



# **NOTICE AND AGENDA**

**June 22, 2016**

**REGULAR MEETING OF THE MINNEAPOLIS PUBLIC HOUSING AUTHORITY IN AND FOR THE CITY OF MINNEAPOLIS WILL BE HELD AT 1:30 P.M. AT 1001 WASHINGTON AVENUE NORTH, MINNEAPOLIS, MINNESOTA**

The Tenant Advisory Committee will meet at 12:00 Noon, same date and place

**Commissioners:**

- F. Clayton Tyler, Chair**
- Charles T. Lutz, Vice Chair**
- Cara Letofsky, Commissioner**
- Tom DeAngelo, Commissioner**
- Mikkel Beckmen, Commissioner**
- Tawanna Black, Commissioner**
- Abdullahi Isse, Commissioner**
- Tamir Mohamud, Commissioner**
- Hon. James Rosenbaum, Commissioner**

**GENERAL:**

- Roll Call
- Approval of Agenda
- Minutes of Regular Meeting of May 25, 2016

**TENANT ADVISORY COMMITTEE – TAC Chairperson Comments**

**DISCUSSION:**

1. Masonry Restoration at 2728 East Franklin Avenue (Tim Gaetz, Managing Director, Facilities and Development)
2. Masonry Restoration at Fifth Avenue Towers (Tim Gaetz, Managing Director, Facilities and Development)

**RESOLUTION:**

3. Acceptance of Service Authority (Dennis Goldberg, DED / COO)



**MINUTES OF A REGULAR MEETING OF THE  
MINNEAPOLIS PUBLIC HOUSING AUTHORITY  
IN AND FOR THE CITY OF MINNEAPOLIS  
May 25, 2016**

The Minneapolis Public Housing Authority in and for the City of Minneapolis met in a regularly scheduled meeting at 1:30 P.M. on May 25, 2016, at 1001 Washington Avenue North, Minneapolis, Minnesota, the date, time, and place established for the holding of such meeting.

**Roll Call:**

The Chair called the meeting to order, the following members of the Board being present:

F. Clayton Tyler	Chair
Charles T. Lutz	Vice Chair
Mikkel Beckmen	Commissioner
Tawanna Black	Commissioner
Tom DeAngelo	Commissioner
Abdullahi Isse	Commissioner
Cara Letofsky	Commissioner
Tamir Mohamud	Commissioner
Hon. James Rosenbaum	Commissioner

The following members of the Board were absent:

None

The following others were also present:

Dennis Goldberg	Deputy Executive Director / COO
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The Chair declared the presence of a quorum.

**Introductions:**

At the Chair's request, the four new commissioners introduced themselves and were welcomed to membership on the MPHA Board of Commissioners.

**Approval of Agenda:**

Commissioner Lutz moved approval of the proposed agenda. The motion was seconded by Commissioner Letofsky. Upon a voice vote, the Chair declared the motion carried.



### **Approval of Minutes:**

The Minutes of the Regular Meeting of March 23, 2016, were presented for approval. Commissioner Lutz moved the minutes be accepted as presented. The motion was seconded by Commissioner Rosenbaum. Upon a voice vote, the Chair declared the motion carried.

### **Item No. 1: Elevator Capital Improvements**

After a brief presentation by staff and discussion, Commissioner Lutz moved approval of the recommendation set forth in the Report. Commissioner Letofsky seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2016-11]

### **Item No. 2: Use of Accumulated Development Proceeds**

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Lutz seconded the motion. Upon a voice vote, the Chair declared the motion carried. [See Document No. 2016-12]

### **Item No. 3: Extending the MPHA Moving to Work Agreement to 2028**

After a brief presentation by staff and discussion, Commissioner Letofsky moved approval of the recommendation set forth in the Report. Commissioner Black seconded the motion. Upon a roll call vote, eight Commissioners voted "aye" (Commissioners, Beckmen, Black, DeAngelo, Isse, Letofsky, Mohamud, Rosenbaum and Tyler) and one Commissioner was absent (Lutz). The motion passed. [See Document No. 2016-13]

### **Receive and File Items:**

The following items were received and filed by the Board:

- A PowerPoint presentation on 2015 Financial Results [See Document No. 2016-14]
- Memorandum and PowerPoint presentation on Creative Financing Report [See Document No. 2016-15]
- The Monthly Performance Report for March 2016. [See Document No. 2016-16]
- The Monthly Performance Report for April 2016. [See Document No. 2016-17]
- At the Chair's request, Commissioner DeAngelo, Chair of the Leadership Planning Committee, gave a brief update on the Executive Director search process and selection of an executive search firm.



**Adjournment:**

There being no further business to come before the meeting, and upon a motion duly made and seconded, the meeting was adjourned at 2:50 p.m.

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Secretary of the Board of Commissioners

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Date These Minutes Approved



**RECEIVE AND FILE:**

- Monthly Performance Report for May 2016 (Cora McCorvey, Executive Director / CEO)
- George Sherman Report (Tim Durose, DED / CFO)
- Creative Finance Glendale Elements Presentation by Jack Cann

**Next Regular Meeting:**

**Wednesday, July 27, 2016 - 1:30p.m.  
1001 Washington Avenue North  
Minneapolis, MN 55401**

***Notice:*** *A portion of this meeting may be closed to the public pursuant to Minnesota Statutes Section 13D.03 or 13D.05.*



June 22, 2016

Agenda Item 1

## REPORT TO THE COMMISSIONERS

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Masonry Restoration at 2728 East Franklin Avenue

**Previous Directives:** The Board approved MPHA's 2016 MTW Plan which included masonry restoration.

**Resident Council Review/Recommendation:** The 2016 MTW Plan was presented to MPHA residents and to the Resident Advisory Board (RAB) and this matter will be discussed with the Tenant Advisory Committee (TAC) immediately prior to the Board's June 22, 2016 meeting.

**Budget Impact:** Masonry restoration is funded in MPHA's MTW Plan as part of the Capital Fund Program.

**Affirmative Action Compliance:** The recommended contractor has signed an Equal Employment Opportunity/Affirmative Action Policy Statement. MPHA will monitor compliance.

**Procurement Review:** This recommendation has been reviewed and approved by the Agency's Contracting Officer.

**RECOMMENDATION:** It is recommended that the Board of Commissioners authorize the Executive Director or her designee to enter into contract #PH-16.010 with Innovative Masonry Restoration, LLC in the amount of \$602,480 for masonry restoration at 2728 East Franklin Avenue.

Façade restoration is an ongoing capital need that appears at buildings of similar construction and age as MPHA's highrise properties. A recent comprehensive evaluation of the exterior façade needs at 2728 East Franklin Avenue revealed the need to undertake a number of repairs to address water infiltration and other structural concerns, some of which are safety-related.

On May 16, 2016, an invitation for bids was publicly advertised with a bid due date of June 7, 2016. The following bids were received:

Innovative Masonry Restoration, LLC	\$ 602,480
RAM Construction Services of MN, LLC	\$ 644,552
Building Restoration Corporation (SBE)	\$ 861,730
The Caulkers Company, Inc. (SBE)	\$1,140,810
American Masonry Restoration Corp.	\$1,221,875
Restoration Systems, Inc.	\$1,655,900

The successful bidder, Innovative Masonry Restoration, LLC, a local firm, has successfully completed several masonry restoration projects in Minneapolis. Staff is confident that they will perform well for MPHA on this project.

This Report was prepared by Timothy Gaetz, Managing Director, Facilities and Development. For further information, please contact Mr. Gaetz at (612) 342-1226 or [tgaetz@mplspha.org](mailto:tgaetz@mplspha.org).



June 22, 2016

Agenda Item 2

## REPORT TO THE COMMISSIONERS

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Masonry Restoration at the Fifth Avenue Towers

**Previous Directives:** The Board approved MPHA's 2016 MTW Plan which included masonry restoration.

**Resident Council Review/Recommendation:** The 2016 MTW Plan was presented to MPHA residents and to the Resident Advisory Board (RAB) and this matter will be discussed with the Tenant Advisory Committee (TAC) immediately prior to the Board's June 22, 2016 meeting.

**Budget Impact:** Masonry restoration is funded in MPHA's MTW Plan as part of the Capital Fund Program.

**Affirmative Action Compliance:** The recommended contractor has an approved Affirmative Action Plan. MPHA will monitor compliance.

**Procurement Review:** This recommendation has been reviewed and approved by the Agency's Contracting Officer.

**RECOMMENDATION:** It is recommended that the Board of Commissioners authorize the Executive Director or her designee to enter into contract #PH-16.009 with RAM Construction Services of MN, LLC in the amount of \$999,819 for masonry restoration at 2419 & 2433 Fifth Avenue South.

Façade restoration is an ongoing capital need that appears at buildings of similar construction and age as MPHA's highrise properties. A recent comprehensive evaluation of the exterior façade needs at 2419 & 2433 Fifth Avenue South revealed the need to undertake a number of repairs to address water infiltration and other structural concerns, some of which are safety-related.

On May 16, 2016, an invitation for bids was publicly advertised with a bid due date of June 2, 2016. The following bids were received:



RAM Construction Services of MN, LLC	\$ 999,819
Building Restoration Corporation (SBE)	\$1,052,147
American Masonry Restoration Corp.	\$1,246,590
Restoration Systems, Inc.	\$1,790,275
Innovative Masonry Restoration, LLC	\$1,895,786
Advanced Masonry Restoration, Inc. (SBE)	\$2,459,000

The successful bidder, RAM Construction Services of MN, LLC, a local firm, has successfully completed several masonry restoration projects in Minneapolis. Staff is confident that they will perform well for MPHA on this project.

This Report was prepared by Timothy Gaetz, Managing Director, Facilities and Development. For further information, please contact Mr. Gaetz at (612) 342-1226 or [tgaetz@mplspha.org](mailto:tgaetz@mplspha.org).



June 22, 2016

Agenda Item 3

## REPORT TO THE COMMISSIONERS

**FROM:** Cora McCorvey, Executive Director / CEO

**SUBJECT:** Acceptance of Service Authority

**Previous Directives:** None

**Resident Notification:** This Board Report and Resolution will be reviewed by the Tenant Advisory Committee (TAC) prior to the June 22, 2016 Board Meeting.

**Impact on Budget:** None

**Procurement Review:** Not applicable

**RECOMMENDATION:** It is recommended that the Board of Commissioners adopt a resolution approving MPHA's 'Service of Process' practices.

MPHA has had a practice for 'acceptance of service' for the purpose of complying with the laws of the State of Minnesota governing service of process upon a public corporation. This practice has identified staff positions who are authorized to accept service of process for the Agency. Upon review of its records, staff has not found documentation that authorizes this practice. MPHA is recommending that the following staff positions be authorized to accept service of process on behalf of MPHA: MPHA Executive Director, MPHA Deputy Executive Directors, and MPHA General Counsel. Staff is recommending that the Board approve a resolution that documents this recommendation.

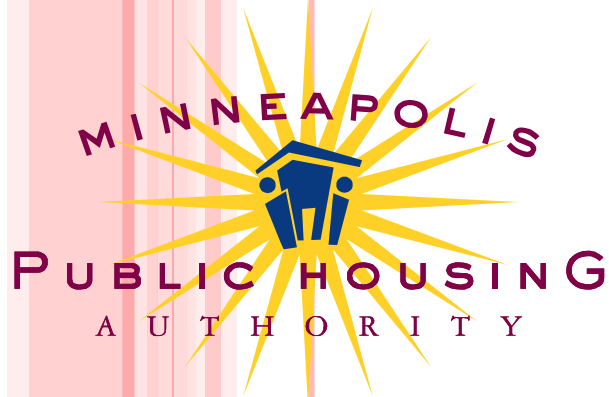
This Report was prepared by Lisa Griebel, General Counsel. For Further information, please contact Dennis Goldberg, Deputy Executive Director / COO at (612) 342-1204 or [dgoldberg@mplspha.org](mailto:dgoldberg@mplspha.org)

## **RESOLUTION No. 16-165**

**WHEREAS,** the Minneapolis Public Housing Authority (MPHA), in and for the City of Minneapolis, is a public corporation governed by a Board of Commissioners;

**WHEREAS,** for the purpose of complying with the laws of the State of Minnesota governing service of process upon a public corporation, which provide upon whom service of summons against a public agency may be made;

**NOW THEREFORE, BE IT RESOLVED,** the Board of Commissioners of MPHA resolves that in addition to members of the Board of Commissioners, authority to accept service of process is granted to the Executive Director, the Deputy Executive Directors, and the General Counsel of this Agency; and does hereby consent and authorize that any lawful process against it which is served under this delegation shall have the same legal force and validity as if served on the entity directly.



