City of MANKATO
Leading the way...

AGENDA

Economic Development Authority
Monday, September 8, 2025
(following the Council Meeting at 6 p.m.)
IGC/Atrium - Mankato Room

1. **Call Meeting to Order**

2. **Approval of Agenda**

3. **Approval of Minutes**

   Economic Development Authority Meeting of August 11, 2025

4. **Economic Development Authority Business**

   A. Resolution requesting the establishment of a property tax levy for the Economic Development Authority for property taxes to be collected during the 2025 fiscal year.

   B. Resolutions authorizing the execution of the Grant Agreement and the Memorandum of Understanding to administer the MN Housing Bring It Home program regionally.

   C. Resolution authorizing the execution of the Local Housing Trust Fund Grant Agreement with Minnesota Housing.

   D. Public Hearing and Resolution approving the 2026 Mankato Annual Agency Plan.

5. **Reports/EDA Comments**

6. **Adjournment**

Economic Development Authority

Meeting Date: 09/08/2025

Title: Minutes

Submitted By: Renae Kopischke, City Clerk

Agenda Item:

Economic Development Authority Meeting of August 11, 2025

Attachments

Minutes

MINUTES

Mankato Economic Development Authority
Regular Meeting
August 11, 2025 - 6:23 p.m.
IGC - Mankato Room

1. **Call Meeting to Order**

Members Present: Mike Laven, Dennis Dieken, Michael McLaughlin, Jenn Melby-Kelley, Jessica Hatanpa, and Chair Najwa Massad.

Members Excused: Kevin Mettler.

Staff Present: Executive Director Susan Arntz, Community Development Director Mark Konz, Associate Director of Housing and Economic Development Nancy Bokelmann, and City Clerk Renae Kopischke.

2. **Approval of Agenda**

Ms. Hatanpa moved and Ms. Melby-Kelley seconded a motion to approve the agenda as written. The motion carried unanimously.

3. **Approval of Minutes**

Ms. Melby-Kelley moved and Ms. Hatanpa seconded a motion to approve the Economic Development Authority minutes of the Regular Meeting of July 14, 2025, as written. The motion carried unanimously.

4. **Economic Development Authority Business**

A. Mr. Konz stated that as part of the City of Mankato's Strategic Plan and in alignment with the recommendations of the Housing Study, staff are initiating a discussion on refining the City's development processes to better support community growth and housing needs, which will focus on two interrelated topics: permitting high-density residential uses within the Highway Business District and reviewing parking requirements for high-density residential developments.

Mr. Konz explained that over the past three years, the City has reviewed nine applications for Land Use Plan amendments to accommodate residential development. Of these, five involved amending the designation from commercial to residential. He noted that the current process requires both a Land Use Plan amendment and subsequent rezoning and can influence the readiness and timing of projects. He indicated that by evaluating these processes, the City can identify opportunities to enhance efficiency, reduce procedural barriers, and better position Mankato for housing development.

Mr. Konz commented that parking standards for multiple-family dwellings have also become an increasingly frequent point of discussion. He pointed out that several recent proposals have sought to reduce the current requirement of two parking stalls per unit, citing factors such as changing mobility patterns, transit accessibility, and the evolving needs of residents.

Brief discussion with the recommendation that staff proceed with the modification to the zoning ordinance to allow Multiple Family Dwellings in the B-3, Highway District.

B. It was reported that the PHA Annual Plan is a comprehensive guide to public housing agency policies, programs, operations, and strategies for meeting local housing needs and goals. The EDA submits a plan that represents the role of the agency and programs in the community that follows strategic planning identified in the community consolidated plan, strengthens ties to community service agencies, fair housing, and accesses tools necessary to reach established goals.

The plan has been posted for public comment and Resident Advisory Meetings will be held in August with a summary of any comments received being shared at the public hearing on September 8, 2025.

Mr. Laven moved and Ms. Hatanpa seconded a motin to set September 8, 2025, as the date of Public Hearing for the Annual Agency Plan. The motion carried unanimously.

5. **Reports/EDA Comments**

None.

6. **Adjournment**

There being no further business, Ms. Hatanpa moved and Mr. McLaughlin seconded a motion to adjourn. With all members voting in favor, the meeting adjourned at 6:57 p.m.

Prepared by:	Approved by:
Renae Kopischke City Clerk	Najwa Massad Chair

AGENDA RECOMMENDATION

Economic Development Authority **4. A.**

Meeting Date: 09/08/2025

Agenda Item:

Resolution requesting the establishment of a property tax levy for the Economic Development Authority for property taxes to be collected during the 2025 fiscal year.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

In 2007, the City approved the Economic Development Authority Levy, which is reflected in the Economic Development Fund and used for the purposes summarized below. Minnesota Statutes 469.107 enables cities to levy a tax for the benefit of an Economic Development Authority (EDA). The amount of the tax must not be more than 0.01813 percent of the estimated market value.

From 2013 to 2020, the levy was set at $225,000 and used for the following purposes in the Economic Development Budget:

- $10,000: Southern Minnesota Initiative Foundation
- $25,000: City Center Partnership
- $40,000: Funding for the Art and Culture District in the City Center
- $50,000: Funding for GMG Regional Services Agreement (partially funded by levy)
- $25,000: Parking Lot Development or City Center Redevelopment
- $75,000: Funding for Building Rehabilitation

The 2021 EDA levy was increased to $365,000 to reflect an increase in expenses associated with partnership funding. An example includes the fee for Greater Mankato Growth (GMG) services (REDA partnership), which increased from $99,714 in 2009 to $195,733.44 in 2023. The City Council approved a new REDA Joint Services Agreement at their October 10, 2023, meeting which will expire on December 31, 2029. Under the current REDA Joint Services Agreement, the per capita rate that is used to calculate the fees will be stabilized to the same rate between all the partners by the end of the agreement in 2029. Mankato's fee will be reduced to $190,946.49 in 2026. In 2025, we reallocated the savings from the reduced REDA fee to commercial/residential rehabilitation.

The recommended EDA levy is $365,000 and the following items reflected in the proposed 2026 budget would be funded by the levy:

- $10,000: Southern Minnesota Initiative Foundation
- $25,000: City Center Business Association
- $40,500: Funding Arts and Culture (Twin Rivers and City Art)

- $98,553.51: Funding for Commercial & Residential Building Rehabilitation
- $190,946.49: Funding for GMG Regional Services Agreement (REDA Partnership)

The attached resolution conforms to Minnesota Statute 469.07 whereby the EDA formally requests the establishment of the levy. The final decision of the EDA/Council regarding the levy and allocation of funding is expected to occur between September and December 2025. As was reported to the Council, the preliminary levy may be decreased through budget considerations, but not increased. This also applies to the requested EDA levy.

