petipiece & Associates
Susan	Pirsig	Econ. Dev. Coordinator	City of Jackson
Brad	Potter		Community Resources Planning
Gloria	Rasmussen		Manpower
Harold	Remme	Superintendent	School District #88
Jennifer	Ridgeway	Regional Analyst	DEED
Thomas	Riley	Director	Greater Mankato Growth, Inc.
Tom	Rivers		
Trisha	Rosenfeld	Community Dev. Dir.	Belle Plaine
Eva	Scates-Winston	Collaboration Specialist	MN State Colleges & Universities





# Winona - July 29, 2009

First Name	Last Name	Title	Organization
Dave	Adank		Winona
Windy	Block	City Admin.	Rushford
Judith	Bodway	Asst. City Manager	City of Winona
Marc	Brefon		MN State Colleges & Universities
Barb	Breza		Southeast Technical Colleges
Roger	Bvege	Dev. Director	Home & Community Options
Mike	Cichanowski		
Shelly	DePestel	CFO/Bus. Mgr.	Daley Farm of Lewiston
Diane	Dingfelder	Director	Winona State University
Terry	Erickson		Semeca
Chris	Gastner		SEMDC
Dallas	Grotten		WF Dev., Inc.
Jamie	Groth		Winona State University
Linda	Grover	Director	Winona Co. Econ. Dev. Authority
Mike	Haney	Director	Winona WFC
Nancy	Hoffman		Experience Works, Inc.
Joyce	Iverson		SEMAC
Larry	Jerviss	City Admin.	City of Houston
Jim	Johnson		Southeast Technical Colleges
Kevin	Kaufman		SE MN Region
Kevin	Kelleher		
Vicky	Koehn	Bus. Serv. Specialist	Red Wing WFC
Mark	Lomen	V.P.	Security State Bank
Tony	Lorusso		DEED
Michael	Martin	Community Dev. Dir.	City of Kasson
Lucy	McMartin	Asst. City Manager	City of Winona
Ann	Merchlewitz	Exec. V.P.	St. Mary's University
Rich	Mikrut		Winona
Michael	Mitchell		MN Dept. of Education







## Roseville - August 3, 2009

First Name	Last Name	Title	Organization
Denise	Favors		SBA
Elizabeth	Feuerborn	Director of Sales	Towne Place Suites Mpls.
Kerry	Fine	Committee Administrator	Higher Education and WF Dev.
John	Fisher		DEED
Leonard	Gandel	Exec. Dir.	Anoka County United
Karen	Gerdin	Coordinator	Hubbs Center Adult Basic Education
Bill	Glahn		MN Chamber of Commerce
Bob	Gunther	Representative	
Bill	Hanley	Exec. V.P.	Twin Cities Public TV (TPT)
M.E.	Head		MN Chamber of Commerce
Gary	Hebert		DCTC
Chad	Heltemes		Caterpillar, Brooklyn Park
Linda	Hoover		Project for Pride in Living
Thatcher	Imboden		Ackerberg Group
Karen	James		
Beth	Jameston		DEED
Jeralyn	Jargo		Century College
David	Jeffrey		Anoka Tech. College
Dave	Jensen		Career Mgmt. Services
Peggy	Johnson		Dakota Electric Assoc.
Lois	Josefson		MN IT WF Collaborative
Joe	Klein		DEED
Deanna	Kuennen		Rice County
Sharon	LaComb	VP	DCTC
Laure	Lauder		Port Authority
Ed	Lecher		SSTS
James	Lehnhoff		City of Arden Hills
Tiffany	Leisinger		Employer Solutions, Inc.
Tony	Lorusso		DEED



## Roseville - August 3, 2009

First Name	Last Name	Title	Organization
Roger	Lowe		DEED
William	Lowe		Metropolitan State University
Janet	Lundeen	Chief Exec. Officer	Employer Solutions, Inc.
Chelsea	Magadance	Leg. Asst.	MN Senate
Amy	Markon		BCBS
Brian	Martinson	Senator	Minnesota Senate
Jim	McDonough	Commissioner	Ramsey Co. Board of Commissioners
Carol	McFarland	Representative	White Bear Lake
Carman	Mills	ABE Program Coordinator	Granite Falls
Michelle	Mueller	V.P. Bus. Dev.	MN Bus. Finance Corp.
Ellen	Muller		City of St. Paul
Michael	Murphy		MN State Colleges & Universities
Mark	Nagel	Administrator	City of Elko New Market
Julie	Nelson		Intereum
Anita	Neuman	Legislative Analyst	MN House of Reps.
Jess Lee	Niebuhr		Mpls. Community & Tech. Colleges
Lynn	Noren	V.P.	Rise, Inc.
Deb	O'Connor		Pioneer Press
Ann	Olson	Director	MN WF Council Assoc.
Bill	O'Neill		DIRTT Envir. Solutions
Wendie	Palazzo		Minneapolis Schools
Rolf	Parsons	PHD	School District 916
Mark	Phillips		Kraus-Anderson Construction Co.
Nancy	Rajunen		Waconia Schools
Wendall	Reimer		MN IT WF Collaborative
Jane	Reinke		North Hennepin Community College
Cherrie	Rollings		
Kathy	Saltzman	Senator	Minnesota Senate
Joel	Salzer		LSS



## Roseville - August 3, 2009

First Name	Last Name	Title	Organization
Linda	Sandvig		Life Science Alley
Charlie	Schaffer		DEED
Jim	Schultz	Job Service Mgr.	East Metro WFC
Cheryl	Seanoa		USDA RD
John	Sedey		NE Metro Perkins IV Consortium
Ryan	Seleski		SSB
Matt	Shands		MN DOT
Charley	Shaw	Reporter	St. Paul Legal Ledger
Connie	Shepard		WIB-Dakota County
Jamie	Simonsen		North Hennepin Community College
Dan	Smith		MDE
Dave	Smith		SSB
Tony	Sofio		MBFC
Susan	Speetzen		DEED
Brian	Steinhoff	Sr. Policy Advisory	Governor's Office
Denise	Stephens	Exec. Dir.	Metro Alliance for Customized & Cont. Ed.
Chris	Stoehr		DEED
John	Sweet	Superintendent	Delano Public Schools
Linda	Tabor		DEED
Paul	Taylor		MN IT WF Collaborative
Cindy	Toppin	V.P.	Lifetrack Resources
Rachel	Vilsack		DEED
Carla	Vita	Director	City of Isanti
Jerry	Vitzthum		
Todd	Wagner		MN Dept. of Ed
Peter	Waldock	Community Dev. Dir.	City of Faribault
Jon	Walen		
Colleen	Wambach		Mounds View District
Keith	Warner	Exec. Dir.	Vadnais Heights Econ. Dev. Corp.