Cora McCorvey, Executive Director / CEO

# Performance Report for May 2016

*Board of Commissioners Meeting -*

*June 22, 2016*

**EQUAL EMPLOYMENT OPPORTUNITY ▲ EQUAL HOUSING OPPORTUNITY**

## THIS MONTH'S REPORT

- Asset Management Project (AMP) Reports
- Procurement
- Rent Collections
- Facilities and Development
- Finance
- Housing Choice Voucher Program

**ASSET MANAGEMENT PROJECT (AMP) REPORT  
(UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY)  
HEADQUARTERS: 2709 ESSEX ST. SE  
MAY 2016**

**Glendale AMP 1 –**

**Total Units 184**

- Units Leased: 3
- Average Turnover: 39
  - Down Time: 0
  - Days Make Ready: 23
  - Days for Re-rental: 17
- Total Work Orders
  - 2 emergency work order completed in 24 hours – 100%
  - 347 non emergency work orders completed – 88%

**○ Occupancy Level: 99%**

**Scattered Sites AMP 2 –**

**Total Units 736**

- Units Leased: 8
- Average Turnover: 35
  - Down Time: 2
  - Days Make Ready: 23
  - Days for Re-rental: 10
- Total Work Orders
  - 9 emergency work orders completed in 24 hours – 100%
  - 505 non emergency work orders completed – 84%

**○ Occupancy Level: 99%**

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) MAY 2016

## North AMP 3 –

Headquarters: 315 Lowry  
Total Units 1296

- Units Leased: 15
- Average Turnover: 29
  - Days Down Time: 8
  - Days Make Ready: 10
  - Days for Re-rental: 12
- Total Work Orders
  - 0 emergency work orders completed in 24 hours – 100%
  - 757 non emergency work orders completed – 74%

◉ Occupancy Level: 98%

## Northeast AMP 4 –

Headquarters: 1815  
Central – Total Units  
944

- Units Leased: 12
- Average Turnover: 18
  - Days Down Time: 3
  - Days Make Ready: 5
  - Days for Re-rental: 10
- Total Work Orders
  - 9 emergency work orders completed in 24 hours – 100%
  - 474 non emergency work orders completed – 73%

◉ Occupancy Level: 99%

# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) MAY 2016

## Hiawatha AMP 5 – Headquarters: 2123 – 16<sup>th</sup> – Total Units 886

- Units Leased: 8
- Average Turnover: 31
  - Days Down Time: 3
  - Days Make Ready: 11
  - Days for Re-rental: 18
- Total Work Orders
  - 8 emergency work orders completed in 24 hours – 100%
  - 350 non emergency 74%

◉ Occupancy Level: 98%

## Cedar AMP 6 – Headquarters: 1611 So. 6<sup>th</sup> – Total Units 895

- Units Leased: 4
- Average Turnover: 62
  - Days Down Time: 4
  - Days Make Ready: 16
  - Days for Re-rental: 42
- Total Work Orders
  - 6 emergency work orders completed in 24 hours – 100%
  - 586 non emergency 94%

◉ Occupancy Level: 99%

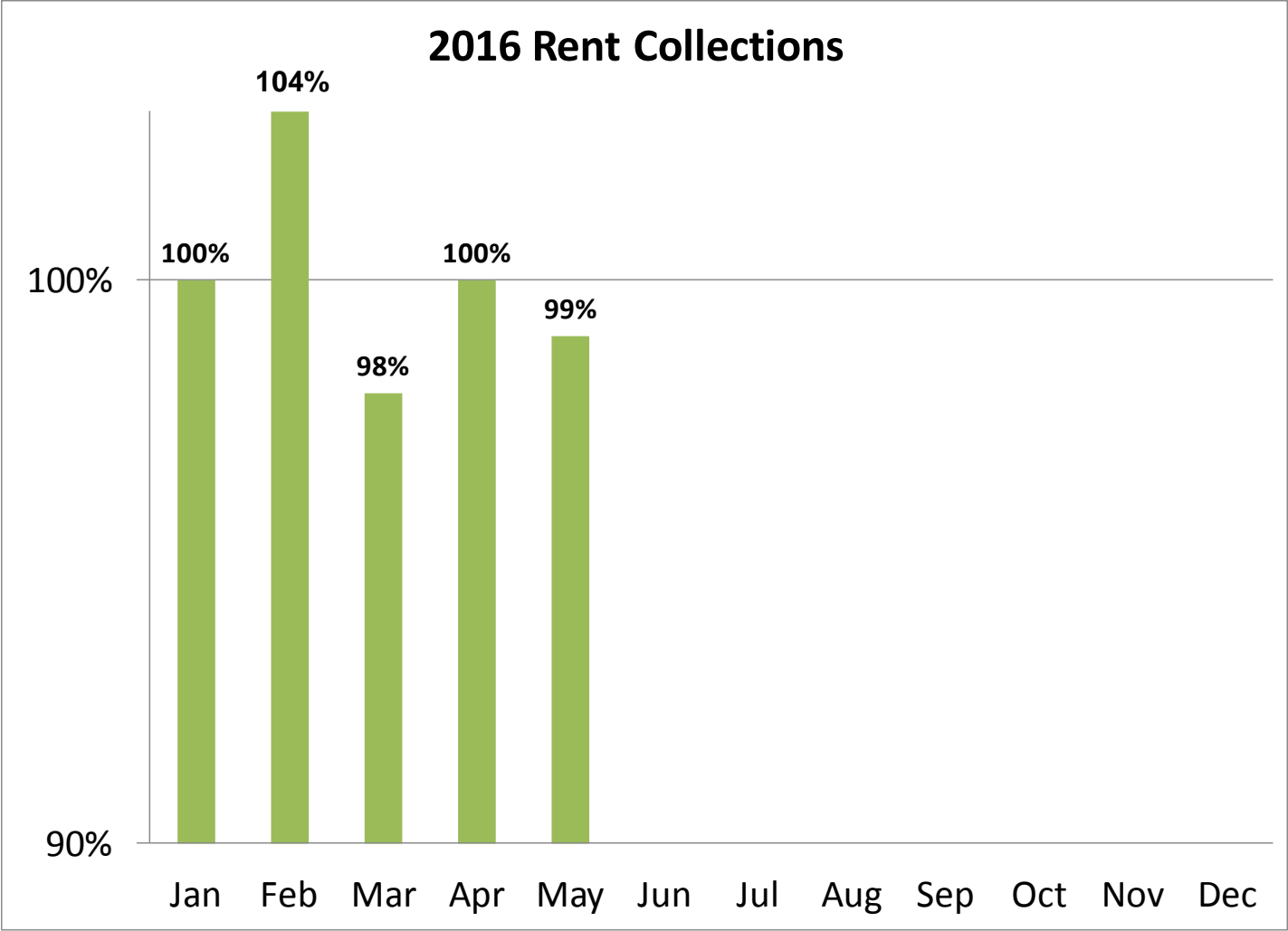


# ASSET MANAGEMENT PROJECT (AMP) REPORT (UNITS LEASED/TURNAROUND/WORK ORDERS/OCCUPANCY) MAY 2016

## Horn AMP 7 – Headquarters: 3121 Pillsbury – Total Units 937

- Units Leased: 34
- Average Turnover: 6
  - Days Down Time: 0
  - Days Make Ready: 1
  - Days for Re-rental: 4
- Total Work Orders
  - 3 emergency work orders completed in 24 hours – 100%
  - 466 non emergency work orders completed 77%
- Occupancy Level: 100%