Attachments

Resolution

RESOLUTION REQUESTING THE CITY COUNCIL
FOR THE ESTABLISHMENT OF A PROPERTY TAX LEVY
FOR THE ECONOMIC DEVEMENT AUTHORITY OF THE CITY OF MANKATO
FOR PROPERTY TAXES TO BE COLLECTED
DURING THE 2026 FISCAL YEAR

WHEREAS the Economic Development Authority has authority under M.S. 469.107 to request a property tax levy not to exceed 0.01813 percent of the taxable market value; and

WHEREAS the Economic Development Authority may request the City Council for a Levy; and

WHEREAS the Economic Development Authority has indicated support for the Economic Development initiatives; and

WHEREAS the sum total of said initiatives are listed at $365,000; and

WHEREAS the City of Mankato is required to adopt a preliminary property tax levy at a regular meeting prior to the 30th of September each year; and

WHEREAS the Economic Development Authority desires to conform and comply with the requirements of M.S. 469.107 and M.S. 275.065 regarding deadlines for requesting the levy before the final Council approval in December of 2025.

NOW THEREFORE BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF MANKATO, BLUE EARTH COUNTY, MINNESOTA that a formal request be made for the purpose of establishing a property tax levy, in the amount of $365,000 for fiscal year 2026.

This resolution shall become effective immediately upon passage.

Adopted this 8th day of September, 2025.

Najwa Massad
Chair

Attest:

Susan MH Arntz
Executive Director

AGENDA RECOMMENDATION

Economic Development Authority **4. B.**

Meeting Date: 09/08/2025

Agenda Item:

Resolutions authorizing the execution of the Grant Agreement and the Memorandum of Understanding to administer the MN Housing Bring It Home program regionally.

Recommendation/Action(s):

Adoption of the attached resolutions.

Summary:

Minnesota Housing seeks to ensure all Minnesotans live and thrive in a stable, safe and accessible home they can afford in a community of their choice. Under Minnesota Statute 462A.2095, a statewide Bring It Home rental assistance program has been established that provides tenant-based and project-based rental assistance and is granting funding to eligible program administrators to provide direct rental assistance through the Bring It Home Rental Assistance Program.

The EDA was awarded Bring It Home funding on July 24, 2025, by Minnesota Housing, to provide needed rental assistance to the region. The grant amount of $3,347,771.00 is made up of $62,575.00 in startup costs to be used in the first twelve months of contracting and $3,285,196.00 in Housing Assistance Payments (HAP) and Administrative Fees intended to be used during the full two-year contract term.

The program will be administered throughout region nine in partnership with Blue Earth County EDA, Faribault County HRA, LeSueur County HRA, the New Ulm HRA, the Pipestone HRA, and the South-Central MN Multi-County HRA. The rental assistance for cost-burdened households earning up to 50% area median income (AMI). Priority for rental assistance shall be given to households with children 18 years of age and under and annual incomes of up to 30% of the area's median income.

The EDA is required to establish a Memorandum of Agreement between agencies to coordinate the administration of the program. This agreement details the roles and responsibilities of the grantee, Mankato Economic Development Authority (grantee) and partner Public Housing Authorities in meeting the specific requirements of the Bring It Home Rental Assistance program as detailed in the grant agreement and Minnesota Statute 462A.05, subdivision 8.

The requested action is to approve by resolution the Executive Director's authorization to execute the grant agreement and all documents required by Minnesota Housing and to enter the Memorandum of Agreement for regional administration of the program.

Attachments

Resolution Accepting Grant
Resolution Executing MOA
Memorandum of Agreement

RESOLUTION

APPROVING THE ACCEPTANCE OF THE GRANT AWARD FOR THE BRING IT HOME RENTAL ASSISTANCE PROGRAM

WHEREAS, the Economic Development Authority of Mankato, Minnesota (EDA) administers the Housing Choice Voucher program funded by the US Department of Housing and Urban Development (HUD) to provide tenant-based and project-based rental assistance vouchers to meet the housing needs of Very Low-Income households in Blue Earth County; and

WHEREAS, the EDA has a documented need for the addition of rental assistance vouchers as identified in the City of Mankato's Strategic Plan, Affordable Housing Action Plan, and the 2025 Housing Study.

WHEREAS, Minnesota Housing, a public body corporate and politic of the State of Minnesota, has the authority under Minnesota Statute 462A.2095 to establish and administer a statewide rental assistance program that provides tenant-based and project -based rental assistance through Program Administrators and is granting funding to eligible program administrators to provide direct rental assistance through the Bring It Home Rental Assistance Program; and

WHEREAS, the Mankato EDA, in collaboration with the Blue Earth County EDA, the Faribault County HRA, the LeSueur County HRA, the New Ulm HRA, the Pipestone HRA, and the South Central MN Multi-County HRA, is allocated $3,347,771.00 made up of $62,575.00 in startup costs to be used in the first twelve months of contracting and $3,285,196.00 in Housing Assistance Payments (HAP) and Administrative Fees intended to be used during the full two-year contract term.

NOW THEREFORE BE IT RESOLVED that the EDA accepts the funding from Minnesota Housing to administer the Bring It Home Rental Assistance Program and will comply with all requirements imposed by regulations of MN Housing for the administration of the program.

BE IT FURTHER RESOLVED, that Susan MH Arntz, Executive Director, is authorized on behalf of the EDA to execute the grant agreement and all documents required by Minnesota Housing using the email address sarntz@mankatomn.gov for submission.

This resolution shall become effective immediately upon passage.

Adopted this 8th day of September 2025.

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Najwa Massad, Board Chair

Attest:

____
Susan MH Arntz, Executive Director

RESOLUTION

AUTHORIZINGTHE MEMORANDUM OF AGREEMENT FOR THE BRING IT HOME RENTAL ASSISTANCE PROGRAM

WHEREAS, the Economic Development Authority of Mankato, Minnesota (EDA) administers the Housing Choice Voucher program funded by the US Department of Housing and Urban Development (HUD) to provide tenant-based and project-based rental assistance vouchers to meet the housing needs of Very Low-Income households in Blue Earth County; and

WHEREAS, the EDA has a documented need for the addition of rental assistance vouchers as identified in the City of Mankato's Strategic Plan, Affordable Housing Action Plan, and the 2025 Housing Study.

WHEREAS, Minnesota Housing, a public body corporate and politic of the State of Minnesota, has the authority under Minnesota Statute 462A.2095 to establish and administer a statewide rental assistance program that provides tenant-based and project -based rental assistance through Program Administrators and is granting funding to eligible program administrators to provide direct rental assistance through the Bring It Home Rental Assistance Program; and

WHEREAS, the EDA, in collaboration with the Blue Earth County EDA, the Faribault County HRA, the LeSueur County HRA, the New Ulm HRA, the Pipestone HRA, and the South Central MN Multi-County HRA, is allocated $3,347,771.00 made up of $62,575.00 in startup costs to be used in the first twelve months of contracting and $3,285,196.00 in Housing Assistance Payments (HAP) and Administrative Fees intended to be used during the full two-year contract term.