## Roseville - August 3, 2009

First Name	Last Name	Title	Organization
Catherine	Weik	Sr. V.P.	Stratis Health
Luke	Weisberg		Lukeworks, LLC
Molly	Westman		City of St. James
Sally	Wherry		MN Dept. of Ed
Myron	White		Red Wing Port Authority
Jane	Wilson		North Hennepin Community College
Lyle	Wright		DEED
Ann	Wynia	President	North Hennepin Community College



# Grand Rapids - August 4, 2009

First Name	Last Name	Title	Organization
Mark	Adams		Greenway School District
Rick	Anderson		Iron Range Resources
Paul	Bailey	County Commissioner	Aitkin County
Marla	Beaty		DEED
Suzie	Best	Chamber Board Chair	International Falls Area Chamber of Commerce
Beth	Bily	Staff Writer	Business North
Bill	Blazar		MN Chamber/Grow MN
Tom	Bonar	Clerk/Treasurer	City of Northome
Mel	Boser		SBA
Jane	Bymark		IEDC/SBDC
Paul	Carlson		AEOA
Ed	Dieter		DEED
Drew	Digby		DEED
Tarry	Edington	Housing Dev. Specialist	Itasca Co. HRA
Justin	Eichorn		
Sandy	Everson		AEOT
John	Fedo		RLK Inc.
Terry	Frauly		MN DOLI
Paula	Frings		Cleveland Mgmt. & Consulting Group
Colleen	Gerzin	Director	Mesabi Range Community & Tech. College
David	Goetz		Cass Forest Products
Diane	Goez		Cass Forest Products
Susan	Harper		Cohasset City Administrator
Jim	Hegman		DEED
Pat	Henderson	Exec. Dir.	Arrowhead Reg. Dev. Commission
Betsy	Jensen	President	International Falls Area Chamber of Commerce
Mike	Knapp		
Tom	Lambrech		Great River Energy
Becky	LaPlant	Public Policy Prog. Assoc.	Blandin Foundation



# Grand Rapids - August 4, 2009

First Name	Last Name	Title	Organization
Sandy	Layman		IRR
Thomas	Leach	Area Specialist	United States Dept. of Agriculture
Jeffrey	Mayer		MRCIC
Peter	McDermott	President & CEO	MN Diversified Industries
Catherine	McLynn		DOT
Theresa	Meyers	Superintendent	Northland Community Schools
Jim	Millis		
Roberta	Palen		VRS
Eric	Peterson		IRR
Jim	Plummer		DEED
Heather	Rand		MN Dept. of Education
John	Rapheal		City of LaPrairie City Council
Margie	Ritter		Graphic Homes
Melissa	Roberts	Business Editor	Grand Rapids Herald-Review
Lisa	Rosemore		DEED
Connie	Sabetti	CEO	Twister Energy Corp.
Gary	Seymour		Wheel Chairs Plus
Chris	Shedin	Superintendent	ISD#318
Joe	Silko		IRR
Roy	Smith		Iron Range Resources
Mary	Sonnis		GRACE House of Itasca Co.
Scott	Stein		DEED
Chris	Stoehr	President	Grand Rapids Chamber of Commerce
Bud	Stone		City of Northome
Henry	Strusi	Director	MN State Colleges & Universities
Richard	Tvedten	County Commissioner	Aitkin County
Galen	Tveit	Exec. Dir.	NE MN Job Training Office
Michelle	Ufford	Coordinator	Aitkin County
Ross	Wagner		IEDC



# Grand Rapids - August 4, 2009

First Name	Last Name	Title	Organization
Diane	Weber	V.P.	MN Assoc. of Townships
Reno	Wells	Mayor	City of Squaw Lake
Toni	Wilcox		



## Bemidji - August 5, 2009

First Name	Last Name	Title	Organization
Rita	Albrecht	Comm. Dev. Dir.	City of Bemidji
Eric	Anderson	Compliance Officer	Leech Lake Reservation
Mitch	Berg	City Administrator	
Pamela	Bezotte		CSN
Bill	Blazar		
Melvin	Boser	LRS	SBA
Brian	Boyd		USDA
Jaclyn	Brekken		DEED
Jim	Clark	Exec. Director	Northwest Indian OIC
Marty	Cobenais		Indigenous Environmental Network
Rachel	Cobernais	ETC	Experience Works, Inc.
Steve	Cochems	President	Anderson Fabrics, Inc.
Russell	Dahlke		DEED
Steven	Day	Dir. Of Public Safety	White Earth Nation
Ed	Dieter		DEED
Nate	Dorr		DEED
Terry	Frauly	Sr. Field Rep.	DOLI
Jennifer	Garbow	Extension Educator	U of M Crookston
Courtney	Gifford	Econ. Dev. Director	MN Chippewa Tribe
Samuel	Gould	Bus. Growth Spec.	Enterprise MN
Gordy	Hagen	Board Member	RMCEP
Jim	Hegman		DEED
Bruce	Hemstad	Chief Academic Officer	Northwest Technical College
David	Hengel		Center for Community Stewardship
Jim	Hess	Superintendent	ISD 31
Randy	Hillard	Project Director	AURI
Dick	Jaergr		OOC - MNSCU
Patti	Johnson	Grygla City Council	Grygla
Delmer	Jones Jr.	Director	Leech Lake Band of Ojibwe