# RENT COLLECTIONS

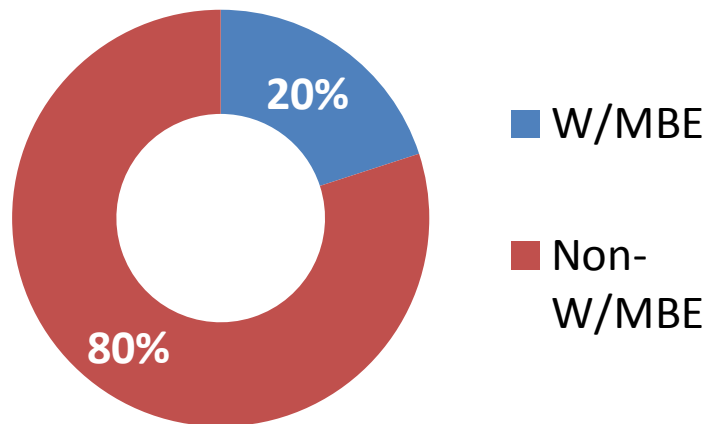


# PROCUREMENT

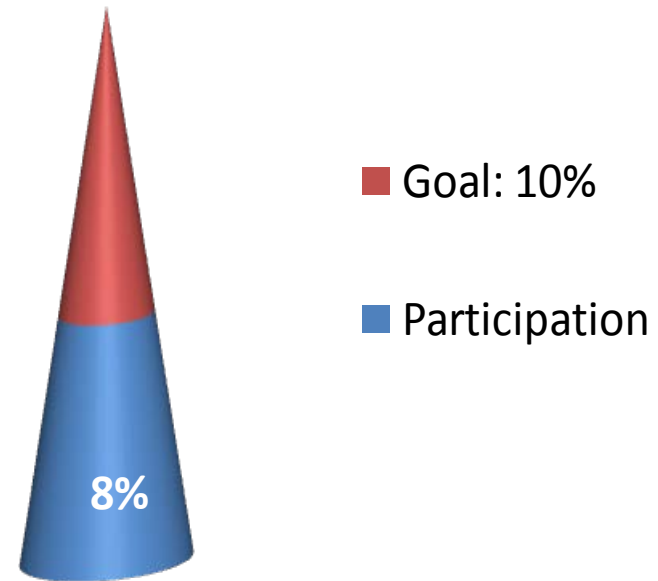
## MPHA CONTRACTING ACTIVITY

May 2016

### W/MBE Participation

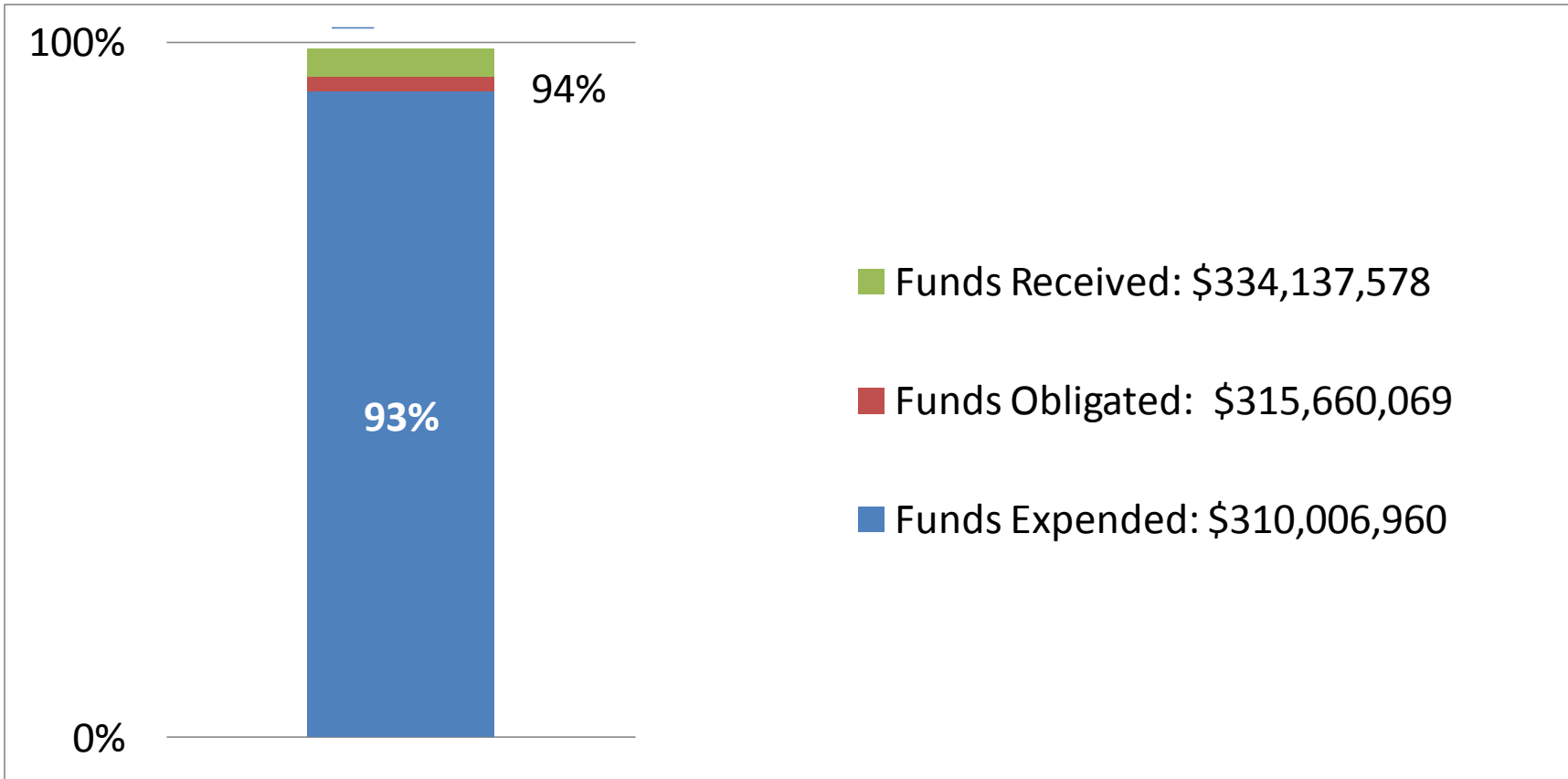


### Section 3 Contracting



**\$506,191 in Section 3 Contract  
Payments out of \$6,488,638 in total  
construction contract payments**

# FACILITIES & DEVELOPMENT CAPITAL FUND PROGRAM OBLIGATION & EXPENDITURE REPORT



*This period through May 31, 2016*

# THE PENTAGON BUILDING RENOVATION



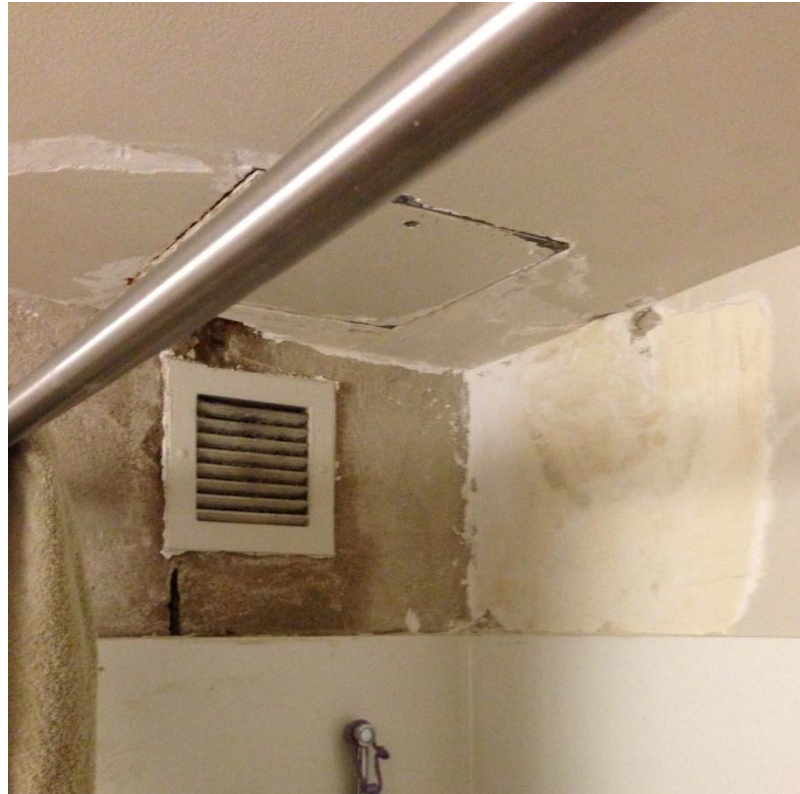
129 Unit,  
14-Story  
Highrise  
Built in  
1963

# PROJECT SCOPE & BUDGET

## Apartment & Building Systems Upgrades: \$5.5 Million

- Extensive plumbing replacement including new main waste and vent stacks and domestic water piping
- Installation of fire suppression system & fire alarm system upgrade
- Bath upgrades including new tub surrounds
- Asbestos floor tile abatement & new tile installation in apartments and upper corridors
- New kitchen countertops & sinks; refurbished kitchen cabinets
- Replacement of hydronic heat piping including new valves, fin tube radiation, and radiation covers
- New domestic hot water heaters

# OLD, DETERIORATED PLUMBING



Above: Plaster wall & ceiling damage in bathrooms due to plumbing failures



# HEATING SYSTEM REPLACEMENT *BEFORE & AFTER*



Above: Plaster wall damage in apartments due to hydronic heating system failures

Below: All heating elements replaced with new radiation cover & wall repairs





# APARTMENT IMPROVEMENTS



Updated kitchens & new flooring



New tub surrounds & fixtures

# FINANCE

- Both the Senate and the House passed 2017 Transportation- HUD appropriation bills. The Senate proposes slightly better funding levels than the House for MPHA programs. The Senate bill is expected to fund public housing operations at 89% of the formula and approximately level funding for the public housing capital fund. Section 8 tenant-based vouchers are anticipated to have funding to fully renew all vouchers and fund administrative fees at 86% of the formula.
- Through May 2016, the public housing operating program has a favorable expense variance with budget savings in natural gas and maintenance costs. It is too early to make a prediction on whether these favorable variances will continue through year-end. The Central Office results are within approved budgeted levels.

# HOUSING CHOICE VOUCHER PROGRAM

## MPHA Housing Choice Voucher Program Report to Board of Commissioners May 2016

MTW Funded Units (Excludes VASH, FUP, & Mod Rehab)	MTW Units Leased (Excludes VASH FUP & Mod) In May	Average Number of Vouchers Leased to Year to Date	% Variance of units Leased to Funded	# of Participants Moving and Searching In May	# of New Applicants Issued and Searching In May	# of New Applicant Admissions In May	# of Participant Move Lease ups In May
4,509	4,404	4,462	98%	63	1	9	37
# of Applicant Annual Reexams Completed In April	2016 Fiscal Year (Jan - Dec)					MTW Funded Per Unit Cost (PUC) Of Voucher	Actual Per Unit Cost (PUC) Of Voucher In May
	HAP Budget Authority (12 months)		\$38,051,047 2016 FY Funding				
	HAP funded to date		\$15,854,863 5th month of 2016				
	HAP spent to date		\$15,263,844				
293	Variance		96% of HAP spent to funded			\$702	\$696
# of Owners at Owner Workshop In May	# of HQS Inspections Completed In May	% of Units that Failed HQS In May	# of Failed Units in Abatement for Noncompliance In May	Total HAP Amount Recouped (Abatement) In May	# of HAP Contracts Canceled for HQS Noncompliance In May	# of Family Sufficiency (FSS) Participants Enrolled In May	% FSS Participants contributing to Escrow Accts In May
6	549	37%	27	\$5,837	2	21	42%
# of Mobility Vouchers in Intake or Out Searching	# of Mobility Vouchers Leased To date	Total # of Port out Families Billed for In May	Total # Port in Families Administered In May	Amount Collected from Repayment Agreements In May	FY Total <u>to date</u> Collected from Repayment Agreements	# of Applicants Remaining On Waitlist	# Participants EOP'd (End of Participation) In May
3	27	142	651	\$3,144	\$26,944	**3166	23

4509 is MPHA's MTW Authorized HCV Unit Baseline for FY 2016. Units leased will fluctuate each month but by close of Fiscal Year, the average number of families served for year should be 4509.

NOTE: VASH (235 Vouchers for Homeless Veterans) FUP (100 Family Unification Vouchers) and Moderate Rehabilitation (274 units) are not included in the 4509 baseline; they are ineligible for MTW.

EOPs exclude Project Based Voucher Participants. \* Includes All Reinspections \*\*Beginning 2015, Waitlist is being purged

## MPHA'S WEBSITE

*You can view information  
about the Minneapolis Public  
Housing Authority on our  
Website*

[www.mphaonline.org](http://www.mphaonline.org)

# Final Report

## Analysis of Rehabilitation/ Redevelopment Options



### Glendale Townhomes

Prepared by:  
Sherman Associates

June 2016



## Table of Contents

- Introduction to Glendale Townhomes
- Executive Summary
- Development Services Agreement between MPHA and Sherman Associates
- Development Team Experience
- Current Site Plan
- Considerations for MPHA
- Rehabilitation/Redevelopment Recommendations
- Sources of Funds
- Development Phasing and Tenant Retention Plan
- Recommendations and Conclusions
- Underwriting Assumptions



## Introduction to Glendale Townhomes

Glendale Family Townhomes is a housing community originally built in 1952 on a 12.5 acre site in the Prospect Park neighborhood of Southeast Minneapolis. The community consists of 184 residential units in 28 townhome style buildings, all currently owned and managed by the Minneapolis Public Housing Authority (MPHA). The development contains the following unit types: 26 one-bedroom, 70 two-bedrooms, 70 three-bedrooms, and 18 four-bedroom apartments.

Although the grounds are well-maintained, some of the building components and systems have reached or exceeded their life expectancy and are in need of replacement in the near future. In an effort to assess the buildings' current needs and longevity, the MPHA conducted a Physical Needs Assessment (PNA) in 2015 which indicated \$15 million in current physical needs for Glendale, with the figure increasing to \$27 million over the next 20 years. In addition to deficient buildings systems and materials, none of the units meet the American with Disabilities Act of 1990 (ADA) accessibility requirements.

While the townhomes have filled community and affordable housing needs for generations of Minnesotans, the current conditions at Glendale challenge MPHA's strategic goals of creating sustainable and energy efficient buildings and neighborhoods while at the same time maintaining safe and affordable public housing for its residents for years to come.

The Glendale Townhomes Recommendation Study will provide context for Sherman Associates' engagement with the MPHA and provide an analysis of the potential rehabilitation and redevelopment Recommendations for Glendale Family Townhomes. The study is intended to provide reasonable, but hypothetical, Recommendations based on preliminary information. All Recommendations will require additional evaluation, underwriting, and a more in-depth feasibility analysis before a recommendation can be provided. Sherman Associates recommends that MPHA test the assumptions laid out in the report. It further recommends that MPHA and a development team meet with contemplated financial institutions listed in the report, review underwriting requirements, financial assumptions, and overall project feasibility. Feedback gained from these meetings will provide information to update the financial models. It should be expected that additional research by MPHA and a development team would take approximately six months. This research may prove that one option stands out, that one or more of the options do not work, or that viable new options develop.





## Executive Summary

Sherman Associates understands that public housing operating funds do not currently cover the costs of operating public housing at Glendale. This circumstance is unfortunately common across MPHA's entire public housing portfolio where existing sources of funds have been inadequate to meet operating and rehabilitation needs. Given the financial realities that public housing units will not generate any reliable cash flow to cover operations nor any debt service coverage, substantial rehabilitation or redevelopment cannot occur with the current resources currently available to MPHA. Because the public housing units cannot be expected to generate cash flow to cover operations or debt service coverage, any redevelopment Recommendation would require significant outside investment. This outside investment can be achieved in part by use of Low-Income Housing Tax Credits (LIHTC) and associated equity contributions, along with the addition of market rate units which will provide opportunity to increase operating income.

In addition to incorporating LIHTC and market rate units into the development, the four Recommendations presented contemplate the conversion of the public housing units to Project Base Section 8 rental assistance units in effort to provide reliable ongoing operating funds and further increase the operating income. The Recommendations assume that the Project Base Section 8 units would serve tenants at 50% to 60% of the area median income. Tenants would pay rents that would not exceed 30% of their income, and the remaining rent would be subsidized by the Project Base Section 8 program. It is Sherman Associates' understanding that MPHA would need

to seek HUD approval for this conversion or find other ways to provide additional on-going operating funds to the development. Additional challenges to securing operating and rehabilitation sources of funds include, but are not limited to, the competitive nature and maximum awards of the tax credit program, limitations of access and use of redevelopment grant opportunities, limitations and challenges related to ownership requirements, underwriting requirements, among many other challenges.

The MPHA engaged Sherman Associates to research and analyze four rehabilitation/redevelopment Recommendations for the Glendale Family Townhomes, including:

Recommendation 1: Significant Rehab of Existing Townhomes

Recommendation 2: Phased Hybrid Development – Significant Rehab and New Construction

Recommendation 3: Phased New Development - All New Construction

Recommendation 4: Full Redevelopment – All New Construction

Upon engagement, Sherman Associates and the MPHA outlined many considerations for the rehabilitation/redevelopment Recommendations, but of utmost importance to the MPHA was to guarantee the retention of all 184 very low-income, subsidized MPHA units, at a minimum. In order to ensure the long-term viability of these units, Recommendations 1-4 all contemplate the conversion of 184 MPHA units to Project Base Section 8 for the reasons previously stated.





Based on research and analysis, the rehabilitation/redevelopment Recommendations could range in total development costs from \$23 million to \$108 million. The subsequent statements characterize each Recommendation:

### **Recommendation 1: Significant Rehab of Existing Townhomes**

Recommendation 1 includes the full renovation of 184 existing townhome units. All 184 MPHA units will be retained and converted to Project Base Section 8. While it is the goal to maintain the same unit mix and bedroom configuration for the rehabilitation Recommendation, the MPHA may need to be flexible to meet federally mandated ADA requirements associated with large-scale rehabilitation and redevelopment. Because many units are two-story in nature, the unit mix and bedroom configuration may need to change from its current conditions to accommodate ADA requirements.