NOW THEREFORE BE IT RESOLVED that the EDA authorize Susan MH Arntz, Executive Director, to execute on behalf of the EDA the Memorandum of Agreement for regional administration of the Bring It Home Program.

This resolution shall become effective immediately upon passage.

Adopted this 8th day of September 2025.

____
Najwa Massad, Board Chair

Attest:

____
Susan MH Arntz, Executive Director

MEMORANDUM OF AGREEMENT
Between Mankato EDA (Grantee), Blue Earth County EDA, Faribault County HRA, LeSueur County HRA, New Ulm EDA, Pipestone HRA, and the South-Central MN Muli-County HRA regarding the Bring It Home Rental Assistance Program through Minnesota Housing.

Award Date: 7-24-25
Period of Performance: 10-1-25 to 9-30-27
Grant Amount: $3,347,771 (Start Up Costs: $62,575, HAP and Administrative Fees: $3,285,196)
Regional Jurisdiction: Blue Earth County, Brown County, Faribault County, LeSueur County, Martin County, Nicollet County, Pipestone County, Sibley County, Waseca County, and Watonwan County.

Whereas the Bring It Home Rental Assistance Program is a new program to create rental assistance for low-income families across Minnesota. Funded by state appropriations and a new metro sales tax for housing, the program has provided grants to Public Housing Authorities to administer the program as direct tenant and/or project based rental assistance for cost burdened households.

Introduction:

This memorandum of agreement, **effective as of October 1, 2025**, details the roles and responsibilities of the grantee, Mankato Economic Development Authority (grantee) and partner Public Housing Authorities(PHA): Blue Earth County Economic Development Authority, Minnesota Valley Action Council for Faribault County HRA and LeSueur County HRA, New Ulm Economic Development Authority, Pipestone Housing and Redevelopment Authority, South Central MN Muli-County Housing and Redevelopment Authority in meeting the specific requirements of the Bring It Home Rental Assistance program as detailed in the grant agreement and Minnesota Statute 462A.05, subdivision 8.

PHAs together support a regional effort to administer the Bring It Home (BIH) program under a formal allocation request made to Minnesota Housing by the grantee. We agree to comply with the grant agreement to ensure services to assist eligible households within the multi-county jurisdiction.

We value that all Minnesotans live and thrive in a stable, safe and accessible home they can afford in a community of their choice. To achieve the concept of One Minnesota where everyone thrives, we will reorient how we work and expand who has a voice at the table and who participates in and benefits from the housing economy. We will:

- Center the people and places most impacted by housing instability at the heart of our decision making
- Listen and share the power we have,
- Honor, respect and strengthen communities, and
- Be inclusive, equitable, just and antiracist in our actions.

Purpose and Scope

Partner PHAs agrees to the administration of the BIH rental assistance program, providing funding for tenant-based and project-based rental assistance for cost-burdened households earning up to 50% area median income (AMI) or less. Cost burdened household means a household that is paying more than

30% of the household’s annual income on rent. Priority for rental assistance shall be given to households with children 18 years of age and under and annual incomes of up to 30% of the area median income.

This rental assistance is provided in amounts equal to the difference between 30% of household income and the rent charged, plus an allowance for utilities if not included in rent. Grantee and partners may not provide assistance that is more than the difference between 30% of the tenant's gross income and 120% of the payment standard as established by the local Public Housing Authority, unless otherwise authorized by Minnesota Housing. Like the federal Housing Choice Vouchers, households may continue to receive housing assistance as long as the household remains income-eligible and is compliant with Participant obligations.

Eligible Households:

Households are eligible to apply for the BIH Rental Assistance Program if they:

- Are a Minnesota resident;
- Have an annual income of up to 50% of the area median income as determined by the United States Department of Housing and Urban Development (HUD), adjusted for family size;
- Pay more than 30% of the household's annual income on rent;
- Are not receiving federal tenant-based assistance under Section 8 of the United States Housing Act of 1937, as amended; and
- Are not currently in a unit receiving project-based assistance under Section 8 of the United States Housing Act of 1937, as amended.

All referrals for the BIH Program come through the PHA’s HCV program wait list, need to be a cost burdened household (paying more than 30% of the household’s annual income on rent), using established priority preference:

- BIH - households with children 18 years of age and under and annual incomes of up to 30% of the area median income

In the absence of a qualified household immediately meeting this criterion, the highest priority household may be considered for an opening using other PHA established preferences that may include:

- Move up Preference from supportive and transitional housing programs.
- Coordinated Entry System – regional homeless response system.
- Veterans
- Domestic violence
- Local residency

Roles and Responsibilities:

Each partner PHA may administer BIH Vouchers within their jurisdiction in accordance with the Grant Agreement entered by the grantee and MN Housing as attached with this Memorandum. PHAs will follow existing procedures used to administer the federal Housing Choice Voucher (HCV) Program for tenant based and project-based assistance. The HCV Administrative Plan establishes requirements for maintaining waitlists, leasing units and making payments.

Partner PHAs agrees to administer the BIH funds under tenant-based rent assistance and may project-based rental assistance as addressed in the PHA administrative plan without limitations on the number of units receiving rental assistance per property or address.

The BIH program does not allow portability. Under this Memorandum, partnering PHAs agrees that moves with continued assistance within our multi-County service area between PHAs administering the BIH vouchers will be allowed.

Currently the New Ulm HRA, Pipestone HRA and the South-Central MN Multi-County HRA have underutilized Housing Choice Vouchers and allow the Grantee to coordinate the administration of the BIH vouchers where greater need has been identified. The Grantee will coordinate with the Minnesota Valley Action Council to administer these BIH vouchers. Partner PHAs agrees to collaboratively administer the BIH vouchers within each PHA's jurisdiction when eligible applicants are identified.

Together, the grantee and partner PHAs resolve to:

- Work cooperatively to achieve the stated Program Purpose and scope.
- Follow the BIH statutory requirements that state:
  - Maximum household income of 50% AMI, determined upon initial receipt of the rental assistance and recertified annually.
  - Households are paying more than 30% of their household's annual income on rent,
  - Priority for households with children 18 years of age or younger and annual incomes below 30% of AMI.
  - Make housing assistance payments directly to Housing Provider; and
  - Housing
- Obtain Privacy Act Notice and Tennessen Warning prior to collecting private data from any individual, the grantee and partners must supply the individual with a Combined Privacy Act Notice and Tennessen Warning. The Notice and Warning must be consistent with the requirements of Minn. Stat. 13.04, Subd. 2 and list Minnesota Housing as a party with whom the data may be shared.
- Annually review and adopt all related written standards, policies, and procedures to ensure alignment with referral, prioritization, and enrollment processes.
- All Partners are required to implement adopted Housing Choice Voucher Program Administrative policies and procedures.
- Coordinate with each other to educate and meet the needs of each household eligible for and enrolled in the Program, ensuring that assistance is provided based on preferences, and households interest in housing. Offered in the least restrictive manner and flexible in terms of scheduling.
- Engage with local landlords and property management to strengthen partnerships, ensure adequate supply of affordable units, educate them program guidelines, and support lease compliance.
- Develop registries of available units include lists of landlords or other resources available outside of poverty or minority concentration areas and will include affordable and low-income housing tax credit projects.
- Comply with any other terms or conditions established by the Grant Agreement.
- Administer funds through the tenant-based or project-based rental assistance in accordance with HCV Administrative Plan and established policies and procedures.
- Conduct Housing Quality Standards/ INSPIRE Inspections.

