

**The Dodge County Board of Commissioners does hereby ordain:**

**An Ordinance establishing a Local Housing Trust Fund to address needs for affordable housing within the County of Dodge**

**SECTION 1.0 PURPOSE, AUTHORITY AND JURISDICTION**

**1.1 TITLE**

This Ordinance shall be known, cited, and referred to as the “Dodge County Local Housing Trust Fund Ordinance”. When referred to herein, it shall be known as “this Ordinance”.

**1.2 STATEMENT OF PURPOSE**

This Ordinance is adopted for the purpose of establishing a fund which allows for the flexibility to respond in innovative ways to address local affordable housing needs.

**1.3 STATUTORY AUTHORITY**

This Ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes, section 462C.16 and Minnesota Statutes 462A.201.

**1.4 JURISDICTION**

This ordinance shall apply to all areas in Dodge County.

**SECTION 2.0 DEFINITIONS**

Affordability Period. The amount of time the project must meet affordability criteria.

Affordable Housing. Refers to housing that costs 30% or less of a household’s gross income.

Community Advisory Committee. A committee comprised of a mix of elected officials, administrator entity staff, housing organization staff, and residents with lived experience or some other housing expertise tasked with providing oversight of the Local Housing Trust Fund.

Elected officials. Refers to County Commissioners.

Fiscal Agent. The entity which establishes the Local Housing Trust Fund Account.

Fund Administrator. Entity responsible for administration of the Local Housing Trust Fund in accordance with Minnesota Statutes and the local County ordinance.

Local Homeless Prevention Aid. funding distributed to counties to help local governments ensure no child is homeless within a local jurisdiction by keeping families from losing housing and helping those experiencing homelessness find housing.

Local Housing Trust Fund. A fund established by a local government with one or more dedicated sources of public revenue for housing.

### SECTION 3.0 ADMINISTRATION OF LOCAL HOUSING TRUST FUND

#### 3.1 THE AUTHORITY

Minnesota Prairie County Alliance (the “Fund Administrator”) shall administer the Local Housing Trust Funds on behalf of Dodge County.

#### 3.2 REPORTING AND DOCUMENTATION REQUIREMENTS

The Fund Administrator shall report annually to the County on the use of the Local Housing Trust Fund, including total amount expended, types of expenses, number of households served, and number of new affordable housing units established.

#### 3.3 ADMINISTRATIVE EXPENSES

The Authority may charge up to 10% of the balance of the fund for program administrative expenses.

### SECTION 4.0 OVERSIGHT AND ADVISORY

#### 4.1 COMMUNITY ADVISORY COMMITTEE

A Community Advisory Committee will be established to provide oversight of a LHTF

4.12 The Community Advisory Committee will provide recommendations to the County board regarding general provisions of the Local Housing Trust Fund.

4.13 The Community Advisory Committee will meet one time per year minimally.

4.14 Annually, the Community Advisory Committee will recommend Housing Trust Fund funding priorities and present a budget proposal to the County Board.

4.13 Members may include:

- (a) Elected officials
- (b) Administrator entity staff
- (c) Housing organization staff
- (d) Residents with lived experience
- (e) Residents with housing expertise

#### 4.2 COUNTY BOARD OF COMMISSIONERS

The County Board will make the final decision regarding:

- (a) Defining Housing Trust Fund Funding Priorities
- (b) Defining the housing activities eligible for support from the Local Housing Trust Fund
- (c) Defining target population(s) and establishing parameters about which types of households will be eligible to be served by Local Housing Trust Fund dollars.
- (d) Specify the types of organizations that are eligible to apply for and utilize the proceeds of funding awards.

- (e) Determine the form that a Local Housing Trust Fund award will take, such as grants or loans as well as the specific terms and conditions of these funding awards
- (f) Determine the required affordability period – the amount of time the project must meet affordability criteria.
- (g) Determine the responsibility of a loan grantee if the required affordability period is not fulfilled.

SECTION 5.0 GENERAL PROVISIONS

5.1 FUNDING SOURCES

5.12 Public revenues from one or more sources must be dedicated to the Local Housing Trust Fund. Allocated revenues are protected for housing uses in the community.

5.13 90% of the annual County Local Homeless Prevention Aid will be dedicated to the Local Housing Trust Fund through 2028.

5.14 Prior to December 31, 2028, will take additional action to determine whether to continue with a Local Housing Trust Fund. If a decision is made to continue, the board will determine one or more sources of public revenues that will be dedicated to the Local Housing Trust Fund.

5.15 Other one-time or ongoing funding sources may include, but are not limited to:

- (a) Donations
- (b) Bond proceeds
- (c) Grants and loans from a state, federal or private source
- (d) Appropriates by a local government to the fund
- (e) Investment earnings of the fund
- (f) Housing and redevelopment authority levies
- (g) Matching funds from a federal or state program designed to fund an affordable housing trust fund

5.2 DISTRIBUTIONS

5.21 Authorized expenditures outlined in MN Statutes 462C.16

- (a) Administrative expenses, but not more than ten percent of the balance of the fund may be spent on administration
- (b) Make grants, loans and loan guarantees for the development, rehabilitation, or financing of housing
- (c) Match other funds from federal, state, or private resources for housing projects
- (d) Provide down payment assistance, rental assistance, and home buyer counseling services

5.3 ANNUAL REPORTING

- 5.31 The Local Housing Trust Fund administrator entity must report annually to the County Board.
- (a) Illustrate the impact on the community's housing needs
  - (b) Characterize the nature of the housing projects and programs supported by the Local Housing Trust Fund
  - (c) Accomplishments in terms of households served
- 5.32 The County must post the annual report on its public website.

SECTION 6.0 EXCEPTION AUTHORITY.

The County Board of Commissioners may review the Trust Fund at any time in its sole and unfettered discretion so long as such exceptions do not violate Minnesota Statutes 462C.16.