Recommendation 1 showcases the lowest total development cost but the shortest estimated useful life (EUL). Recommendation 1 is financially viable but overall a short term solution that provides no additional affordable housing units nor senior units, a key strategic objective of the MPHA. The green space onsite is maintained, but Recommendation 1 townhome units are functionally obsolete and not designed for larger family style living accommodations.

### **Recommendation 2: Phased Hybrid Development – Significant Rehab and New Construction**

Recommendation 2 includes the full renovation of 104 existing townhome units and the construction of 170 new multifamily and 95 new senior units. All 184 MPHA units will be retained, converted to Project Base Section 8 and split between townhome and multifamily units. Similar to Recommendation 1, while it is the goal to maintain the same unit mix and bedroom configuration for all MPHA units, the MPHA may need to be flexible to meet federally mandated ADA requirements associated with large-scale rehabilitation and redevelopment. Because many units are two-story in nature, the unit mix and bedroom configuration may need to change from its current conditions to accommodate ADA requirements.

Recommendation 2 blends the rehabilitation of existing townhome units bordering Prospect Park with the new construction of multifamily, senior, and associated community buildings that border the higher density 27th Avenue SE. Recommendation 2 provides equivalent green space on the rehabilitated townhome sites, but slightly consolidated yet improved green space design on the new construction parcels of development. Recommendation 2 addresses density concerns by maintaining lower density townhomes onsite, but the EUL of this option is not optimized due to the retention of the existing townhome units. Additionally, the Recommendation 2 townhome units are functionally obsolete and not designed for larger family style living accommodations.



### Recommendation 3: Phased New Development - All New Construction

Recommendation 3 includes the construction of 78 new construction townhome units and 170 new multifamily and 95 new senior units. All 184 MPHA units will be retained, converted to Project Base Section 8, and split between new townhome and multifamily units. Please note: the same unit mix and bedroom configuration for MPHA units has been contemplated in this redevelopment option. The MPHA will need to meet federally mandated ADA requirements associated with new construction.

Recommendation 3 includes the construction of new townhome units bordering Prospect Park with the new construction of multifamily, senior, and associated community buildings bordering the higher density 27th Avenue SE. Recommendation 3 provides additional affordable and senior housing units, a key strategic objective of the MPHA. Recommendation 3 provides slightly consolidated yet improved green space design throughout the development. Recommendation 3 also addresses density concerns by maintaining lower density townhomes onsite adjacent Prospect Park. These new construction townhomes provide increased functionality and are designed for larger family style living accommodations, but the larger unit size reduces overall townhome unit counts. The overall EUL is significantly improved from Recommendations 1 and 2.

### Recommendation 4: Full Redevelopment – All New Construction

Recommendation 4 includes the construction of 72 new construction townhome units and 254 new multifamily and 95 new senior units. All 184 MPHA units will be retained, converted to Project Base Section 8, and split between new townhome and multifamily units. Please note: the same unit mix and bedroom configuration for MPHA units has been contemplated in this redevelopment option. The MPHA will need to meet federally mandated ADA requirements associated with new construction.

Recommendation 4 showcases the highest total development cost but the longest EUL. Recommendation 4 incorporates complete site redevelopment with new internal street layouts and infrastructure. Recommendation 4 includes the construction of new townhome and great house units bordering Prospect Park, new construction of multifamily, senior, and associated community buildings bordering the higher density 27th Avenue SE, and new multifamily buildings at the intersection of Delaware Street SE and St. Mary's Avenue SE. Recommendation 4 provides additional affordable and senior housing units, a key strategic objective of the MPHA. Recommendation 4 provides the most consolidated green space, yet the design provides for maximized use of green and community spaces. Recommendation 4 also addresses density concerns by maintaining lower density townhome and great house units onsite, but overall Recommendation 4 provides for the highest density. The new construction townhome and great house units provide increased functionality and are designed for larger family style living accommodations.

Please refer to the following table for quick comparison of Recommendations 1-4. For detailed descriptions of Recommendations 1-4, please see the Rehabilitation/Redevelopment.



# Executive Summary

	<b>Recommendation 1:</b> <i>Significant Rehab of Existing Townhomes</i>	<b>Recommendation 2:</b> <i>Phased Hybrid Development – Significant Rehab and New Construction</i>	<b>Recommendation 3:</b> <i>Phased New Development – All New Construction</i>	<b>Recommendation 4:</b> <i>Full Redevelopment – All New Construction and Infrastructure</i>
<b>Total Units</b>	184 units	369 units	343 units	423 units
<b>Expected Useful Life</b>	Rehab:25-30 years	Rehab: 25-30 years New construction: 50 years	New construction: 50 years	New construction and infrastructure: 50+ years
<b>Estimated Total Development Cost</b>	<p>A. \$24,358,966 Total</p> <p>\$132,386/Unit (Rehab TH) \$9,100/Unit/Year (Rehab TH)</p> <p>B. \$23,722,787 Total</p> <p>\$128,928/Unit (Rehab TH) \$9,172/Unit/Year (Rehab TH)</p>	<p>\$77,793,160 Total</p> <p>\$139,044/Unit (Rehab TH) \$9,727/Unit/Year (Rehab TH)</p> <p>\$230,677/Unit (Senior - 1) \$7,432/Unit/Year (Senior - 1)</p> <p>\$243,637/Unit (MF - 2) \$7,757/Unit/Year (MF - 2)</p>	<p>\$85,676,424 Total</p> <p>\$286,460/Unit (New TH) \$7,835/Unit/Year (New TH)</p> <p>\$230,677/Unit (Senior - 1) \$7,432/Unit/Year (Senior - 1)</p> <p>\$243,637/Unit (MF - 2) \$7,757/Unit/Year (MF - 2)</p>	<p>\$14,741,328,221 Total</p> <p>\$290,876/Unit (New TH) \$7,506/Unit/Year (New TH)</p> <p>\$230,677/Unit (Senior - 1) \$7,432/Unit/Year (Senior - 1)</p> <p>\$243,637/Unit (MF - 2) \$7,757/Unit/Year (MF - 2)</p> <p>\$140,472/Unit (MF -3) \$6,892/Unit/Year (MF -3)</p>
<b>Unit Breakdown and Affordability</b>	<p>184 MPHA units retained and converted to Project Base Section 8. Flexibility of unit mix and bedroom configuration required based on federal ADA requirements.</p> <p>Underwriting assumes MPHA will provide Project Base Section 8 vouchers to achieve 184 units at deeply subsidized rents.</p> <p>184 Units – 50% AMI 0 Units – 60% AMI 0 Units – MKT 0 Units – Senior (50/60% AMI)</p>	<p>184 MPHA units retained and converted to Project Base Section 8. Flexibility of unit mix and bedroom configuration required based on federal ADA requirements.</p> <p>Underwriting assumes MPHA will provide Project Base Section 8 vouchers to achieve 184 units at deeply subsidized rents.</p> <p>104 Units – 50% AMI 136 Units – 60% AMI 34 Units – MKT 95 Units – Senior (60%/MKT)</p>	<p>184 MPHA units retained and converted to Project Base Section 8. Current unit mix and bedroom configuration has been contemplated. Underwriting assumes MPHA will provide Project Base Section 8 vouchers to achieve 184 units at deeply subsidized rents.</p> <p>78 Units – 50% AMI 136 Units – 60% AMI 34 Units – MKT 95 Units – Senior (50/60%/MKT)</p>	<p>184 MPHA units retained and converted to Project Base Section 8. Current unit mix and bedroom configuration has been contemplated. Underwriting assumes MPHA will provide Project Base Section 8 vouchers to achieve 184 units at deeply subsidized rents.</p> <p>98 Units – 50% AMI 178 Units – 60% AMI 52 Units – MKT 95 Units – Senior (50/60%/MKT)</p>
<b>Unit Mix</b>	<p>Multifamily: 0 Senior: 0 Townhomes: 184 Great Houses: 0</p> <p><a href="#">** Flexibility required for ADA configuration</a></p>	<p>Multifamily: 170 Senior: 95 Townhomes: 104 Great Houses: 0</p> <p><a href="#">** Flexibility required for ADA configuration</a></p>	<p>Multifamily: 170 Senior: 95 Townhomes: 78 Great Houses: 0</p>	<p>Multifamily: 256 Senior: 95 Townhomes: 47 Great Houses: 25</p>
<b>Total Parking</b>	124	388	396	396
<b>Green Space</b>	Same as existing	11% less than existing	15% less than existing	16% less than existing
<b>Accessibility</b>	Goal is to convert 8 existing units to ADA. Flexibility of unit mix and bedroom configuration required based on federal ADA requirements.	Goal is to convert 6 existing units converted to ADA + 5% of new construction. Flexibility of unit mix and bedroom configuration required based on federal ADA requirements.	5% of new construction.	5% of new construction.
<b>Development and Tenant Retention Plan Timeframe</b>	<p>24 months</p> <p>3 phases at 8 months per phase</p>	<p>30-36 months</p> <p>12 month rehab 12 month multifamily 12 month senior</p>	<p>30-36 months</p> <p>12 month new townhomes 12 month multifamily 12 month senior</p>	<p>30-36 months</p> <p>12 month new townhomes/great houses 12 month multifamily 12 month senior</p>
<b>Potential Financing Sources</b>	<p>HUD Mortgage MPHA Project Base Section 8 4% LIHTC MHFA – Challenge Funds Met Council – LCDA Hennepin County – AHIF City of Minneapolis – AHTF City of Minneapolis – TIF</p>	<p>HUD Mortgage MPHA Project Base Section 8 4% LIHTC MHFA – Challenge Funds Met Council – LCDA Hennepin County – AHIF City of Minneapolis – AHTF City of Minneapolis – TIF</p>	<p>HUD Mortgage MPHA Project Base Section 8 4% LIHTC MHFA – Challenge Funds Met Council – LCDA Hennepin County – AHIF City of Minneapolis – AHTF City of Minneapolis – TIF</p>	<p>HUD Mortgage MPHA Project Base Section 8 4% LIHTC MHFA – Challenge Funds Met Council – LCDA Hennepin County – AHIF City of Minneapolis – AHTF City of Minneapolis – TIF</p>



## Development Services Agreement Between MPHA and Sherman Associates Development LLC

The MPHA released a Request for Quote (RFQ), due August 3, 2015, with the goal of securing a development contractor to work with the MPHA on preservation and/or predevelopment needs related to MPHA's Glendale Family Development.

After review of Sherman Associates' initial response to the RFQ, the MPHA and Sherman Associates refined the Scope of Services to include the following limited Scope of Services in connection with the project, as outlined in the Development Services Agreement dated September 30, 2015:

- Develop financial models for Glendale that would include at least four different scenarios (one of which would be rehab of existing units). Each scenario should describe:
  - Number of units
  - Project density and unit mixes (models to show a variety of densities)
  - Breakdown of market-rate and other affordable units (all models to include 184 very low income subsidized units)
  - Phasing and its associated impact on costs
  - Any other financial information deemed important
  - Brief analysis of MPHA's and/or Developer's likely success in obtaining each of the identified funding sources
- Agreement assumes two meetings with MPHA staff to discuss findings



## Development Team Experience



**Sherman Associates** is an award-winning development firm specializing in the design, construction and financing of quality commercial and housing properties in Minnesota, Wisconsin, Iowa, Missouri and Colorado. Having earned a strong reputation for quality and follow-through, cities around the country have turned to Sherman Associates to pioneer redevelopment in their highest priority urban neighborhoods. Over the past 35 years, Sherman Associates has become an industry leader in tax credit, affordable housing, and tax increment financing projects. Such developments have been successful for the participating cities, investors, residents and businesses.

Sherman Associates specializes in new construction, the rehabilitation of existing buildings, and historic adaptive reuse and the team is able to offer the following diverse range of services in the commercial, single-family and multifamily markets:

- Development Services
- Design-Build Services
- Financial Analysis/Feasibility
- Knowledge of Federal, State and Local Housing Programs
- Property Management
- Construction
- Site Analysis
- Marketing Plans and Feasibility
- Equity and Debt Funding
- Architectural Design and Input
- Sustainability Design
- Feasibility Analysis
- Resident Services

Sherman Associates has developed approximately 8,500 multifamily, townhouse and single family homes, 1,000,000 square feet of commercial, retail, office and warehouse space and several hotels. The company has established an impressive and prolific track record, completing over \$2 billion in real estate development. On a yearly basis, its pipeline consists of \$200 million to \$250 million in development of residential and commercial housing projects and mixed-use developments.