- Provide the grantee with data and supplemental information necessary for required reports to MN Housing, or any other governing or funding entity, such as the US Department of Housing and Urban Development, that may have an interest or stake in the project.
- Ensure the BIH Program is operated in accordance with the Minnesota Statute and involvement of low-income families in program operation.
- Administer funds through the tenant-based or project-based rental assistance in accordance with HCV Administrative Plan and established policies and procedures.
- Conduct Housing Quality Standards/ INSPIRE Inspections.

Additional Grantee Responsibilities:

The grantee serves as the grant recipient for the BIH Program. In this role the grantee agrees to:

- Submit regional request for funding under the BIH request for proposal.
- Formalize grant agreement with MN Housing
- Ensure proper notifications for training and reporting requirements.
- Ensure the BIH Program is operated in accordance with the Minnesota Statute and involvement of low-income families in program operation.
- Monitor grant expenditures provided by partner PHAs and report to MN Housing.

Financial Administration of Funding:

The grantee agrees to coordinate requests for funding under the Bring It Home Program for the region. Each PHA will submit monthly payment requests to the grantee who will then submit requests to MN Housing as outlined in the grant agreement. Disbursements of the funding will be made back to each PHA to disburse in their jurisdiction. An administrative fee per month per household will be provided to the PHA that will administer the Program in their jurisdiction.

<u>Administrative Fees</u>:

Administrative Fees are an eligible expense under the Bring It Home Program. Administrative Fees specifically for the Bring It Home Rental Assistance Program will be reimbursed on a monthly basis with submission of the disbursement request form provided by Minnesota Housing, based on the number of vouchers issued at the time of the submission. PHAs may receive Administrative Fees based on a per voucher per month basis using the developed schedule of Administrative Fees provided by MN Housing. Administrative expenses covered by Administrative Fees must be directly related to BIH Program.

A portion of a PHAs Administrative Fee may be used for Landlord Incentive Programs.

<u>Housing Assistance Payments (HAP)</u>:

Rental Assistance A Program Administrator must use grant proceeds to provide tenant-based or project-based rental assistance payments in an amount equal to the difference between 30% of the tenant's gross income and up to 120% of the payment standard, as established by the local PHA, unless otherwise authorized by Minnesota Housing. This rental assistance payment is known as the Housing Assistance Payment (HAP). PHAs will calculate HAP amounts for each household and use grant proceeds to make payments directly to the Housing Provider.

Primary Contacts:

The following are the primary contacts for the BIH Program:

Mankato Economic Development Authority
Nancy Bokelmann, Associate Director of Housing and Economic Development, nbokelmann@mankatomn.gov, 507-387-8623
Nicole Cunningham, Housing Coordinator, ncummingham@mankatomn.gov, 507-387-8675

Blue Earth County Economic Development Authority
Nancy Bokelmann, Associate Director of Housing and Economic Development, nbokelmann@mankatomn.gov, 507-387-8623
Nicole Cunningham, Housing Coordinator, ncummingham@mankatomn.gov, 507-387-8675

Minnesota Valley Action Council
Judd Schultz, Housing Services Director, jschultz@mnvac.org, 507-345-2401
Brit Fankhauser, Housing Coordinator, brit@mnvac.org, 507-345-2416

New Ulm Economic Development Authority
Heather Bregel, Housing Coordinator, HeatherB@newulmmn.gov, 507-233-2107

Pipestone Housing and Redevelopment Authority
Tammy Manderscheid, Executive Director, tmanderscheid@cityofpipestone.com, 507-825-2221

South Central MN Multi-County Housing and Redevelopment Authority
Jessica Place, Executive Director, Jessica@scmmchra.org, 507-3454-1977 Ext 7

NON-DISCRIMINATION AND EQUAL OPPORTUNITY:

The grantee and partner PHAs agree that no person shall, on the grounds of race, color, religion, national origin, sex, sexual orientation, handicap, ancestry, familial status, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program participating in BIH Program or funded in whole in part with funds made available to the grantee pursuant to this agreement.

Term of Memorandum of Understanding:

This agreement will be renewed with each Grant Agreement under the BIH Program operating regionally.

Amendment of Cancellation of this MOU:

This agreement may be amended or renegotiated with the written agreement by all parties during the term of the contract. In addition, any party may cancel this MOA with sixty (60) days advance written notice to the other Parties.

All partners agree to the terms, definitions, and conditions of this memorandum of understanding by signing below:

By: _ Date: ___________

Susan MH Arntz, Executive Director
Mankato Economic Development Authority (Grantee/EDA)

By: _ Date: ___________

Robert Meyer, Executive Director
Blue Earth County Economic Development Authority (EDA)

By: _ Date: ___________

Amanda Mackie, Executive Director
Faribault County HRA, Minnesota Valley Action Council (HRA)

By: _ Date: ___________

Amanda Mackie, Executive Director
LeSueur County HRA, Minnesota Valley Action Council (HRA)

By: _ Date: ____________

Chris Dalton, Executive Director
New Ulm Economic Development Authority (EDA)

By: _ Date: ____________

Tammy Manderscheid, Executive Director
Pipestone Housing and Redevelopment Authority (HRA)

By: _ Date: ____________

Jessica Place, Executive Director
South Central MN Multi-County Housing and Redevelopment Authority (HRA)

AGENDA RECOMMENDATION

Economic Development Authority **4. C.**

Meeting Date: 09/08/2025

Agenda Item:

Resolution authorizing the execution of the Local Housing Trust Fund Grant Agreement with Minnesota Housing.

Recommendation/Action(s):

Adoption of the attached Resolution.

Summary:

Minnesota Housing approved the Mankato EDA's request for funding under the 2025 Local Housing Trust Fund Grants Program Request for Proposal on May 28, 2025. The EDA has been awarded a grant in the amount of $150,000.

The Local Housing Trust Funds Grant Program was established by Minnesota Housing to encourage local governments to create or fund Local Housing Trust Funds. The program uses state funding to match a portion of new housing trust fund dollars to encourage local investment in affordable housing across Minnesota. The EDA approved a local match to these grant funds of $150,000 from its general fund.