## Bemidji - August 5, 2009

First Name	Last Name	Title	Organization
Craig	Kinsella	Founder	Guidant Solutions
Michelle	Lansverk		Lansverk & Associates
Richard	Lehmann		NTC
Darrell	Magoon	Owner	Sparrow Transport Service
Steve	Marty	WF Programs	NW MN Foundation
Michael	Moore		City of Thief River Falls
Art	Nash	Extension Educator	
Craig	Nathan		CEP, Inc.
Paul	Nevanen		Koochiching Econ. Dev. Authority
Chuck	Nordquist	Business Dev. Officer	MN Business Finance Corp.
Mary	Olson	State Senator	District 4
Lori	Paris	President	
Becky	Philipp	Dir. Of Learning & Growth	AURI
Leonore	Potter	Exec. Director	Boys & Girls Club of Bemidji
Jorge	Prinie	Director	SBDC
John	Rapheal		MN Dept. of Education
Tim	Reiplinges	CPO	Boys & Girls Club of Bemidji
Jim	Retka		Northland Community & Tech. Colleges
James	Richter		Housing Authority
Larry	Roulet		DEED
Anthony	Schaffhauser	Exec. Director	Bemidji State University
Julie	Schumacher	Training Rep.	Rainy River Community College
Marty	Sieve	V.P. for Programs	NW MN Foundation
Ashley	Soukup	Reporter	Lakeland Public Television
Bonny	Stechmann		DEED
Janet	Steff	State Energy Office	MN Dept. of Commerce
Brad	Swenson	Political Editor	
Wendy	Templin	H.S. Principal	Blackduck Schools
Anne	Temte	President	Northland Community & Tech. Colleges



## Bemidji - August 5, 2009

First Name	Last Name	Title	Organization
Lauralee	Tupa	Program Coordinator	SBDC
Ron	Valiant	Exec. Director	White Earth Reservation
John	Varner	Superintendent	Onamia Public Schools
Nancy	Vyskocil		Northwest MN Foundation
Daniel	Wenner	Exec. Director	MN CEP
Dave	West		Northwest MN Foundation
Larry	Young	Exec. Director	Joint Econ. Dev. Comm.
Kristin	Zemek	Regional Coordinator	DLC
Ryan	Zemek	Dev. Specialist	HRDC



## Duluth - August 13, 2009

First Name	Last Name	Title	Organization
Daniel	Allison	Environmental Tech.	American Engineering Testing, Inc.
Gordy	Anderson	President/CEO	Two Harbors Area Chamber of Commerce
Kim	Anderson	Exec. Asst.	Iron Range Resources
Jim	Arndt	Principal	Duluth Public Schools
Kristie	Bachman	Asst. Director	CHOICE, Unlimited
Lynne	Batzli		DEED
John	Bennett		Univ. of MN Extension
Joshua	Bergstad	Planner	Arrowhead Regional Dev. Commission
Beth	Bily	Staff Writer	Business North
Wayne	Boucher	Mayor	Hermantown
Richard	Braun		UMD Center for Econ. Dev.
Marie	Brooks	Director	Lake Superior College
Marie	Carter-Brooks		Lake Superior College
Cindy	Collette		SBA
Harry	Cottrell	Director	Lake Superior College
Tony	Cuneo		Zappa Foundation/City of Duluth
Ed	Dieter		DEED
Drew	Digby	LMA	DEED
Rebecca	Ellenson	Exec. Director	SOAR Career Solutions
Pam	Elstad	Dean	Lake Superior College
Jerry	Fallos	Reg. Outreach Director	Senator Amy Klobuchar's Office
John	Fedo	Econ. Dev. Coordinator	RLK Inc.
Ron	Gerst		Duluth WF Dev.
Bill	Glahn	Director	OES
Charlie	Glazman	Trn. Coordinator	Wisconsin Indianhead Tech. College
Elaine	Hansen	Director	NE SBDC/UMDCED
Barbara	Hayden	Planning Director	St. Louis County
Jim	Hegman		DEED
Betsy	Hill	Employment Tech.	City of Duluth



## Duluth - August 13, 2009

First Name	Last Name	Title	Organization
Don	Hoag	Dir. Duluth WF Dev.	City of Duluth
Deb	Holeman		City of Duluth WF Dev.
Lee	Klein	City Administrator	City of Two Harbors
Garry	Krause	Academic Dean	WITC
Jean	Kyle		MN Dept. of Education
Gary	Larson	Coordinator	Iron Range Resources
Sandi	Larson	Workshop Coordinator	NE SBDC/UMDCED
Chris	Maddy	Director	Northland Connection
Mark	Magnuson	V.P. Academic Affairs	Lake Superior College
Mary	Mathews	President	Northeast Enterprise Fund
Andy	McDonough		Duluth Seaway Port Authority
Betsy	Merritt-Harmon		MN WFC NE
Don	Monaco	Commissioner	Duluth Econ. Dev. Authority (DEDA)
Diane	Morin	CT Rep	Lake Superior College
John	Mulder	City Admin.	Hermantown
Nancy	Norr	Manager	MN Power
Ann	Olson	Director	MN WF Council Assoc.
Shari	Olson	System Director	MnSCU
Beth	Probst	Communications Officer	Duluth Superior Area Community Foundation
Kristin	Prosocki	Grants Coordinator	DEED
Heather	Rand		DEED
Roland	Root		DEED
Carl	Sandness	HS Teacher	ISD 701 Hibbing Public Schools
Matt	Sjoberg	Director	Iron Range Resources
Jim	Skurla		Univ. of MN Duluth
Kevin	Snyder	V.P. Human Resource	Northstar Aerospace
Dennis	Tabbert		U.S. Dept. of Agriculture
Tom	Toukin		Lake Superior College
Jordan	Vandal	Rural Dev. Advisor	Midwest Assistance Program