**Blumenthals Architecture Inc.** is an architectural design firm with a varied practice established in 1976. Since that time, the firm has evolved into an innovative group of well-experienced and diversified professionals. Typical scopes of projects range from a few thousand dollars to the millions. The firm has the skills and experience to manage any project, from its initial definition of scope (including site evaluation and programming) through the various subsequent phases producing its design, construction documentation, bidding/negotiation and construction administration/observation to completion and post-occupancy evaluation.



**Shaw-Lundquist Associates Inc.** is a general contractor founded in 1974 on the foundation of integrity and pride. For 41 years the company has demonstrated a history of excellence, innovation and impact on how people live, work, and play in our community. Shaw-Lundquist is the third-largest minority owned company in the state and one of the largest Asian American contractors in the Nation.





## Current Site Plan

The Glendale Family Townhome site plan consists of 184 townhome units within 28 buildings, all of which are over 60 years old and none of which provide ADA accessibility.

Area of Study = ● ● ● ● ● ● ● ●



## Considerations for MPHA Board

In an effort to provide a broad analysis of potential rehabilitation/redevelopment Recommendations, the MPHA and the Development Team developed the following considerations while selecting Recommendations for analysis:

- Resident and community stakeholder needs and requests
- Public Housing financing challenges
- Long-term affordable housing for a minimum of 184 units at very low income subsidized rents
- Tenant retention
- Affordable rents are maintained
- MPHA retains some form of ownership and management
- Increase accessibility
- Eliminate risk of gentrification
- Costs, sources and uses
- Feasibility
- Density and traffic studies
- Maintain and maximize green space where appropriate
- Timing
- Improved and increased resident services and amenities, including education, jobs, health & family, and sustainability
- Increase affordable housing units

Based on these considerations and in collaboration with MPHA, the Development Team laid out four Recommendations for detailed analysis which are described in the following sections.



## Rehabilitation/Redevelopment Recommendations & Results

### Recommendation 1: Significant Rehab of Existing Townhomes 184 total units

Multifamily: None  
 Senior: None  
 Townhomes: 184 renovated existing townhome units  
 ADA Units: Goal is to convert 8 existing units to ADA. Flexibility of unit mix and bedroom configuration required based on federal ADA requirements.

All 184 MPHA units will be retained and converted to Project Base Section 8



### Recommendation 2: Phased Hybrid Redevelopment - Significant

#### Rehab and New Construction 369 total units

Multifamily: 170 newly constructed apartments  
 Senior: 95 newly constructed senior units  
 Townhomes: 104 renovated existing townhome units  
 ADA Units: Goal is to convert 6 existing units to ADA + 5% of new construction. Flexibility of unit mix and bedroom configuration required based on federal ADA requirements.

All 184 MPHA units will be retained, converted to Project Base Section 8, and split between townhome and multifamily units.





## Rehabilitation/Redevelopment Recommendations & Results Continued

### Recommendation 3: Phased New Development - All New Construction

**343 total units**

Multifamily: 170 newly constructed apartment units  
 Senior: 95 newly constructed senior units  
 Townhomes: 78 newly constructed townhome units  
 ADA Units: 5% of new construction

All 184 MPHA units will be retained, converted to Project Base Section 8, and split between new townhome and multifamily units.



### Recommendation 4: Full Redevelopment - All New Construction

**423 total units**

Multifamily: 256 newly constructed apartments  
 Senior: 95 newly constructed senior units  
 Townhomes: 47 newly constructed townhome units  
 Great Houses: 25 newly constructed great house units  
 ADA Units: 5% of new construction

All 184 MPHA units will be retained, converted to Project Base Section 8, and split between new townhome and multifamily units.



## Common Aspects Recommendations 1 - 4

Please refer to the following pages for a detailed analysis of Recommendations 1-4. While each Recommendation is unique, Recommendations 1-4 all have the following aspects in common:

- MPHA can maintain ownership of MPHA Project Base Section 8 units
- Change to City Ordinances would be required in order for MPHA to manage market rate units
- A minimum of 184 units remain as deeply subsidized housing
- MPHA can retain Property Management responsibilities for the rehabilitation Recommendation or the other Recommendations with a change in City ordinance. Further legal guidance may be necessary for all Recommendations.
- Dependent on unit vacancies, residents may or may not remain on-site during construction. Off-site displacement may be necessary if sufficient vacancies are not fulfilled prior to construction commencement. Residents may desire to temporarily relocate, or move off-site to other MPHA or Section 8 properties due to the impact of construction on daily living.
- Lower density townhome style housing Recommendations remain adjacent to Prospect Park single-family homes
- Street layout and access remain the same or similar
- Maintain green space



## Recommendation 1 A & B

### Significant Rehab of Existing Townhomes

184 Total Units

Estimated Useful Life= 25-30 Years

**A. Summary:** Recommendation 1 A contemplates not converting the 184 units to Project Base Section 8. Although Recommendation 1A does showcase the lowest development costs, Recommendation 1A is not viable. Recommendation 1A has a higher cost to the revenue produced, with the majority of the income being generated through an uncertain subsidy that does not increase over time to keep pace with projected revenue increases. Additionally, it is unlikely funding is able to be secured due to the majority of the income being sourced by the uncertain income subsidy.

**B. Summary:** Recommendation 1 B showcases the lowest total development cost but the shortest estimated useful life (EUL). Recommendation 1 B is financially viable but overall a short term solution that provides no additional affordable housing units nor senior units, a key strategic objective of the MPHA. The green space onsite is maintained, but Recommendation 1 B townhome units are function-ally obsolete and not designed for larger family style living accommodations.

#### Scope of Work:

New roofs and siding, new aluminum fascia and soffits, new exterior and interior doors, new windows, new vinyl flooring, new paint, new toilet and bath fixtures (accessories, bath and tub surround, pedestal sink, exhaust fan), new closet shelving, new appliances (sink, refrigerator, range, range hood, washer & dryer, gas furnace/hot water heater), new kitchen cabinets, new electrical receptacles/switches/devices, new interior and exterior light fixtures, new site lighting, replace exterior sidewalks, finish site grade, remove exterior fencing at each unit, mill and overlay parking lots, re-sod disturbed areas.

**Challenges:** Unique challenges are present for the rehabilitation outlined in Recommendation 1 B. For example, the buildings themselves are old, in need of significant renovation, and the unit layouts are less than functional for large family units. Additionally, the infrastructure systems are past their EUL and the cost of updating the system is significant. Without the addition of increased tax credit and market rate units, financing options for Recommendation 1 B are limited. Recommendation 1 B does not address the goals of MPHA to increase affordable housing opportunities in effort to serve an increased number of individuals within the community, and Recommendation 1 B does not sufficiently improve ADA accessibility. Complex ownership requirements will pose a challenge to each Recommendation and will need to be vetted legally.





**Recommendation 1**  
**Significant Rehab of Existing Townhomes with conversion to Project**  
**Base Section 8**



# Recommendation 1

## Significant Rehab of Existing Townhomes with conversion to Project Base Section 8

### Unit Mix & Parking

Apartment	0
Senior	0
Townhome	184
ADA Units	8 Existing Units Converted to ADA is the goal. Flexibility of unit mix and bedroom configuration is required based on federal ADA requirements.
Parking Count Total	124
Off Street Parking	124
Underground Parking	0

### Design Considerations

- Renovate 184 existing townhome units
- Federal ADA requirements
- Renovate Management and Maintenance Office

### Key Benefits

- Overall lowest redevelopment costs
- Savings from reusing existing infrastructure
- Maintain original plan intent

### Drawbacks

- Functional obsolescence of existing townhomes
- Small unit layouts of existing townhomes
- Shorter EUL
- Challenges meeting current accessibility requirements
- Lack of adequate family space in townhome units
- Lack of site infrastructure improvement
- Does not increase affordable housing
- Temporary relocations and construction impact on daily living



**MPHA Option 1A - Rehab -184 units**  
Sources & Uses Summary - 4% Family Project

**Development Budget**

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	18,469,154	18,469,154	100,376
Interim Costs	724,628	724,628	3,938
Soft Costs	2,149,187	2,149,187	11,680
Development Fee	200,000.00	1,000,000	5,435
Financing Costs	850,053	850,053	4,620
Project Reserves	-	1,165,943	6,337
<b>Total Uses:</b>	<b>\$ 22,393,022</b>	<b>\$ 24,358,966</b>	<b>\$ 132,386</b>

**Sources:**

*First Mortgage	\$ 2,226,650	\$ 2,226,650	\$ 12,101
Met Council LCDA	800,000	\$ 800,000	\$ 4,348
MN Housing	800,000	\$ 800,000	\$ 4,348
AHIF	470,304	\$ 470,304	\$ 2,556
AHTF	1,000,000	\$ 1,000,000	\$ 5,435
MHFA Challenge Funds	977,493	\$ 977,493	\$ 5,312
LIHTC Equity	1,688,892	\$ 8,444,461	\$ 45,894
 **Equity Bridge Loan	 14,429,683	 -	
DDF	-	-	
<b>Total Sources:</b>	<b>\$ 22,393,022</b>	<b>\$ 14,718,908</b>	<b>\$ 79,994</b>

*Calculated Gap:* - (9,640,057.71)

\* First Mortgage

4.75% Interest/ 40 year Amort/1.15DSC

\*\*Bridge Loan

6.0% Interst/Interest Only/Payoff at CO



## Sources & Uses Summary - 4% Family Project

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	18,469,154	18,469,154	100,376
Interim Costs	545,851	545,851	2,967
Soft Costs	2,255,799	2,255,799	12,260
Development Fee	200,000.00	1,000,000	5,435
Financing Costs	608,188	608,188	3,305
Project Reserves	965,712	965,712	5,248
<b>Total Uses:</b>	<u>\$ 23,044,705</u>	<u>\$ 23,844,705</u>	<u>\$ 129,591</u>

*First Mortgage	\$	5,763,420	\$	5,763,420	\$	31,323
TIF Mortgage	\$	2,105,564	\$	2,105,564	\$	11,443
Met Council LCDA		1,270,091	\$	1,270,091	\$	6,903
MN Housing		1,250,000	\$	1,250,000	\$	6,793
AHIF		470,304	\$	470,304	\$	2,556
AHTF		3,576,706	\$	3,576,706	\$	19,439
MHFA Challenge Funds		1,000,000	\$	1,000,000	\$	5,435
LIHTC Equity		1,681,724	\$	8,408,620	\$	45,699

*Equity Bridge Loan	5,926,896	-	
	-	-	
<b>Total Sources:</b>	<b>\$ 23,044,705</b>	<b>\$ 23,844,705</b>	<b>\$ 129,591</b>

\* First Mortgage  
4.75% Interest/ 40 year Amort/1.15DSC/Conversion of PH Units





## Recommendation 2

### Phased Hybrid Development- Significant Rehab of Townhomes and New Construction of Multifamily and Senior Building

369 Total Units

Estimated Useful Life= 25-30 Years (rehab), 50 Years (new construction)

**Summary:** Recommendation 2 blends the rehabilitation of existing townhome units bordering Prospect Park with the new construction of multifamily, senior, and associated community buildings that border the higher density 27th Avenue SE. Recommendation 2 is financially viable and provides additional affordable and senior housing units, a key strategic objective of the MPHA. Recommendation 2 provides equivalent green space on the rehabilitated townhome sites, but slightly consolidated yet improved green space design on the new construction parcels of development. Recommendation 4 addresses density concerns by maintaining lower density townhomes onsite, but the EUL of this Recommendation is not optimized due to the retention of the existing townhome units. Additionally, the Recommendation 2 townhome units are functionally obsolete and not designed for larger family style living accommodations.

#### Scope of Work:

##### Full Rehabilitation Includes:

New roofs and siding, new aluminum fascia and soffits, new exterior and interior doors, new windows, new vinyl flooring, new paint, new toilet and bath fixtures (accessories, bath and tub surround, pedestal sink, exhaust fan), new closet shelving, new appliances (sink, refrigerator, range, range hood, washer & dryer, gas furnace/hot water heater), new kitchen cabinets, new electrical receptacles/switches/devices, new interior and exterior light fixtures, new site lighting, replace exterior sidewalks, finish site grade, remove exterior fencing at each unit, mill and overlay parking lots, re-sod disturbed areas.

##### New multifamily and senior construction includes:

Precast garage and level 1, concrete footings and foundation wall, sidewalks/curb and gutter, block stairwell and elevator shaft, wood framed walls/floors/trusses, rated unit entry doors, siding and window wrap, sheet waterproofing on below grade walls, blown insulation, gutters and downspouts, shingle roof, vinyl windows, paint interior and exterior, internal signage, toilet and bath accessories, wire closet shelving, postal specialties, appliances, trash chute, kitchen and bath cabinets, cultured marble vanity tops, elevators, magic pac mechanical units, plumbing, fire sprinkler system, new electrical, earthwork, demo and backfill existing buildings, sod, irrigation and planting allowance, retaining walls, roof patio, exterior equipment allowance, new sidewalks, new bituminous entry drives, common laundry washers/dryers.