The grant funds:

- Must be used for households at or below 115% of the state median income
- May be used for
  - Development, rehabilitation or financing of housing
  - Down payment assistance
  - Rental assistance
  - Homebuyer counseling services
  - Administrative expenses, up to 10% of grant
- Must be used within five years

Within our application for grant funds, the EDA stipulated that the use of these funds would support the Partnership Community Land Trust in Mankato, MN. The $300,000 will create affordable homeownership with 12 homes in the PCLT by December 31, 2026.

The requested action is to approve by resolution the Executive Director's authorization to execute the grant agreement with Minnesota Housing.

Attachments

Resolution

Resolution
Authorizing the Execution of the
Local Housing Trust Funds Grant Agreement
with Minnesota Housing

WHEREAS, on August 26, 2024, the City Council adopted the Ordinance establishing the Affordable Housing Trust providing a permanent source of funding and a continually renewable source of revenue to meet the housing needs of Moderate, Low-Income, and Very Low-Income households; and

WHEREAS, the Housing Trust Fund shall provide loans and grants to recipients for the following purposes: (1) acquisition, capital and soft costs necessary for the creation of new affordable and workforce housing (both rental and owner-occupied), (2) acquisition, rehabilitation, capital and soft costs necessary for the preservation of existing affordable and workforce housing (both rental and owner - occupied); (3) acquisition, capital and soft costs necessary for the creation of new mixed income housing (both rental and owner- occupied); (4) the rehabilitation of the existing housing stock; (5) assist with funding of programs that prevent and end homelessness; and (6) other housing expenditures that are consistent with Minnesota Statutes, Section 462C.16 Subd. (3).

WHEREAS, on August 26, 2024, the City Council established by resolution a Housing Trust Fund Advisory Committee to advise and assist the City Council, City Administration, and the Economic Development Authority of Mankato on city business or current issues related to affordable housing; and

WHEREAS, Minnesota Housing, a public body corporate and politic of the State of Minnesota, accepted applications on March 19, 2025, through a Request for Proposals for the Local Housing Trust Funds Grant Program.

WHEREAS, the Mankato EDA provided $150,000 in general fund dollars as new public revenue to its Housing Trust Fund as match funds to support the application for the Local Housing Trust Fund grant up to $150,000 from Minnesota Housing.

WHEREAS, Minnesota Housing, a public body corporate and politic of the State of Minnesota, made a grant award of the EDA $150,000 as a Local Housing Trust Funds Grant Program on May 28, 2025.

NOW THEREFORE BE IT RESOLVED that Susan MH Arntz, the Executive Director, is authorized, on behalf of the Mankato EDA to execute the grant agreement through Minnesota Housing’s Local Housing Trust Funds Grant program. The Mankato EDA will comply with all requirements imposed by regulations of MN Housing for the administration of the program.

This resolution shall become effective immediately upon passage.

Adopted this 8th day of September 2025.

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Najwa Massad, Board Chair

Attest:_________________________________
Susan MH Arntz, Executive Director

AGENDA RECOMMENDATION

Economic Development Authority **4. D.**

Meeting Date: 09/08/2025

Agenda Item:

Public Hearing and Resolution approving the 2026 Mankato Annual Agency Plan.

Recommendation/Action(s):

Public Hearing and adoption of resolution.

Summary:

The 2025 PHA Annual Plan is a comprehensive guide to public housing agency policies, programs, operations, and strategies for meeting local housing needs and goals. The EDA submits a streamlined plan that represents the role of the agency and programs in the community. The plan follows strategic planning identified in the community consolidated plan, strengthens ties to community service agencies, fair housing, and accesses tools necessary to reach established goals.

These tools include:

- Annual review of payment standards and utility allowances.
- Annual review of the Administrative Plan for the Housing Choice Voucher program and Admissions and Occupancy Plans for Public Housing.
- Identifies special vouchers including:
  - Project-Based Vouchers.
  - Family Self-Sufficiency, and Homeownership.
  - Mainstream Vouchers for non-elderly, disabled.
  - VASH Vouchers for homeless veterans.
  - Foster Youth to Independence vouchers to meet the needs of homeless and at-risk foster.
  - Emergency Vouchers and Stability Vouchers that work to prevent homelessness.
- Utilizes preferences based on community needs; and
- Manages formula funding for capital programs that improve and replace public housing.

The plan identifies and recommends policy changes the EDA has enacted since submission of the last Annual Plan, as well as the Capital Fund Program (CFP).

- Administrative Plan: Housing Opportunity Through Modernization Act (HOTMA) revisions have been made to the Administrative Plan as required for HUD and anticipated to be effective in 2025-6. Link for Administrative Plan: HCV Administrative Plan
- Admissions and Occupancy Procedures (ACOP): Housing Opportunity Through Modernization Act (HOTMA) revisions have been made to the Admissions and Occupancy Plan as required for HUD and anticipated to be effective in 2025-6. Link for ACOP: Admissions and Continued Occupancy Policy (ACOP)

- Capital Fund Program: includes the continued modernization of units and other site improvements. Capital funding held from prior years will be used to address physical need assessment report items necessary to complete the repositioning of units under RAD.
- Repositioning of Public Housing units in the RAD/Section 18 program: The conversion allows for a more predictable, sustainable revenue stream while still providing the same protections/rights to all current tenants. The program revenue will come from rent payments from tenants that reflects 30% of their income, and the HUD funding will change from an annual operating subsidy and Capital Fund Grant to a Housing Assistance Payments (HAP). The conversion financial application was submitted in January 2024 for the Section 18 and 49 units transitioned on April 1, 2025. The RAD/ Small PHA Blend option was submitted in July and is being reviewed by HUD with a closing date of November 30, 2025.

While this plan has specific emphasis on the operations and strategies of the Housing Choice Voucher program and Public Housing program. It also addresses affordable housing needs in the community and progress in implementing action steps identified in the Affordable Housing Action Plan (AHAP). The programs and services administered by the EDA are intended to cover the continuum of housing.

The Annual Agency Plan highlights routine accomplishments and new initiatives over the past year and the AHAP that include:

Administering Housing Choice Voucher and Public Housing Programs:

- Received high performer status with HUD providing safe, decent, and affordable housing to 673 voucher holders and 263 Public Housing units in Mankato and Blue Earth Counties.
- Prioritized special populations with housing vouchers that include Foster Youth to Independence, Mainstream, VASH, Emergency, and Stability vouchers.
- Administered capital funding to maintain and renovate public housing to meet all inspection criteria and received a REAC Inspection rating of 98%.

Create a Housing Trust Fund:
Combined, Mankato and Blue Earth County received $1,101,289 in Statewide Affordable Housing Aid from the MN Department of Revenue to create local Housing Trust funds. Mankato created a Housing Trust Fund on August 26, 2024, to leverage funding for affordable housing in the community. Trust funds are a consistent, flexible resource for addressing housing needs in the community. HTF will provide opportunities to leverage public and private funds and jump start projects that benefit and invest in affordable housing. In 2025, the EDAs leveraged an additional 600,000 in EDA and MN Housing HTF Grant funding to the HTF that will support the Partnership Community Land Trust.