# Duluth - August 13, 2009

First Name	Last Name	Title	Organization
Richard	Walsh		Iron Range Resources
Mark	Wanson	VP RN	LSC
Brian	Wille	Field Rep.	DOL



# St. Cloud - August 17, 2009

First Name	Last Name	Title	Organization
Adeel	Ahmed		U of M Extension
Carol	Anderson		Morrison Co. CDC
Cindy	Belmont		
Joan	Bloemendahl-Gruett		Pine Technical College
Deborah	Boelz	President	Little Falls Chamber of Commerce
Rita	Borchert		Jobs & Trn. Services
Mel	Boser		SBA
Brett	Bruvold		RTE
Spencer	Buerkle	Commissioner	WSA 17
Deborah	Bultnick		DEED
Bret	Bussman		
Nancy	Carswell	Administrator	City of Rockford
Barbara	Chaffee		Jobs & Trn. Services
Leslie	Chmielewski	City Planner	Big Lake
Charlie Jean	Comero		Visiam
Joan	Danielson		
Trudy	de Goede		St. Cloud Public Library
Jane	DeAustin	Gov't. Affairs Director	
Annie	Deckert		City of Elk River
David	DeGroot		St. Cloud State University
Steve	Dooley		Becker School District
Paul	Dornfeld		USDA Rural Development
Renee	Eckerly		City of Paynesville
Lester	Engel		Engel Metallurgical Ltd.
Sandra	Fabian	Director	St. Cloud Tech. College
Henry	Fischer	Dev. Director	St. Cloud Area Econ. Dev. Partnership
Terry	Frauly		Dept. of Labor
Bill	Glahn		Office of Energy Security
Tony	Goddard		



# St. Cloud - August 17, 2009

First Name	Last Name	Title	Organization
Keith	Goodwin		DEED
Anna	Gruber		City of Pierz
Dave	Gruenes		Stearns Electric Assoc.
Craig	Gustafson		DEED
Mona	Haag	Clerk/Treasurer	City of Eden Valley
John	Haas		
Therese	Haffner		
Kathy	Haugan		City of Sartell
Larry	Haws		Out Source Projects, Inc.
Joyce	Helens	State Legislator	
Lisa	Helmin Foss		SCTC
Nancy	Hoffman		St. Cloud State University
Vicki	Holthaus	Director	Benton County
Victoria	Hosch		
Steve	Howard		Jobs & Trm. Services
Nancy	Jacobsen		Wacosa
Britt	Johnsen		MN State Colleges & Universities
John	Kaliszewski	Business Editor	Times Media
Lisa	Koll		ExEnSo
Timothy	Korby	Area Director	Doherty Staffing Solutions
Lori	Koski	Principal Engineer	LHB
Nadene	Kruize	Voc. Coordinator	PHASE
Sandy	Lambertson	Exhibitor	SBA Financing
Valerie	Larkin		Benton County Human Services
Harry	Larson		Rehab. Services
Diane	Lawson		Enterprise Minnesota
Mark	Lofthus		St. Cloud State University
Tony	Lorusso		DEED
Jill	Magelssen		DEED
			Express Employment Professionals



## St. Cloud - August 17, 2009

First Name	Last Name	Title	Organization
Devinder	Malhotra		St. Cloud State University
Dewayne	Mareck	Commissioner	Stearns County
Dave	Maroney		
James	McMahon	Commissioner	WSA 17
Lee	Miller		Region 5 - RDC
Tom	Moore	President	St. Cloud Area Econ. Dev. Partnership
Robert	Musgrove		Pine Technical College
Christina	Nebel-Dickerson		Procurement Tech. Assistance Center
Jeffrey	Nelson		DEED
Bernie	Omann		
Heidi	Peper	Assoc. SHE	St. Cloud
Rebecca	Perrotti		Jobs & Trn. Services
Bruce	Peterson		SCTC
Alvin	Pettigrew Jr.		
Earl	Potter III		St. Cloud State University
Charles	Rau	President	RIE Coatings
Steve	Renquist		City of Willmar
Brett	Repulske		
Paul	Ruegamer		American Time & Signal Co.
Gail	Ruhland		St. Cloud State University
Peter	Rutherford	Dir. Of Training	DEED
Roxanne	Ryan		Wacosa
Mark	Sakry	Stearns Co. Commissioner	SBETC
Kathi	Schaff		MN Chamber
Barry	Schaffer		ABE
Tom	Schneider		City of Albany
Todd	Schultz		City of Sauk Rapids
Miles	Seppelt	Econ. Dev. Director	City of Hutchinson
Jean	Spaulding		City of Willmar





# Fergus Falls - August 20, 2009

First Name	Last Name	Title	Organization
Gary	Berg	Team Leader	RMCEP
Bill	Blazar	Superintendent	MN Chamber
Rick	Bock	ETA	Experience Works
Tim	Brinkman	Bus. Operations Mgr.	Park Region Telephone
Debra	Carpenter	Exec. Dir.	Northern Connections
Skip	Carpenter		
Brent	Christianson	VP	Madelia Area Redevelopment
Cindy	Collett		SBA
Rich	Davy	Field Rep.	MN Dept. of Labor
Ed	Dieter	Deputy Director	MN Trade Office
Peter	Doll		City of Moorhead
Nate	Dorr		DEED
Dan	Eischens		MSCTC
Jan	Flack	Dir., Cust. Trng.	MSU MHD
Dawn	Hegland	Exec. Dir.	UMVRDC
Bonnie	Herman	Program Mgr.	ABE
Scott	Hoeschen	Loan Officer	MBFC
Sheri	Holm	Communications Dir.	West Central Initiative
Brad	Howland		Otter Tail Power Co.
Steve	Jacobs		Voc. Rehab. Services
Lois	Josephson		IT WFC
Rick	Kvasagen	Mfg. Specialist	Enterprise Minnesota
Dan	Labat	Area Director	USDA Rural Development
Karen	Lauer	Exec. Dir.	Barnville EDA
Tim	Lift	Owner	Otter Tail WPB Solutions
Kathy	Lorsung	Placement Specialist	Transem
Tony	Lorusso		DEED
Andy	Martin	Regional Director	Senator Klobuchar's Office
Mary	Matteson	Community Education Dir.	ISD 544