**Challenges:** Unique challenges are present for the redevelopment outlined in Recommendation 2. For example, the same concerns surrounding the existing buildings conditions exist for Recommendation 2 and Recommendation 1, where the buildings are old, in need of significant renovation, and the unit layouts are less than functional for large family units. Additionally, the infrastructure systems are past their EUL and the cost of updating the system is significant. Additionally, Recommendation 2 only provides limited increase in density by adding tax credit and market rate units. The additional units slightly increase financing opportunities for Recommendation 2, but they remain limited. Because of the slight increase in density, Recommendation 2 slightly addresses the goals of MPHA to increase affordable housing opportunities in effort to serve an increased number of individuals within the community, and Recommendation 2 slightly improves the ADA accessibility of the housing community by adding a small number of ADA units in the new construction units. Complex ownership requirements will pose a challenge to each Recommendation and will need to be vetted legally.





## Recommendation 2

### Phased Hybrid Development- Significant Rehab of Townhomes and New Construction of Multifamily and Senior Building

January 27, 2016



## Recommendation 2

### Phased Hybrid Development- Significant Rehab of Townhomes and New Construction of Multifamily and Senior Building

#### Unit Mix & Parking

Apartment	170
Senior	95
Townhome	104
ADA Units	6 Existing Units Converted to ADA (+5% of new construction) is the goal. Flexibility of unit mix and bedroom configuration is required based on federal ADA requirements.

Parking Count Total	388
Off Street Parking	58
Underground Parking	330

#### Design Considerations

- Retain and renovate existing townhome
- Federal ADA requirements
- New multi-story building
- Community/Commercial spaces on street level of 27th Avenue building

#### Key Benefits

- Savings from reusing existing infrastructure
- Maintain significant amount of original plan intent
- Increased housing Recommendations
- Includes dedicated senior housing
- Significant improvement of ADA compliance throughout development
- Construction of common space for education and resident use
- Increased parking
- Increased supply of affordable housing and density

#### Drawbacks

- Function obsolescence of existing townhomes
- Small unit layouts of existing townhomes
- Shorter EUL
- Challenges meeting current accessibility requirements
- Lack of adequate family space in townhome units
- High cost of renovation
- Increased supply of affordable housing and density
- Temporary relocations and construction impact on daily living



## MPHA Option 2 - Rehab TH 104 Units

### Sources & Uses Summary - 4% TH Rehab Project

#### Development Budget

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	10,362,787	10,362,787	99,642
Interim Costs	445,539	445,539	4,284
Soft Costs	1,976,013	1,976,013	19,000
Development Fee	200,000.00	1,000,000	9,615
Financing Costs	484,846	484,846	4,662
Project Reserves	623,269	623,269	5,993
<b>Total Uses:</b>	<b>\$ 14,092,454</b>	<b>\$ 14,892,454</b>	<b>\$ 143,197</b>

#### Sources:

*First Mortgage	\$ 5,538,070	\$ 5,538,070	\$ 53,251
Met Council LCDA	800,000	\$ 800,000	7,692
MN Housing	800,000	\$ 800,000	
AHIF-HOME	265,824	\$ 265,824	2,556
AHTF	2,000,000	\$ 2,000,000	
MHFA Challenge Funds	281,338	\$ 281,338	
LIHTC Equity	1,041,444	\$ 5,207,222	50,069
 **Equity Bridge Loan	 3,365,778	 -	 -
DDF	-	-	-
<b>Total Sources:</b>	<b>\$ 14,092,454</b>	<b>\$ 14,892,454</b>	<b>\$ 143,197</b>

*Calculated Gap:* - -

\* First Mortgage

*4.75% Interest/ 40 year Amort/1.15DSC/Conversion of PH Units*

\*\*Bridge Loan

*6.0% Interst/Interest Only/Payoff at CO*



**MPHA Option 2 - Building 1 Senior**  
Sources & Uses Summary - 4% Family Project

**Development Budget**

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	18,107,203	18,107,203	190,602
Interim Costs	471,407	471,407	4,962
Soft Costs	1,277,655	1,277,655	13,449
Development Fee	200,000	1,000,000	10,526
Financing Costs	512,313	512,313	5,393
Project Reserves	218,278	545,695	5,744
<b>Total Uses:</b>	<b>\$ 20,786,856</b>	<b>\$ 21,914,273</b>	<b>\$ 230,677</b>

**Sources:**

*First Mortgage	\$ 5,730,570	\$ 5,730,570	\$ 60,322
TIF Mortgage	\$ 1,291,486	\$ 1,291,486	\$ 13,595
Met Council LCDA	2,000,000	\$ 2,000,000	21,053
MN Housing	2,000,000	\$ 2,000,000	
AHIF-HOME	400,000	\$ 400,000	4,211
AHTF	2,375,000	\$ 2,375,000	
MHFA Challenge Funds	1,843,150	\$ 1,843,150	
LIHTC Equity	1,254,813	\$ 6,274,067	66,043
 **Equity Bridge Loan	 3,891,837	 -	 -
Owner Equity Contribution	-		-
DDF	-		-
<b>Total Sources:</b>	<b>\$ 20,786,856</b>	<b>\$ 21,914,273</b>	<b>\$ 230,677</b>

*Calculated Gap:* - -

\* First Mortgage

4.75% Interest/ 40 year Amort/1.15DSC

\*\*Bridge Loan

6.0% Interst/Interest Only/Payoff at CO



### Sources & Uses Summary - 4% Mixed Income Multifamily

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	34,961,909	34,961,909	205,658
Interim Costs	981,146	981,146	5,771
Soft Costs	2,055,396	2,055,396	12,091
Development Fee	200,000	1,000,000	5,882
Financing Costs	1,094,485	1,094,485	6,438
Project Reserves	530,136	1,325,340	7,796
<b>Total Uses:</b>	<b>\$ 39,823,072</b>	<b>\$ 41,418,276</b>	<b>\$ 243,637</b>

*First Mortgage	\$	17,377,040	\$	17,377,040	\$	102,218
TIF Mortgage	\$	2,724,970	\$	2,724,970	\$	16,029
Met Council LCDA		2,000,000	\$	2,000,000	\$	11,765
MN Housing		2,000,000	\$	2,000,000	\$	11,765
AHIF		500,000	\$	500,000	\$	2,941
AHTF		4,124,656	\$	4,124,656	\$	24,263
MHFA Challenge Funds		2,691,610	\$	2,691,610	\$	15,833
LIHTC Equity		2,000,000	\$	10,000,000	\$	58,824
 **Equity Bridge Loan		6,404,796		-		-
DDF		-		-		-
		-		-		-
<b>Total Sources:</b>	\$	39,823,072	\$	41,418,276	\$	243,637

\* First Mortgage

**\*\*Bridge Loan**

6.0% Interst/Interest Only/Payoff at CO





## Recommendation 3

### Phased Hybrid Development- All New Construction

343 Total Units

Estimated Useful Life= 50 Years

**Summary:** Recommendation 3 includes the construction of new townhome units bordering Prospect Park with the new construction of multifamily, senior, and associated community buildings bordering the higher density 27th Avenue SE. Recommendation 3 provides additional affordable and senior housing units, a key strategic objective of the MPHA. Recommendation 3 provides slightly consolidated yet improved green space design throughout the development. Recommendation 3 also addresses density concerns by maintaining lower density townhomes onsite adjacent Prospect Park. These new construction townhomes provide increased functionality and are designed for larger family style living accommodations, but the larger unit size reduces overall townhome unit counts. The overall EUL is significantly improved from Recommendations 1 and 2.

#### Scope of Work:

##### New townhome units include:

Concrete footings and foundation wall, sidewalks/curb and gutter, block foundation walls, wood frame construction, rated unit entry doors, siding and window wrap, blown insulation, gutters and downspouts, shingle roof, paint interior and exterior, toilet and bath accessories, wire closet shelving, appliances, kitchen and bath cabinets, cultured marble vanity tops, furnaces, plumbing, fire sprinkler system, new electrical, earthwork, demolish and backfill existing buildings, sod, irrigation and planting allowance, site lighting allowance.

##### New multifamily and senior construction includes:

Precast garage and level 1, concrete footings and foundation wall, sidewalks/curb and gutter, block stairwell and elevator shaft, wood framed walls/floors/trusses, rated unit entry doors, siding and window wrap, sheet waterproofing on below grade walls, blown insulation, gutters and downspouts, shingle roof, vinyl windows, paint interior and exterior, internal signage, toilet and bath accessories, wire closet shelving, postal specialties, appliances, trash chute, kitchen and bath cabinets, cultured marble vanity tops, elevators, magic pac mechanical units, plumbing, fire sprinkler system, new electrical, earthwork, demo and backfill existing buildings, sod, irrigation and planting allowance, retaining walls, roof patio, exterior equipment allowance, new sidewalks, new bituminous entry drives, common laundry washers/dryers.

**Challenges:** Unique challenges are present for the redevelopment outlined in Recommendation 3. For example, new construction will provide significantly improved unit layout options, increased ADA accessibility, and overall improved site layout which includes amenities for residents. With this new infrastructure comes an increased cost of updating the systems. Complex ownership requirements will pose a challenge to each Recommendation and will need to be vetted legally.



**Recommendation 3**  
**Phased Hybrid Development- All New Construction**



## Recommendation 3

### Phased Hybrid Development- All New Construction

#### Unit Mix & Parking

Apartment	170
Senior	95
Townhome	78
ADA Units	5% of new construction
Parking Count Total	396
Off Street Parking	66
Underground Parking	330

#### Design Considerations

- New replacement townhome units (78) including ADA units
- New townhome configuration retains original scale and character of streetscapes
- 5 new multi-story buildings
- Community and commercial spaces on 27th Ave

#### Key Benefits

- Increased functionality and life span of all units
- Increased housing options
- Includes dedicated senior housing
- Significant improvement of ADA throughout development
- Increased functionality and life span of all units
- Large family units in townhomes
- Construction of common space for education and resident use
- Increased parking
- Increased supply of affordable housing and density

#### Drawbacks

- Street layout constraints
- A few townhome units will be lost, but total multifamily units increase
- Higher overall redevelopment cost
- Increased supply of affordable housing and density
- Temporary relocations and construction impact on daily living





# MPHA Option 3 - TH 78

## Sources & Uses Summary - 4% Townhomes

### Development Budget

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	16,727,702	16,727,702	214,458
Interim Costs	619,824	619,824	7,946
Soft Costs	2,380,761	2,380,761	30,523
Development Fee	200,000.00	1,000,000	12,821
Financing Costs	638,705	638,705	8,189
Project Reserves	558,219	976,884	12,524
<b>Total Uses:</b>	<b>\$ 21,125,210</b>	<b>\$ 22,343,875</b>	<b>\$ 286,460</b>

### Sources:

*First Mortgage	\$ 8,722,340	\$ 8,722,340	\$ 111,825
TIF Mortgage	\$ 210,385	\$ 210,385	\$ 2,697
Met Council LCDA	1,000,000	\$ 1,000,000	\$ 12,821
MN Housing	1,000,000	\$ 1,000,000	\$ 12,821
AHIF	500,000	\$ 500,000	\$ 6,410
AHTF	1,874,398	\$ 1,874,398	\$ 24,031
MHFA Challenge Funds	1,234,974	\$ 1,234,974	\$ 15,833
LIHTC Equity	1,560,356	\$ 7,801,778	\$ 100,023
 **Equity Bridge Loan	 5,022,758	 -	 -
DDF	-	-	-
	-	-	-
<b>Total Sources:</b>	<b>\$ 21,125,210</b>	<b>\$ 22,343,875</b>	<b>\$ 286,460</b>

Calculated Gap: - -

\* First Mortgage

4.75% Interest/ 40 year Amort/1.15DSC/Conversion of PH Units

\*\*Bridge Loan

6.0% Interst/Interest Only/Payoff at CO



**MPHA Option 2 - Building 1 Senior**  
Sources & Uses Summary - 4% Family Project

**Development Budget**

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	18,107,203	18,107,203	190,602
Interim Costs	471,407	471,407	4,962
Soft Costs	1,277,655	1,277,655	13,449
Development Fee	200,000	1,000,000	10,526
Financing Costs	512,313	512,313	5,393
Project Reserves	218,278	545,695	5,744
<b>Total Uses:</b>	<b>\$ 20,786,856</b>	<b>\$ 21,914,273</b>	<b>\$ 230,677</b>