Creation of Affordable Housing:

- The EDA is successfully administering the Public Housing and Housing Choice Voucher programs. The EDA evaluates the availability of additional housing vouchers with the use of current resources.
- Assisted 52 low-income families obtain homeownership.
- Affordable homeownership: $900,000 of HTF allocated to Partnership Community Land Trust for 30 new homes in 2026-27.
- Affordable workforce rental developments– LIHTCs – CDBG Funding of $100,000, land, PBV rent assistance that include:
  - Sinclair Flats – general Occupancy (48 units) in 2024,
  - Lewis Lofts – senior housing (64 units) in 2025, and
  - In 2026, the Poplar Apartments will provide supportive housing for those who are homeless (40 units) using 40 PBV under the HCV program in collaboration with Partners for Housing offering supportive services on site.

- More rental assistance: (293 new vouchers) with the EDA awarded
  - MN Housing Bridges Vouchers (25) for those with mental illness leasing beginning in August 2025,

    - MN Housing Bring It Home Rental Assistance (180) prioritizing families regionally beginning the fall of 2025,
    - Local Homeless Prevention Aid from MN Department of Treasury (35) youth homelessness or at risk of homelessness, and
    - Anticipated consolidation of vouchers from the Pipestone HRA (53 Vouchers) on January 1, 2026.
- Support streamlining zoning guidelines that include considering modifications to B3 Highway Business District to allow multiple family dwelling units, and discussion on accessory dwelling units and tiny homes.
- Discussions with developers to create affordable homes and consider smaller lot sizes
- Support Habitat for Humanity considering local rent to homeownership programs.

<u>Preservation of Affordable Housing:</u>

- The Capital Fund Program maintains and renovates public housing units to meet all inspection criteria and received a 98% on the REAC Inspection.
- Alma Apartments were preserved by Trellis Company in 2024, preserving 86 HUD-subsidized units.
- Homestead Apartment Flooding – 40 affordable rental units needing rental rehabilitation and relocation assistance. The EDA, Partners for Housing, and the Red Cross assisted to rehouse tenants using HCV assistance and other subsidies.
- CDBG Rental Rehabilitation program to provide $12,000 per unit, 50% of rents must serve low-to-moderate income households, 50% match.
- CDBG Owner rehabilitation program to providing up to $35,00 per property, 0% interest loans, and low-to-moderate income households can have a deferred forgivable 10-year loan.
- CDBG Funding to support Habitat for Humanity's Aging in Place program.
- Seeking LIHTCs in 2026 to replace 40 aged Public Housing units.

<u>Preventing and Ending Homelessness:</u>

- Under the coordinated entry system homeless response system and use of preferences, the EDA has increased housing subsidies serving homelessness by 33% over the past 5 years.
- Poplar Apartment supportive housing development by Trellis Company was funded by LIHTCs in December 2024 and will begin construction this fall.
- Successfully administer programs for homelessness, including:
    - 8 Continuum of Care program at Cherry Ridge Apartments,
    - Housing Choice Voucher special program vouchers that provide for 8 VASH, 112 Mainstream, and 22 Foster Youth Independence families, and
    - 4 Dedicated units for Long Term Homelessness at Breckenridge Townhomes.

- Administered Emergency Housing Vouchers and Housing Stability vouchers for those who are homeless or at risk of homelessness.
- Conduct bi-weekly case conferencing with shelters and housing providers to house/shelter the homeless.
- Use the regional Coordinated Entry Assessment system for homeless response and participate in monthly regional case conferencing.
- Provide CES Navigation services to those who are homeless. These funds support our local Street Outreach team to navigate those who are homeless to community resources and stable housing options.
- The EDA utilizes preferences for coordinated entry, supportive housing, and involuntary displacement due to natural disaster or governmental action, and VAWA outlined in the Administrative Plan and ACOP.
- CDBG funds continue to consider proposals from homeless shelters serving low-income homeless households.
- Maintains a response system to house veterans experiencing homelessness within our CoC Region.

- Continued collaboration seeking capital funding for a 24/7 emergency shelter.

Expand Affordable Housing Opportunities:

- Utilize the MCPP program with MN Housing, aiding 49 first-time home buyers, step up buyers and fix-up loans.
- Support of the Partnership Community Land Trust expansion into Mankato. The CLT will provide homeownership for 3 households purchasing existing homes in the community and 3 households purchasing new construction homes. Next year, Phase III & IV will provide 15 new construction homes and 5 acquisition/rehabilitation homes in the community.
- Supported the Jackson Park Apartments and Cherry Street Apartments application for Low Income Housing Tax Credit (LIHTC) program, financing needed to preserve and increase affordable housing in Mankato.
- CDBG funds to preserve existing housing stock owned by or rented to low-income Mankato
- The EDA continues to apply for additional affordable housing as available and is seeking information on the State Tax Credit program through MN Housing to expand the local housing trust fund.

Community Education and Landlord Engagement:

- Help move citizens to economic self-sufficiency and become homeowners. Staff continue the Family Self-Sufficiency program, helping move participants off government assistance and promoting asset development. This year, 47 participants made progress towards achieving their goals.
- Continue to offer home buyer education to home buyers through HCV Homeownership Program. EDA collaborates with SWMNHP as a HUD-certified housing counseling agency to provide program participants with housing counseling.
- Offer down-payment assistance through the City of Mankato Homeownership revolving loan fund for HCV home buyers and Minnesota Cities Participation program.
- Participate in the Preventing Rental Evictions Program (PREP) to engage local landlords in supporting affordable rental housing. Supported Partners for Housing offering Rentwise education programs to local renters.
- Promoted the Beyond Background insurance program.
- Conducted Marketing for Rental Rehabilitation funding as deferred and forgivable loans in to keep rents affordable.
- Creation of program flyers – Home Modification group has developed a Rehabilitation flyer.

Successful Administration of the Community Development Block Grant:
In 2025, CDBG funds were spent on owner-occupied and rental housing rehabilitation and abatement of lead-based paint hazards, benefiting 14 low - moderate income households. Housing rehabilitation has been effective in preserving affordable housing stock, remediation of lead-based paint hazards, as well as improving the quality of life for low to moderate-income households. CDBG funds are used for a variety of public service activities, including healthcare services, nutrition, transportation, chore services for the elderly and disabled, education for new Americans, affordable childcare, and youth services.

CDBG funds are also being used towards site acquisition costs for the Poplar Apartments with Trellis Company. Environmental investigation and site cleanup costs have been leveraged from DEED Contamination Cleanup grant and an EPA Brownfield Assessment grant.

Since 2010, CDBG funding has rehabilitated 72 owner-occupied dwellings and 20 rental units. CDBG funds have been used towards site acquisition costs leveraging Low Income Housing Tax Credits for the creation of 159 affordable units and for the preservation of 374 affordable units.