## Fergus Falls - August 20, 2009

First Name	Last Name	Title	Organization
Jason	Murray	Exec. Dir.	AAEDC
Pat	Murray	Placement Specialist	Transem
Stephen	Nagle	Exec. Dir.	West Central MN Communities Action
Bud	Nornes	State Rep. House	House of Representatives
Shari	Olson		MN State Colleges & Universities
Michael	Pattee	ETC	Experience Works
Michael	Patter		Experience Works
Ryan	Pesch	Extension Educator	Extension ( U of M)
Vanessa	Pikop	Placement Specialist	TransEM of Fergus Falls
Jessica	Rowe		MDE
Julie	Sachs	Operations Mgr.	Rural MN CEP Inc.
Rick	Schara		DEED
Sandy	Schroeder	Alexandria ABE Coord.	ISD 206
Paul	Schwarz		U of M
Jackie	Seifert	Prog. Coordinator	MSU Moorhead
Gary	Seymour		Twister Energy Corp.
Mark	Sievert		City of Fergus Falls
Kathy	Simison	Detroit Lakes ABE	ISD 22
Dan	Skogen	Senator	State Sentate
Jim	Soncraant	Consultant	SBDC
Hank	Stanishouski	Exec. Dir.	FFEIC
Nancy	Straw	President	West Central Initiative
Judy	Suiter	ABE Coordinator	Fergus Falls
Joan	Taves	ETA	Experience Works
Stan	Thurlow	Dev. Consultant	Thurlow Planning Office
Deb	Trygstad		Experience Works
Dale	Umlauf	V.P.	West Central Initiative
Gloria	Waddington		
Greg	Wagner	Econ. Dev. Planner	West Central Initiative



## Fergus Falls - August 20, 2009

First Name	Last Name	Title	Organization
Deborah	Wanek	Superintendent	Pelican Rapids Public School
John	Weisenberger		DEED
Diane	Wells	Mgr.	MN Dept. of Commerce
Dan	Wenner	Director	Rural MN CEP Inc.
Peg	Werner	Director	Viking Library System
Doil	Williams	Process Engineer	Twister Energy Corp.
Eric	Wittbradt		DEED
Lisa	Workman	Exec. Dir.	Fergus Falls Chamber of Commerce



## Brainerd - August 27, 2009

First Name	Last Name	Title	Organization
Andy	Amoroso		
Greg	Bergman	Regional Director	Central Lakes College
Cindy	Brey	BSS	Brainerd WFC
Kathy	Brophy	City Clerk	City of Aitkin
D.Mae	Ceryes		Lakes Country Service Cooperative
Chad	Coauette		Alexandria Tech. College
Joan	Danielson	Regional Administrator	DEED
Jim	Deotis	Business Owner	Living Skin Deer Drums
Ed	Dieter		DEED
Joan	DuMont	BSS	DEED
Bonnie	Elsley	Director	DEED - WFC
Dan	Frank	Initiative Foundation	Little Falls
Daniel	Fuldh	SEDA	Sebeka City EDA
Jack	Gagnon		DEED - Veterans
Keith	Goodwin	Director	UI - DEED
John	Gunstad		Mille Lacs Band of Ojibwe
Anne	Hanson		Region Five Dev. Commission
Bob	Hanson		Central Lakes College
Sue	Hilgart		Rural MN CEP
Cheryl Lee	Hills		Region Five Dev. Commission
Susanne	Hinrichs	Horizons Community Coord.	Extension - U of M
Marti	Huras		DEED
Nadene	Kruize		MN Business Finance Corp.
Harry	Larson		Enterprise Minnesota
Marlee	Larson	Administrator	ISD 181
Brian	Lehman		Mayor - Nisswa
Gail	Leverson	Exec. Director	Cass Co. EDC
Mark	Loffhus	Director	BCD-DEED
Larry	Lundblad	President	Central Lakes College



## Brainerd - August 27, 2009

First Name	Last Name	Title	Organization
Dan	McElroy	Commissioner	DEED
Jean	Mershon		Central Lakes College
Lee	Miller	Ec Dev. Dir.	Region Five Dev. Commission
Mike	Monson		USDD
Craig	Nathan		Rural MN CEP
Bruce	Peck		SCORE
Glen	Pence		Enterprise Minnesota
Rod	Rangen	V.P.	Peoples National Bank of Mora
Elissa	Rogers		Brainerd Lakes Area Dev. Corp.
Daniel	Smith		MN Dept. of Education
Amie	Spartz		Wadena Co. Social Services
Pam	Thomsen		SBDC
Jim	Tretter		DEED
Dean	Uselman		Wadena Dev. Authority
Dean	Uselman		Wadena Development Authority
Dan	Vogt		City of Brainerd
John	Ward	Representative	
Inger	Wegener		Lakes Country Service Cooperative
Steve	Wenzel		
Brian	Wille	Field Rep	DOLI
Lyle	Wright		DEED-Bus. Com. Dev.