**Sources:**

*First Mortgage	\$ 5,730,570	\$ 5,730,570	\$ 60,322
TIF Mortgage	\$ 1,291,486	\$ 1,291,486	\$ 13,595
Met Council LCDA	2,000,000	\$ 2,000,000	21,053
MN Housing	2,000,000	\$ 2,000,000	
AHIF-HOME	400,000	\$ 400,000	4,211
AHTF	2,375,000	\$ 2,375,000	
MHFA Challenge Funds	1,843,150	\$ 1,843,150	
LIHTC Equity	1,254,813	\$ 6,274,067	66,043
 **Equity Bridge Loan	 3,891,837	 -	 -
Owner Equity Contribution	-		-
DDF	-		-
<b>Total Sources:</b>	<b>\$ 20,786,856</b>	<b>\$ 21,914,273</b>	<b>\$ 230,677</b>

*Calculated Gap:* - -

\* First Mortgage

4.75% Interest/ 40 year Amort/1.15DSC

\*\*Bridge Loan

6.0% Interest/Interest Only/Payoff at CO



### Sources & Uses Summary - 4% Mixed Income Multifamily

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	34,961,909	34,961,909	205,658
Interim Costs	981,146	981,146	5,771
Soft Costs	2,055,396	2,055,396	12,091
Development Fee	200,000	1,000,000	5,882
Financing Costs	1,094,485	1,094,485	6,438
Project Reserves	530,136	1,325,340	7,796
<b>Total Uses:</b>	<b>\$ 39,823,072</b>	<b>\$ 41,418,276</b>	<b>\$ 243,637</b>

*First Mortgage	\$	17,377,040	\$	17,377,040	\$	102,218
TIF Mortgage	\$	2,724,970	\$	2,724,970	\$	16,029
Met Council LCDA		2,000,000	\$	2,000,000	\$	11,765
MN Housing		2,000,000	\$	2,000,000	\$	11,765
AHIF		500,000	\$	500,000	\$	2,941
AHTF		4,124,656	\$	4,124,656	\$	24,263
MHFA Challenge Funds		2,691,610	\$	2,691,610	\$	15,833
LIHTC Equity		2,000,000	\$	10,000,000	\$	58,824
 **Equity Bridge Loan		6,404,796		-		-
DDF		-		-		-
		-		-		-
<b>Total Sources:</b>	\$	39,823,072	\$	41,418,276	\$	243,637

\* First Mortgage

**\*\*Bridge Loan**



## Recommendation 4

### Full Redevelopment- All New Construction

423 Total Units

Estimated Useful Life=50+ Years

**Summary:** Recommendation 4 showcases the highest total development cost but the longest EUL. Recommendation 4 incorporates complete site redevelopment with new internal street layouts and infrastructure. Recommendation 4 includes the construction of new townhome and great house units bordering Prospect Park, new construction of multifamily, senior, and associated community buildings bordering the higher density 27th Avenue SE, and new multifamily buildings at the intersection of Delaware Street SE and St. Mary's Avenue SE. Recommendation 4 provides additional affordable and senior housing units, a key strategic objective of the MPHA. Recommendation 4 provides the most consolidated green space, yet the design provides for maximized use of green and community space. Recommendation 4 also addresses density concerns by maintaining lower density townhome and great house units onsite, but overall Recommendation 4 provides for the highest density. These new construction townhome and great house units provide increased functionality and are designed for larger family style living accommodations.

#### **New townhome units include:**

Concrete footings and foundation wall, sidewalks/curb and gutter, block foundation walls, wood frame construction, rated unit entry doors, siding and window wrap, blown insulation, gutters and downspouts, shingle roof, paint interior and exterior, toilet and bath accessories, wire closet shelving, appliances, kitchen and bath cabinets, cultured marble vanity tops, furnaces, plumbing, fire sprinkler system, new electrical, earthwork, demolish and backfill existing buildings, sod, irrigation and planting allowance, site lighting allowance, new roads/curb and gutter.

#### **New multifamily and senior construction includes:**

Precast garage and level 1, concrete footings and foundation wall, sidewalks/curb and gutter, block stairwell and elevator shaft, wood framed walls/floors/trusses, rated unit entry doors, siding and window wrap, sheet waterproofing on below grade walls, blown insulation, gutters and downspouts, shingle roof, vinyl windows, paint interior and exterior, internal signage, toilet and bath accessories, wire closet shelving, postal specialties, appliances, trash chute, kitchen and bath cabinets, cultured marble vanity tops, elevators, magic pac mechanical units, plumbing, fire sprinkler system, new electrical, earthwork, demo and backfill existing buildings, sod, irrigation and planting allowance, retaining walls, roof patio, exterior equipment allowance, new sidewalks, new bituminous entry drives, common laundry washers/dryers, new roads/curb and gutter.

**Challenges:** Unique challenges are present for the redevelopment outlined in Recommendation 4. For example, full redevelopment and new construction will provide significantly improved unit layout options, increased ADA accessibility, and overall improved site layout which includes amenities for residents. With this new infrastructure comes an increased cost of updating the systems. Complex ownership requirements will pose a challenge to each Recommendation and will need to be vetted legally.



**Recommendation 4**  
**Full Redevelopment- All New Construction**





## Recommendation 4

### Full Redevelopment

#### Unit Mix & Parking

Apartment	256
Senior	95
Townhome	47
Great Houses	25
ADA Units	5% of new construction

Parking Count Total	420
Off Street Parking	0
Underground Parking	420

#### Design Considerations

- Complete site redevelopment with new internal street layouts and infrastructure

#### Key Benefits

- Increased functionality and life span of all units
- Increased housing options
- Includes dedicated senior housing
- Significant improvement of ADA throughout development
- Increased functionality and life span of all units
- Large family units in townhomes
- Construction of common space for education and resident use
- Increased parking
- Gateway building on NE
- More direct LRT station access
- Integrated site plan that includes additional types of housing, amenities, and access to LRT Station
- Improved accessibility
- Sustainability opportunities
- Increased supply of affordable housing and density

#### Drawbacks

- Higher development costs
- Potential for significant infrastructure costs
- Increased supply of affordable housing and density
- Temporary relocations and construction impact on daily living



## MPHA Option 4 - TH 72

### Sources & Uses Summary - 4% Townhomes

#### Development Budget

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	15,746,870	15,746,870	218,707
Interim Costs	520,262	520,262	7,226
Soft Costs	2,332,128	2,332,128	32,391
Development Fee	200,000.00	1,000,000	13,889
Financing Costs	567,018	567,018	7,875
Project Reserves	776,808	776,808	10,789
<b>Total Uses:</b>	<b>\$ 20,143,086</b>	<b>\$ 20,943,086</b>	<b>\$ 290,876</b>

#### Sources:

*First Mortgage	\$ 5,854,280	\$ 5,854,280	\$ 81,309
TIF Mortgage	\$ 117,751	\$ 117,751	\$ 1,635
Met Council LCDA	2,000,000	\$ 2,000,000	\$ 27,778
MN Housing	2,000,000	\$ 2,000,000	\$ 27,778
AHIF	550,000	\$ 550,000	\$ 7,639
AHTF	1,800,000	\$ 1,800,000	\$ 25,000
MHFA Challenge Funds	1,214,523	\$ 1,214,523	\$ 16,868
LIHTC Equity	1,481,306	\$ 7,406,532	\$ 102,869
 **Equity Bridge Loan	 5,125,226	 -	 -
DDF	-	-	-
<b>Total Sources:</b>	<b>\$ 20,143,086</b>	<b>\$ 20,943,086</b>	<b>\$ 290,876</b>

*Calculated Gap:* - -

\* First Mortgage

*4.75% Interest/ 40 year Amort/1.15DSC/Conversion of PH Units*

\*\*Bridge Loan

*6.0% Interst/Interest Only/Payoff at CO*



**MPHA Option 2 - Building 1 Senior**  
Sources & Uses Summary - 4% Family Project

**Development Budget**

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	18,107,203	18,107,203	190,602
Interim Costs	471,407	471,407	4,962
Soft Costs	1,277,655	1,277,655	13,449
Development Fee	200,000	1,000,000	10,526
Financing Costs	512,313	512,313	5,393
Project Reserves	218,278	545,695	5,744
<b>Total Uses:</b>	<b>\$ 20,786,856</b>	<b>\$ 21,914,273</b>	<b>\$ 230,677</b>

**Sources:**

*First Mortgage	\$ 5,730,570	\$ 5,730,570	\$ 60,322
TIF Mortgage	\$ 1,291,486	\$ 1,291,486	\$ 13,595
Met Council LCDA	2,000,000	\$ 2,000,000	21,053
MN Housing	2,000,000	\$ 2,000,000	
AHIF-HOME	400,000	\$ 400,000	4,211
AHTF	2,375,000	\$ 2,375,000	
MHFA Challenge Funds	1,843,150	\$ 1,843,150	
LIHTC Equity	1,254,813	\$ 6,274,067	66,043
 **Equity Bridge Loan	 3,891,837	 -	 -
Owner Equity Contribution	-		-
DDF	-		-
<b>Total Sources:</b>	<b>\$ 20,786,856</b>	<b>\$ 21,914,273</b>	<b>\$ 230,677</b>

*Calculated Gap:* - -

\* First Mortgage

*4.75% Interest/ 40 year Amort/1.15DSC*

\*\*Bridge Loan

*6.0% Interst/Interest Only/Payoff at CO*





## MPHA Option 2 - Building 2 170 Apartments

### Sources & Uses Summary - 4% Mixed Income Multifamily

#### Development Budget

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	34,961,909	34,961,909	205,658
Interim Costs	981,146	981,146	5,771
Soft Costs	2,055,396	2,055,396	12,091
Development Fee	200,000	1,000,000	5,882
Financing Costs	1,094,485	1,094,485	6,438
Project Reserves	530,136	1,325,340	7,796
<b>Total Uses:</b>	<b>\$ 39,823,072</b>	<b>\$ 41,418,276</b>	<b>\$ 243,637</b>

#### Sources:

*First Mortgage	\$ 17,377,040	\$ 17,377,040	\$ 102,218
TIF Mortgage	\$ 2,724,970	\$ 2,724,970	\$ 16,029
Met Council LCDA	2,000,000	\$ 2,000,000	\$ 11,765
MN Housing	2,000,000	\$ 2,000,000	\$ 11,765
AHIF	500,000	\$ 500,000	\$ 2,941
AHTF	4,124,656	\$ 4,124,656	\$ 24,263
MHFA Challenge Funds	2,691,610	\$ 2,691,610	\$ 15,833
LIHTC Equity	2,000,000	\$ 10,000,000	\$ 58,824
 **Equity Bridge Loan	 6,404,796	 -	 -
DDF	-	-	-
<b>Total Sources:</b>	<b>\$ 39,823,072</b>	<b>\$ 41,418,276</b>	<b>\$ 243,637</b>

*Calculated Gap:* - -

\* First Mortgage

4.75% Interest/ 40 year Amort/1.15DSC

\*\*Bridge Loan

6.0% Interst/Interest Only/Payoff at CO



## MPHA Option 4 - Building 3 86 Apartments

### Sources & Uses Summary - 4% Mixed Income Multifamily

#### Development Budget

	<u>CONSTRUCTION</u>	<u>PERMANENT</u>	<u>Per Unit</u>
<b>Uses:</b>			
Acquisition	\$ -	\$ -	\$ -
Construction & Site Work	19,679,241	19,679,241	115,760
Interim Costs	406,512	406,512	2,391
Soft Costs	1,553,419	1,553,419	9,138
Development Fee	200,000	1,000,000	5,882
Financing Costs	496,359	496,359	2,920
Project Reserves	425,516	744,653	4,380
<b>Total Uses:</b>	<b>\$ 22,761,047</b>	<b>\$ 23,880,184</b>	<b>\$ 140,472</b>

#### Sources:

First Mortgage	\$ 3,679,760	\$ 3,679,760	\$ 21,646
TIF Mortgage	\$ 2,818,129	\$ 2,818,129	\$ 16,577
Met Council LCDA	2,000,000	\$ 2,000,000	\$ 11,765
MN Housing	2,000,000	\$ 2,000,000	\$ 11,765
AHIF	600,000	\$ 600,000	\$ 3,529
AHTF	3,516,752	\$ 3,516,752	\$ 20,687
MHFA Challenge Funds	2,691,610	\$ 2,691,610	\$ 15,833
LIHTC Equity	1,314,787	\$ 6,573,933	\$ 38,670
Equity Bridge Loan	4,140,009	-	-
DDF	-	-	-
<b>Total Sources:</b>	<b>\$ 22,761,047</b>	<b>\$ 23,880,184</b>	<b>\$ 140,472</b>

*Calculated Gap:* -

\* First Mortgage  
4.75% Interest/ 40 year Amort/1.15DSC

\*\*Bridge Loan  
6.0% Interst/Interest Only/Payoff at CO



## Sources of Funds

The Glendale Townhomes- Recommendation Study- intends to analyze and provide reasonable, but hypothetical, Recommendations for the potential rehabilitation and redevelopment of Glendale Family Townhomes. As referenced earlier, Sherman Associates understands that public housing operating funding does not currently cover the costs of operating public housing at Glendale. Additionally, the public housing units will not generate any reliable cash flow, nor does MPHA have sufficient access to grants to cover any substantial rehabilitation of the site without additional development financing and operating subsidies, including the conversion to Project Base Section 8 rental assistance. Challenges abound for securing these operating and rehabilitation sources of funds, but despite these challenges, Sherman Associates has prepared preliminary potential funding Recommendations which are presented in this section. All Recommendations require additional evaluation, underwriting, and a more in-depth feasibility analysis.