Assist Participants who are Victims of Domestic Abuse:

- Staff refer victims to law enforcement as well as to services provided by the Committee Against Domestic Abuse (CADA).
- Staff terminate housing assistance/lease agreements of the perpetrators of violence.

- Staff work with CADA social services staff to provide supportive housing to residents of CADA House.
- Utilize preference for VAWA on HCV wait list.

Continue to Build Partnerships:
The plan also highlights our strength in community partnerships that include and are not limited to: Arc of MN, Blue Earth County, Connections Shelter, Habitat for Humanity, ISD 77, Lutheran Social Services, Minnesota Valley Action Council, Partners for Housing, River Valley Continuum of Care, Salvation Army, Southern MN Regional Legal Services, and Southwest MN Housing Partnership.

The plan was posted for public comment and Resident Advisory Committee Meetings were held on September 2. A summary of comments received is attached. Following the Public Hearing, the Board is asked to approve by resolution the Annual Public Housing Agency Annual as presented.

Attachments

Resolution

Annual Agency Plan

Resident Advisory Meeting Notes

Resolution Adopting the 2026 Public Housing Agency Annual Plan

WHEREAS, the U.S. Department of Housing and Urban Development requires Public Housing Agencies to annually plan the provision of housing activities; and

WHEREAS, the Mankato Economic Development Authority has developed the 2026 Annual Plan in compliance with federal regulations.

NOW, THEREFORE, BE IT RESOLVED that the Mankato Economic Development Authority approves the Resolution Adopting the 2026 Public Housing Agency Annual Plan.

This resolution shall become effective immediately upon passage and without publication.

Adopted this 8th day of September 2025.

____
Najwa Massad, Board Chair

Attest: ___________________________________
Susan MH Arntz, Executive Director

# Annual PHA Plan *(Standard PHAs and Troubled PHAs)*	**U.S. Department of Housing and Urban Development Office of Public and Indian Housing**	**OMB No. 2577-0226 Expires: 9/30/2027**

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. They also inform HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-, very low-, and extremely low- income families.

Applicability. The Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form. Note: PHAs with zero public housing units must continue to comply with the PHA Plan requirements until they closeout their Section 9 programs (ACC termination).

Definitions.

(1) ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers (HCVs) and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, SEMAP for PHAs that only administer tenant-based assistance and/or project-based assistance, or PHAS if only administering public housing.

(2) ***Small PHA*** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.

(3) ***Housing Choice Voucher (HCV) Only PHA*** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.

(4) ***Standard PHA*** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.

(5) ***Troubled PHA*** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.

(6) ***Qualified PHA*** - A PHA with 550 or fewer public housing dwelling units and/or HCVs combined and is not PHAS or SEMAP troubled.

A.	**PHA Information.**
A.1	**PHA Name**: ______________________________ **PHA Code**: ____________ **PHA Type**: ☐ Standard PHA ☐ Troubled PHA **PHA Plan for Fiscal Year Beginning**: (MM/YYYY): ____________ **PHA Inventory** (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) **Number of Public Housing (PH) Units** __________ **Number of Housing Choice Vouchers (HCVs)** __________ **Total Combined Units/Vouchers** ____________ **PHA Plan Submission Type:** ☐ Annual Submission ☐ Revised Annual Submission **Public Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA and should make documents available electronically for public inspection upon request. PHAs are strongly encouraged to post complete PHA Plans on their official websites and to provide each resident council with a copy of their PHA Plans.

☐ **PHA Consortia**: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B. Plan Elements

B.1 Revision of Existing PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA?

Y N
☐ ☐ Statement of Housing Needs and Strategy for Addressing Housing Needs.
☐ ☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☐ ☐ Financial Resources.
☐ ☐ Rent Determination.
☐ ☐ Operation and Management.
☐ ☐ Grievance Procedures.
☐ ☐ Homeownership Programs.
☐ ☐ Community Service and Self-Sufficiency Programs.
☐ ☐ Safety and Crime Prevention.
☐ ☐ Pet Policy.
☐ ☐ Asset Management.
☐ ☐ Substantial Deviation.
☐ ☐ Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

	(c) The PHA must submit its Deconcentration Policy for Field Office review.

B.2	**New Activities.** (a) Does the PHA intend to undertake any new activities related to the following in the PHA's applicable Fiscal Year? Y N ☐ ☐ Choice Neighborhoods Grants. ☐ ☐ Modernization or Development. ☐ ☐ Demolition and/or Disposition. ☐ ☐ Designated Housing for Elderly and/or Disabled Families. ☐ ☐ Conversion of Public Housing to Tenant-Based Assistance. ☐ ☐ Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD. ☐ ☐ Homeownership Program under Section 32, 9 or 8(Y) ☐ ☐ Occupancy by Over-Income Families. ☐ ☐ Occupancy by Police Officers. ☐ ☐ Non-Smoking Policies. ☐ ☐ Project-Based Vouchers. ☐ ☐ Units with Approved Vacancies for Modernization. ☐ ☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the applicable Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.

B.3	**Progress Report.** Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

B.4	**Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.
B.5	**Most Recent Fiscal Year Audit**. (a) Were there any findings in the most recent FY Audit? Y N ☐ ☐ (b) If yes, please describe:
C.	**Other Document and/or Certification Requirements.**
C.1	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☐ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

C.2	**Certification by State or Local Officials.** Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	**Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations* *Including PHA Plan Elements that Have Changed*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	**Challenged Elements.** If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y ☐ N ☐ (b) If yes, include Challenged Elements.

C.5	**Troubled PHA.** (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y N N/A ☐ ☐ ☐ (b) If yes, please describe:

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section (24 CFR 903.4).

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory, Number of Public Housing Units and Number of HCVs, PHA Plan Submission Type**, and the **Public Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. Note: The number of HCV's should include all special purpose vouchers (e.g. Mainstream Vouchers, etc.) (24 CFR 903.23(e)).

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table (24 CFR 943.128(a)).

B. Plan Elements. All PHAs must complete this section.

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no" (24 CFR 903.7).

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location (24 CFR 903.7(a)(2)(i)). Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy (24 CFR 903.7(a)(2)(ii)).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions**. PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)). Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR 903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements (24 CFR 903.7(b)). Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists (24 CFR 903.7(b)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV (24 CFR 903.7(b)). Describe the unit assignment policies for public housing (24 CFR 903.7(b)).

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program and state the planned use for the resources (24 CFR 903.7(c)).

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies (24 CFR 903.7(d)).

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA (24 CFR 903.7(e)).

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants (24 CFR 903.7(f)).

☐ **Homeownership Programs**. A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or HCV homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Community Service and Self Sufficiency Programs**. Describe how the PHA will comply with the requirements of (24 CFR 903.7(l)). Provide a description of: (**1**) Any programs relating to services and amenities provided or offered to assisted families; and (**2**) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS (24 CFR 903.7(l)).