PEED

Virginia Road Show  
October 26, 2009

*Sign*

Check-In	First Name	Last Name	Title	Organization
<input checked="" type="checkbox"/>	Rick	Bradford	City Administrator	City of Hoyt Lakes
<input checked="" type="checkbox"/>	Mark	Casey	City Clerk/Administrator	City of Chisholm
<input type="checkbox"/>	Rothanak	Chhoun		Mesabi Range Community & Tech. College
<input checked="" type="checkbox"/>	Lana	Fralich	City Administrator	City of Silver Bay
<input checked="" type="checkbox"/>	Wally	Freier	Program Manager	American Indian Economic Dev. Fund
<input checked="" type="checkbox"/>	Shaun	Germolus	Exec. Director	Chisholm-Hibbing Airport Authority
<input type="checkbox"/>	Colleen	Gerzin	Director	Mesabi Range Community & Tech. College
<input type="checkbox"/>	David	Glass	Director	American Indian Economic Dev. Fund
<input checked="" type="checkbox"/>	Pat	Henderson	Exec. Director	Arrowhead Reg. Dev. Commission
<input checked="" type="checkbox"/>	Tim	Kotzian	Clerk/Treasurer	City of Tower
<input checked="" type="checkbox"/>	Lisa	Kvas		Mesabi Range Community & Tech. College
<input checked="" type="checkbox"/>	Thomas	Leach	Area Specialist	U.S. Dept. of Agriculture
<input type="checkbox"/>	Mark	McCarthy	Private Business Person	
<input checked="" type="checkbox"/>	Betsy	Merritt-Harmon	Manager	MN WFC NE
<input checked="" type="checkbox"/>	Duane	Northagen	CED Coordinator	Hibbing
<input checked="" type="checkbox"/>	Anne	Olson	Director	MN WF Council Assoc.
<input type="checkbox"/>	Shari	Olson	System Director	MNSCU
<input checked="" type="checkbox"/>	Pete	Pastika	Administrator	Babbitt
<input checked="" type="checkbox"/>	Jennifer	Pontinen	Business Consultant	Mesabi Range Community & Tech. College
<input checked="" type="checkbox"/>	Marlene	Pospeck	Mayor	City of Hoyt Lakes
<input type="checkbox"/>	Chuck	Ramsay		Mesabi Daily News





# Virginia - October 26, 2009

Check-In	First Name	Last Name	Title	Organization
<input checked="" type="checkbox"/>	Emily	Werschay	Program Coordinator	Career eFolio Program
<input checked="" type="checkbox"/>	Mary	Sominis	Community Development Loan Officer	Van Range Business
<input checked="" type="checkbox"/>	Kirk	Anderson	CONSULTANT/MNGR	NSBEC
<input checked="" type="checkbox"/>	Mike	VALENTINE	OWNER	HOMETOWN ADVISORS
<input type="checkbox"/>	Robert	MCLEATRICK	DIRECTOR	DECARE DENTAL
<input type="checkbox"/>	Scott	ASBACH	SPE. ASST. TO DIRECTOR	MN OFFICE of ENERGY SECURITY
<input checked="" type="checkbox"/>	TERRI	NYSTROM	Program Supervisor	AEPA
<input checked="" type="checkbox"/>	Wanda	Hilker	Extension Educator	U of M Extension
<input checked="" type="checkbox"/>	Kyle	Erickson	MNPA	MNPA
<input checked="" type="checkbox"/>	John	Bennett	<del>Program Promot</del>	RECITE
<input type="checkbox"/>	Wes	Sudkins	DIRECTOR	MN WORKFORCE COUNCIL ASSN.
<input type="checkbox"/>	Erin	Ray	QEDP/Healthcare Institute	NORTH SPAN GROUP/NORTHERN CONNECTICUT
<input type="checkbox"/>	Ann	Disub	DIRECTOR	City of Virginia
<input checked="" type="checkbox"/>	Sherry	CHRIS	Fin/HR/Safety	Unemployed
<input type="checkbox"/>	Sherry	Erickson	Program Coordinator	eFolio Program
<input type="checkbox"/>	Joyce	Nelson		
<input type="checkbox"/>	Rothman	Chisman		
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				



Virginia - October 26, 2009

Check-In	First Name	Last Name	Title	Organization
<input checked="" type="checkbox"/>	Jacob	Johnson	Business Relationship Mgr	UMN Office of Business Relations
<input checked="" type="checkbox"/>	Steve	Ruscha	RePub Counselor	IFED SSB
<input checked="" type="checkbox"/>	Joan	Krull	AEUA ASE Manager	A EOA
<input type="checkbox"/>	Bernie	Michele	SP Field Rep	mo Dept Labor
<input type="checkbox"/>	John	Wiscomini	Business Dev Mgr	BSA
<input type="checkbox"/>	Dannie	Christenson	ED Spec -	St Louis County
<input checked="" type="checkbox"/>	Laura	Rusich	Exec Director	VEEDA
<input type="checkbox"/>	Jim	Plummer	Community Dev	Iron Range Resources
<input type="checkbox"/>	Marolan	McElhatrick		
<input type="checkbox"/>	Alice	Prtine	ILVR Liaison	Access North-CILNM
<input type="checkbox"/>	Charles	Baribeau	City Souncillor	City of Virginia, MAI
<input type="checkbox"/>	Lynne	Batali	<del>State Rep</del> Legislative Liaison	DEED
<input type="checkbox"/>	Hong	Surbell	State Rep	
<input type="checkbox"/>	<del>Steve</del>			
<input type="checkbox"/>	Drew	Dwyer	Resid Analyst	DEED
<input type="checkbox"/>	<del>Richard</del>	<del>Bradford</del>	<del>City Administrator</del>	
<input type="checkbox"/>	Jeff	Jacobson	City of Bunk	City Administrator
<input type="checkbox"/>	Lynne	Osterman	Leg. Liaison	MN Dated
<input type="checkbox"/>	John	Was	Ohio Mgr.	Meabaker College
<input type="checkbox"/>	Staine	Hausser	Director	UMD DED - NE SBA
<input type="checkbox"/>	Paul	Carlson	EOA Director	A EOA

**Small Cities Development Program  
Mankato Application Workshop Training  
Wednesday, July 14, 2009**

Last Name	First Name	Representing City/County	Check if Attended
Schwartz	Charles	Bonestroo	✓
Seymour	Ron	SEH, Inc.	✓
<del>Stenberg</del>	<del>Wayne</del>	<del>Semeac</del>	
Stoner	Gary	Chandler	
Swanson	Chuck	Western Community Action, Inc	✓
Vitse	Cindy	Semcac	✓
Vrieze	Michelle	SEMDC	✓
McMartin	Lucy	City of Winona	✓
Maconey	Dave	Cannon Falls	✓
Potter	Brad	ISS Group	✓
BERGER	DARIN	CARVER COUNTY CDA	✓

**Small Cities Development Program  
Mankato Application Workshop Training  
Wednesday, July 14, 2009**

Last Name	First Name	Representing City/County	Check If Attended
Bokelmann	Nancy	Owatonna	✓
Dingels	Pat	RADC	✓
DuCharme	Karen	SE MN Multi-County HRA	✓
Eng	Chris	Chisago County HRA-EDA	✓
Fischer	Bart	Chaska	✓
Gladis	Jeff	Western Community Action, Inc.	✓
Graphenteen	Lisa	SWMHP	✓
Hoglin	Amy	Murray County	✓
Lehmann	Pamela	Lac qui Parle County	✓
Lerud	Greg	Milaca	✓
Olinger	John	Lindstrom	✓
Olson	Paul	DSI	✓
Peper	Heidi	SEH, Inc.	✓
Peterson White	Jessica	U of M Extension - Community Vitality	✓
Pettipiece	Chuck	Pettipiece & Associates	✓

**Small Cities Development Program  
Bemidji Application Workshop Training  
Wednesday, July 22, 2009**

Last Name	First Name	Representing City/County	Check if Attended
Abercrombie	Joan	Abercrombie Associates	✓
Brelland	Bob	Brelland Consulting Services, LLC	
Brelland	Robbin	Brelland Consulting	
Chirpich	Aaron	HRDC	
Cohen	Cyndy	University of MN Extension-Horizons	
Edington	Tarry	Itasca County HRA	✓
Flathers	Tim	Headwaters RDC	✓
Grabko	Nancy	Lake / Cook County Housing Program	
Griesert	Steven	Community Partners Research Inc.	✓
Hensel	Trish	Menahga Horizon	✓
Hinrichs	Suzanne	Horizons Program, UMN Extension	✓
Korpela	Angela	Carlton County Economic Development	
Leverson	Gall	Cass County Economic Development Corp.	✓
O'Brien	Erika	Pequot Lakes HRA	✓
Oman	Pat	Carlton County Economic Development	
Radke	Judy	City of Hammond	
Rogers	Elissa	Brainerd Lakes Area Development Corp.	✗
Vandal	Jordan	Midwest Assistance Program	✓
Wilson	Scott	Cass County HRA	✗
Wynne	Irene	Wynne Consulting	✗
Wynne	John	Northwest Community Action	✗
Zahorik	Scott	KOOTASCA Community Action, Inc.	✗



**Small Cities Development Program  
Alexandria Application Workshop Training  
Thursday, July 23, 2009**

Last Name	First Name	Representing City/County	Check If Attended
Anderson	Jacki	UMVRDC	X
Ballis	Lezlie	Lakes & Pines CAC Inc.	X
Belling	Mary	Big Stone County HRA	X
Bjorklund	Sue	Fergus Falls HRA	X
Bolland	Erin	Alexandria HRA	X
Bouta	Michelle	UMVRDC	X
Canton	Dan <i>DK</i>	City of Minneota	X
Carpenter	Skip	Cornerstone Development Services	X
Christenson	Dennis	Fergus Falls HRA	X
Cohen	Cyndy	University of MN Extension-Horizons	X
Duenow	Kim	Clay County HRA	X
Hedtke	Suzanne	Meeker County EDA	
Hemmesch	Deanna	Central MN Housing Partnership	X
Holzer	Mary	City of Perham	X
Kleven	Christine	City of Milan	X
Krebsbach	Jason	Central MN Housing Partnership	X
Lee	Dara	Clay County HRA	X
Meyer	John		
Meyerson	Donald	Tri-County Action Program Inc.	X
Olson	Diana	City of Evansville	X
Sletto	Kathy	Sletto Consultants, Ashby, Eagle Bend	X
Standish	Jim	Grant County HRA	X



**Small Cities Development Program  
Mankato Implementation Workshop  
Wednesday, May 6, 2009**

Last Name	First Name	Representing City/County	Check If Attended
Anderson	Rob	City of Mt. Lake	✓
Berg	Terry	Faribault	✓
Berger	Darin	Chaska, Norwood Young America	✓
Bode	Melissa	New Ulm	✓
Bregel	Heather	New Ulm Economic Development Authority	✓
Budde	Vonda	Semcac, Preston, Albert Lea	✓
Burchill	Julle	SW MN Opportunity Council, Inc., Slayton, Worthington	✓
Christian	Dave	New Ulm	✓
Deming	Jude	Heartland Community Action Agency, Renville County, Winsted	✓
Dingels	Pat	RADC, Seaforth	✓
Domine	Troy	Montgomery	X
Erickson	Joel	Lonsdale	X
Fast	Dawn	City of Mt. Lake	✓
Gladis	Jeff	Western Community Action, Inc. Lakefield, Windom	✓
Hartert	Christine	SEMMCHRA, Goodhue County	✓
Heckman	Zoa	Wells	✓