☐ **Safety and Crime Prevention (VAWA).** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities (24 CFR 903.7(m)). Note: All coordination and activities must be consistent with federal civil rights obligations. A description of: (**1**) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to survivors of domestic violence, dating violence, sexual assault, or stalking; (**2**) Any activities, services, or programs provided or offered by a PHA that helps survivors of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and (**3**) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance survivor safety in assisted families (24 CFR 903.7(m)(5)).

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing (24 CFR 903.7(n)).

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory (24 CFR 903.7(q)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan (24 CFR 903.7(s)(2)(i)).

☐ **Significant Amendment/Modification**. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan (24 CFR 903.7(s)(2)(ii)). For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH 2019-23(HA), successor RAD Implementation Notices, or other RAD Notices.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2 (24 CFR 903.23(b)).

B.2 **New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Choice Neighborhoods Grants.** **(1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Choice Neighborhoods Grants; and (**2)** A timetable for the submission of applications or proposals. The application and approval process for Choice Neighborhoods is a separate process. See guidance on HUD's website at: https://www.hud.gov/cn (Notice PIH 2011-47).

☐ **Modernization or Development (Conventional & Mixed-Finance).** **(1)** A description of any Public Housing (including name, project number (if known) and unit count) for which the PHA will apply for modernization or development; and (**2**) A timetable for the submission of applications or proposals. The application and approval process for modernization or development is a separate process. (See 24 CFR part 905 and guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4).

☐ **Demolition and/or Disposition.** With respect to public housing only, (1) describe any public housing development(s), or portion of a public housing development projects, owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition approval under section 18 of the 1937 Act (42 U.S.C. 1437p); and (2) a timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. Approval of the PHA Plan does not constitute approval of these activities. See guidance on HUD's website at: https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo/ and 24 CFR 903.7(h).

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted, or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: (**1**) development name and number; (**2**) designation type; (**3**) application status; (**4**) date the designation was approved, submitted, or planned for submission, (**5**) the number of units affected and **(6)** expiration date of the designation of any HUD approved plan. **Note**: The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation (24 CFR 903.7(i)(c)).

☐ **Conversion of Public Housing under the Voluntary or Mandatory Conversion programs.** Describe **(1)** any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **(2)** an analysis of the projects or buildings required to be converted under Section 33; and (**3**) a statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at the Special Applications Center (SAC) (https://www.hud.gov/sac) and 24 CFR 903.7(j).

☐ **Conversion of Public Housing under the Rental Assistance Demonstration (RAD) program (including Faircloth to RAD).** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to Project-Based Rental Assistance or Project-Based Vouchers under RAD. Note that all PHAs shall be required to provide the information listed in Attachment 1D of Notice PIH 2019-23(HA) as a significant amendment or its successor notice. See additional guidance on HUD's website at: https://www.hud.gov/RAD/library/notices.

☐ **Homeownership Programs**. A description of any Section 5h, Section 32, Section 8y, or HCV homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval (24 CFR 903.7(k)).

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty day notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. (See additional guidance on HUD's website at: Notice PIH-2021-35 (24 CFR 960.503) (24 CFR 903.7(b)).

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: Notice PIH 2021-35. (24 CFR 960.505) (24 CFR 903.7(b)) NOTE: All activities must be consistent with civil rights laws – including ensuring that it does not have a disparate impact on protected class groups based on race, color, religion, national origin, sex (including sexual orientation), familial status, and disability.

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: Notice PIH 2009-21 and Notice PIH-2017-03 (24 CFR 903.7(e)).

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 24 CFR 983.55(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations (including if PBV units are planned on any former or current public housing units or sites), and describe how project-basing would be consistent with the PHA Plan (24 CFR 903.7(b)(3), 24 CFR 903.7(r)).

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR 990.145(a)(1).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Lead Based Paint, Housing Related Hazards, At Risk/Receivership/Substandard/Troubled Program, and/or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the applicable Fiscal Year, provide a description of the activity in the space provided.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan (24 CFR 903.7(s)(1)).

B.4 Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section (24 CFR 903.7 (g)). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: "See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX."

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided (24 CFR 903.7(p)).

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations (24 CFR 903.13(c), 24 CFR 903.19).

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR 903.15). **Note:** A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 **Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of 24 CFR 5.150 et. seq., 24 CFR 903.7(o)(1), and 903.15.

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public (24 CFR 903.23(b)).

C.5 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A" (24 CFR 903.9).

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 5.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Resident Advisory Meeting – Notes

Introduction – Nicole Cunningham

1. Reviewed item 1 on the agenda.
    a. Tenants in attendance asked for specific examples of how HOTMA changes may affect them.
        i. Example given: The medical expense threshold under HOTMA goes from 3% to 10%. The mandatory deduction will increase, but fewer people will be eligible to claim additional expenses.
            1. Both tenants paid premiums so it will likely not affect them.
        ii. Explained the asset limits of $100,000. This will affect new applicants and not existing tenants.
    b. Explained the HOTMA change specific for new earned income vs. unearned income. Also reviewed the 10% threshold and no longer being able to do interims within 3 months prior to or post annual recertifications.
    c. Quick review of NSPIRE changes.
        i. HUD just canceled NSPIRE inspection today, notified tenants in attendance.
        ii. Orness tenant said she hasn't had an inspection in years. I explained that while HUD may not inspect every year, we do our own internal inspections years. Typically in January at Orness Plaza.
2. Reviewed public housing conversion process.
    a. Tenants in attendance were in PH conversion, and one had completed the Section 18 conversion in April of this year.
    b. Tenants in process of RAD/Section 18 Small PHA Blend asked the tenant who had completed the Section 18 conversion if she noticed a change. She stated she did not and was only aware due to signing a new lease and rent recertification.
    c. I explained to tenants under the RAD (Orness) conversion that they will keep the original recertification date and no one is screened again for admission. We are on track from completing the conversion this winter.
3. Brief review of other programs the EDA offers: Bridges, LHPA – HSWH, Bring It Home
4. Comments/Questions:
    - Will preferences at Orness change with the conversion?
        - No, preference to elderly, disabled individuals will still be given.
    - I am concerned about safety in my neighborhood; police have been called.
        - This tenant lives by campus and we discussed being extra cautious now that school is back in session.

- When will the new washing machines be in at Orness?
    - Washing machines will be installed Thursday or Friday this week.
- How do we stop people from putting clothing they have found in the machines?
    - We can't control where people get their clothing. Even clothes from a thrift store or general store should be washed prior to wearing.
- Orness tenants shared concerns about neighbors putting food directly in the trash chute.
- Is it ok to now smoke marijuana in the building?
    - Even with the legalization of marijuana, we are still enforcing the smoke free lease addendum. Our lease has not changed and it is still not acceptable to smoke/vape inside a unit or garage.

Additional EDA Response:

The feedback continues to support the conversion of public housing units. The EDA will expand explanations of the new HOTMA regulations and the NSPIRE inspection protocol to support participant understanding of the changes. The EDA will continue to support lease compliance and ensure safety for residents.