**Small Cities Development Program  
Mankato Implementation Workshop  
Wednesday, May 6, 2009**

Last Name	First Name	Representing City/County	Check if Attended
Hensen	Mary	Windom EDA	✓
Jones	Dave	Heartland Community Action Agency, Renville County, Winsted	
Jost	Byron	Pettipiece & Associates Faribault County, Mankato(Commercial)	✓
Kuklinski	Nancy	SEMMCHRA Faribault, Goodhue County	✓
Lang	Kim	Faribault	✓
Larsen	Linda	Renville County HRA/EDA	✓
Lehmann	Pam	Maxwell Township	✓
Lehmann	Pamela	Lac qui Parle County	✓
McCabe	Casey	Mankato	
Mejia	Lori	SW MN Opportunity Council, Inc Slayton	✓
Moline	Stephen	Pettipiece & Associates	✓
Olson	Paul	DSI, Ivanhoe, Madison	✓
Raiber	Lori	Heartland Community Action Agency, Winsted	✓
Rasche	Kelly	Lakefield	✓
Schaefer	Scott	New Ulm	✓

**Small Cities Development Program  
St. Cloud Implementation Workshop  
Tuesday, April 28, 2009**

Last Name	First Name	Representing City/County	Check if Attended
Mooberry	B. Timothy	Swift County HRA Benson X	
Mork	Steven	Mora HRA Mora X	
Northey	Josh	Brainerd Lakes Area Development Corporation Brainerd ✓	
Peper	Heldl	SEH, Remer, Richmond <del>Richmond</del> X	
Peterson	Gertie	Long Prairie ✓	
Roberts	Dan	Tri-County Action Program, Inc. Richmond X	
Rock	Christle	Norwood Young America ✓	
Rogers	Elissa	Brainerd Lakes Area Development Corporation Brainerd X	
Ryan	Traci	David Drown Associates, Winsted X	
Schiffman	Jeffrey	Douglas County HRA, Glenwood ✓	
Schindele	Amanda	Stearns County HRA, Paynesville X	
Schliemann	Roxanne	Willmar HRA X	
Sheeran	Pam	Seaforth ✓	
Slagter	Dale	Willmar HRA X	
Sletto	Kathy	Sletto Consultants, Ashby, Eagle Bend ✓ ✓	
Suter	Randy	Heartland Community Action Agency <i>Renville Co.</i> ✓	

**Small Cities Development Program  
St. Cloud Implementation Workshop  
Tuesday, April 28, 2009**

Last Name	First Name	Representing City/County	Check if Attended
Swanberg	Robert	Stearns County HRA, <i>Hancock</i> Paynesville ✓	
Sweeney	Shannon	David Drown Associates, Winsted ✓	
Syverson	Vicki	Swift County HRA Benson X	
TallBear	Susan	Stevens County HRA, <i>Hancock</i> X	
Thielen	Simon	Tri-County Action Program, Inc., Richmond X	
Thurlow	Stan	Thurlow Planning Office Bejou ✓	
Thurlow	UnaMae	Thurlow Planning Office Bejou ✓	
Tilbury	Arlene	UMRDC, Benson, Clarkfield, Granite Falls X	
Venekamp	David	Long Prairie X	
Zahorik	Scott	KOOTASCA Community Action, Inc. Coleraine, Grand Rapids, Nashwauk ✓	
Zyka	Wendy	City of Little Falls X	

**Small Cities Development Program  
Bemidji Implementation Workshop  
Wednesday, April 29, 2009**

Last Name	First Name	Representing City/County	Check if Attended
Almendinger	Mary	Bi-County CAP, Boy River ✓	
Bales	Gary	Federal Dam X	
Bjorgen	Paul	SEH, Remer, Richmond ✓	
Bjorklund	Sue	Fergus Falls HRA X	
Breiland	Robbin	Thief River Falls, Breiland Consulting & NW MN Multi-County HRA	
Buchanan	Ken	NW MN Multi County HRA, Crookston, Thief River Falls ✓	
Campbell	David	Parkers Prairie ✓	
Corwin	Jim	NW MN Multi County HRA, Crookston, Thief River Falls X	
Duchesneau	Skip	D W Jones, Inc., Grand Rapids ✓	
Jobgen	Sarah	Perley ✓	
Johanneck	Dan	Crookston Housing and EDA X	
Locken	Anita	Greenbush ✓	
Meier	Lee	NW MN Multi County HRA, Crookston, Thief River Falls X	
Moore	Michael	Thief River Falls X	
Wilson	Scott	Cass County HRA / City of Boy River X	
Wynne	Irene	Wynne Consulting, Greenbush, Marshall County, Middle River, Warroad, Red Lake Falls ✓	
Wynne	John	Wynne Consulting, Greenbush, Marshall County, Middle River, Warroad, Red Lake Falls X	



# Roseville - August 3, 2009

First Name	Last Name	Title	Organization
David	Anderson		Inver Hills Community College
Tony	Bachman		Intereum
Todd	Balsiger	V.P.	Steiner Dev. Inc.
Lynne	Batzli	Legislative Liaison	DEED
Ronald	Bennett	Exec. Dir.	MN Center for Engineering & Mfg. Excellence
Beau	Berentson	Senate Staffer	
Bill	Blahn		State of MN
Tom	Bodin		
LaDonna	Boyd		Dakota Electric Assoc.
Patricia	Brady	Director	Workforce Solutions
Rod	Brown		LSS
J.D.	Burton		Coalition of Greater MN Cities
Megan	Burton		Intereum
Kathy	Carney		DEED
Frederick	Charlton	QRC	DOLI
Shari	Chorney		Red Wing Port Authority
Suzanne	Ciebiera		MTC
Kim	Clausen	Community Dev. Dir.	City of Faribault
Bonnie	Coffey	Pres. & CEO	CM Inform. Specialists
Robert	Crawford		
Michael	Darger		U of M
George	Davison		St. Hurbert's Church
Deanne	DeGraff	Mgr./Principal	NE Metro School District 916
Pat	Deziel		St. Hurbert's Church
Joanna	Dornfeld	Committee Administrator	MN House of Representatives
Nate	Duouss	Public Relations Mgr.	Enterprise MN
Cathy	Erneron		SEMDC
Jerry	Etesse	Principal	Roseville Adult Learning Center
Brandy	Favilla		Globe Education Network

# Appendix E

## Comments

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There were **no** attendees at the public hearings and no comments were received.

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