*Please Note: Probability of award is based on 35 years of real estate experience and is subject to quality of developer, quality of proposed development, quality of applications, politics and many other factors.*

### HUD First Mortgage

*Probability of Award: 95%*

*Potential Percentage of Funding: 30-35% HUD*

First Mortgage combined with Project Base Section 8 provided by MPHA.

The U.S. Department of Housing and Urban Development (HUD) offers first mortgage options which Glendale is potentially eligible.

#### *Application Cycle:*

Not Applicable.

#### *Limitations and Constraints*

HUD subsidies and Project Base Section 8 vouchers are subject to annual appropriations

*Please visit the following websites for additional information:*

<http://www.mphaonline.org/section-8/>

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh)



## Sources of Funds Continued

### MPHA Section 8 Housing Choice Voucher Program

*Probability of Award: 95%*

*Potential Percentage of Funding: 30-35%*

The U.S. Department of Housing and Urban Development (HUD) provides Section 8 rent subsidies to families with low income in the form of Housing Choice Vouchers and Project Based Units. The Minneapolis Public Housing Authority (MPHA) administers the program in the City of Minneapolis. MPHA pays rent subsidies directly to rental property owners on behalf of eligible families.

Application Cycle:  
Not Applicable.

#### Limitations and Constraints

HUD subsidies and Section 8 vouchers are subject to annual appropriations

Please visit the following websites for additional information:

<http://www.mphaonline.org/section-8/>

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh)

### Housing Tax Credits (9% and 4%)

*Probability of 9% Award: 50%*

*Potential Percentage of Funding: 10-15%*

*Probability of 4% Award: 95%*

*Potential Percentage of Funding: 25-30%*

#### Minnesota Housing Previous Year – 2015 Selections at A Glance

\$92,400,000	Total Minnesota Housing and partner investment (includes multifamily and single family development)
\$235,700,000	Total development costs (includes multifamily and single family development)
1,100	Multifamily units financed
23	Multifamily applications funded

The Federal Tax Reform Act of 1986 created the Housing Tax Credit (HTC) Program (see Section 42 of the Internal Revenue Code) for qualified residential rental properties. The HTC offers a reduction in tax liability to owners and investors in eligible low-income rental housing projects involving new construction, rehabilitation, or acquisition with rehabilitation. The Minnesota Housing Finance Agency (Minnesota Housing) and Sub-Allocator the City of Minneapolis have been designated by the Minnesota Legislature as primary allocating agencies of Housing Tax Credits (HTC) in Minnesota. Detailed information pertaining to priorities for funding are located in Minnesota Housing's Qualified Allocation Plan (QAP) which combines state and federally legislated priorities with other priorities established by Minnesota Housing.



## Sources of Funds

### Continued

#### *Application Cycle:*

The Minnesota Housing HTC has two annual funding cycles.

The City of Minneapolis: Once-a-year for 9% | Continuous for 4%

#### *Limitations and Constraints*

- 9% credits are capped at \$1million
- Competitive application cycle
- 4% credits have no cap on credits
- Multiple rounds of funding

*Please visit the following websites for additional information:*

<http://www.mnhousing.gov/wcs/>

[http://www.novoco.com/low\\_income\\_housing/](http://www.novoco.com/low_income_housing/)

### **Minnesota Housing – Challenge Funds**

*Probability of Award: 50%*

*Potential Percentage of Funding: 5-15%*

Minnesota Housing offers a variety of financing products, including 9% and 4% Housing Tax Credits (HTC), as well other funding programs for rental properties including Challenge Funds.

#### *Application Cycle:*

Once-a-year

*Please visit the following websites for additional information:*

<http://www.mnhousing.gov/wcs/>

### **Met Council – LCDA**

*Probability of Award: 50%*

*Potential Percentage of Funding: 2-5%*

The Livable Communities Demonstration Account (LCDA) funds innovative re-development projects that efficiently link housing, jobs, services, and transit in an effort to create inspiring and lasting Livable Communities. Grants are available to fund basic public infrastructure and site assembly.

Previously funded project elements include street improvements, plazas, parks, demolition, design, development plans, implementation techniques, market studies, storm water management, zoning, land acquisition, master plans, utility relocation, site assembly and reconstruction. Successful LCDA projects:



## Sources of Funds Continued

- Connect housing, jobs, civic sites, retail centers and local/regional transportation systems.
- Demonstrate a variety of housing densities, types & costs, creative placemaking, environmentally sensitive development, and compact land use.
- Catalyze additional development that efficiently uses land and infrastructure, and supports vibrant, diverse communities.

### *Application Cycle:*

Pre-applications are due in the Spring and full applications are due in the Summer.

### *Limitations and Constraints*

- Competitive application cycle
- Use of funds limited to specific scope in-line in current LCDA goals

### *Please visit the following websites for additional information:*

[http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Livable-Communities-Demonstration-Account-\(LCDA\).aspx](http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Livable-Communities-Demonstration-Account-(LCDA).aspx)

## **City of Minneapolis - Affordable Housing Trust Fund (AHTF) Program**

*Probability of Award: 50%*

*Potential Percentage of Funding: 2-5%*

The Affordable Housing Trust Fund Program (AHTF) Program provides gap financing for affordable and mixed-income rental housing, housing production and preservation projects. The purpose of this program is to finance the production and preservation/stabilization of affordable and mixed-income rental housing projects in Minneapolis. Program funds are offered through an annual competitive RFP process.

### *Application Cycle:*

Funding proposals are accepted on a rolling basis for one month in the Summer.

### *Limitations and Constraints*

- Competitive application cycle
- Use of funds limited to specific scope in line with current AHTF goals

### *Please visit the following websites for additional information:*

[http://www.ci.minneapolis.mn.us/cped/rfp/AHTF\\_home](http://www.ci.minneapolis.mn.us/cped/rfp/AHTF_home)



## Sources of Funds Continued

### City of Minneapolis - Tax Increment Financing (TIF)

*Probability of Award: 50%*

*Potential Percentage of Funding: 2-5%*

Tax Increment Financing (TIF) is a financing tools utilized by local municipalities which allows developments to occur that would otherwise not occur without receiving assistance through TIF. Developments are generally analyzed using the “but for” test, which notes “the development would not occur but for the use of TIF.”

According to the City of Minneapolis Tax Increment Financing Policy, the City has outlined the following Development Objectives whereby the City uses TIF to accomplish the following objectives:

1. Expand the Minneapolis economy to create more living-wage jobs, with an emphasis on providing job opportunities for the unemployed and underemployed.
2. Attract and expand new and existing services, developments and employers in order to position Minneapolis and the region to compete in the economy of the 21st century.
3. Increase the city’s property tax base and maintain its diversity. Clean contaminated land to provide sites for uses that achieve City redevelopment objectives.
4. Provide an array of housing choices that meet the needs of current residents and attract new residents to the city, with an emphasis on providing affordable housing.
5. Eliminate blighting influences throughout the city.
6. Support neighborhood retail services, commercial corridors and employment hubs.
7. Support redevelopment efforts that enhance and preserve unique urban features and amenities, including downtown, the riverfront and historic structures

#### *Application Cycle:*

The City of Minneapolis’ TIF applications are received on a rolling basis.

#### *Limitations and Constraints*

- Project may require the creation of a TIF Redevelopment District
- Requires City Council action
- Political aspects

Please visit the following websites for additional information:

[http://www.ci.minneapolis.mn.us/cped/resources/reports/cped\\_tax\\_increment\\_financing](http://www.ci.minneapolis.mn.us/cped/resources/reports/cped_tax_increment_financing)



## Sources of Funds Continued

### Hennepin County - Affordable Housing Incentive Fund (AHIF)

*Probability of Award: 50%*

*Potential Percentage of Funding: 2-5%*

The Affordable Housing Incentive Fund (AHIF) provides capital financing to create or preserve long-term affordable housing units throughout Hennepin County for very low-income households. Applicants may include government, nonprofit agencies, housing developers or lenders. Financing supports acquisition, rehabilitation or new construction activities.

The Hennepin County Five-Year Consolidated Plan identifies the following Priority Needs:

- Preserve/Create Multifamily Rental Opportunities for extremely low and low-income renter households (at or below 30% AMI and 50% AMI, respectively). Specifically, this includes creating opportunities for large families, the elderly, persons with mental, physical, or developmental disabilities, and public housing residents.
- Preserve/Create Single Family Homeownership opportunities for those at or below 80% AMI.
- Create Housing Opportunities for Homeless Populations. Also see Heading Home Hennepin's Ten Year Plan to End Homelessness.

Additional county priorities include:

- Connecting affordable housing to local employment opportunities, schools, transit corridor development, and supportive services.
- Creating new affordable units and prevent the loss of viable affordable units.
- Supporting a full range of housing choice throughout the county.

Eligible Activities:

Acquisition of property, construction of new housing for permanent or transitional rental and ownership, moderate or substantial rehabilitation of units, site improvements, and reasonable and necessary expenses related to the development of affordable, non-luxury housing, homeowner purchase assistance and rehabilitation financing. Because there is an existing tenant based rental assistance (TBRA) program, additional TBRA proposals are not part of this RFP.

*Application Cycle:*

The AHIF applications are due in the Spring.

*Limitations and Constraints:*

- Competitive application cycle
- Limited sources per project
- Use of funds limited to specific scope in line with current AHIF goals





## Sources of Funds Continued

### *Limitations and Constraints:*

- Competitive application cycle
- Limited sources per project
- Use of funds limited to specific scope in line with current AHIF goals

*Please visit the following websites for additional information:*

<http://www.hennepin.us/business/work-with-henn-co/rfp>



## Development Phasing and Tenant Retention Plan

for example purposes only

Sherman Associates has significant experience renovating occupied housing communities. While it is often the goal to maintain residents onsite during construction rather than requiring offsite displacement, the current extremely-low vacancy rate (nearly 0%) at Glendale Townhomes offers a unique challenge to maintaining residents onsite during rehabilitation or redevelopment. While each Recommendation contemplates varying degrees of site redevelopment, Sherman Associates has outlined two examples of potential Tenant Retention Plans, one representing an option if high levels of vacancy are available, and one representing the current low to no vacancy rate. Each example is offered for example purposes only.

### Example Tenant Retention Plan – With Vacancies | Duration 24 months

#### Phase I:

- Select 4-6+ buildings (approximately 24+units) to begin phased renovation process
- Lightly refurbish 24+ other units on-site for temporary relocation of residents
- Temporarily relocate residents in selected 4-6 + buildings into the lightly refurbished vacant units
- Complete full rehabilitation of 4-6+ vacated townhome units
- Move residents into fully rehabilitated townhome units
- **Timeline For Phase I: 4 months**

#### Phase II:

- Repeat - Over time with more natural move-outs, the project will initiate 30-40 units per phase
- **Timeline For Phase II: 4 months per phase of relocation and rehabilitation**



## Development Phasing and Tenant Retention Plan for example purposes only

### Example Tenant Retention Plan – No Vacancies | Duration 30-36 months

#### Phase I:

- Select 4-6+ buildings (approximately 24+units) to begin phased renovation process. These buildings must be located on future footprint of the new multifamily building
- Lightly refurbish 24+ other units on-site for temporary relocation of residents
- Temporarily relocate residents in selected 4-6+ buildings into the lightly refurbished vacant units
- Construct one new multifamily building of 170 units
- Move residents into new multifamily building
- **Timeline for Phase I: One + year**

#### Phase II:

- The relocation of 170 existing units will create vacancies within enough townhomes to construct new townhome or great house buildings, or build two new multifamily buildings
- Move residents into newly constructed townhome, great house or multifamily buildings
- **Timeline for Phase II: One + year**

#### Phase III:

- Construct Senior Housing building
- Move residents into Senior Housing units
- **Timeline for Phase III: Less than one year**



## Example: Phased Development

*For example purposes only*

● Current vacancies  
*example only*





## Example: Phased Development

*For example purposes only*

- Current vacancies  
*example only*
- Temporarily  
relocate to lightly  
refurbished townhome  
units



Consolidate vacancies in these buildings  
to construct new multifamily building in  
next step



## Example: Phased Development

*For example purposes only*

→ Move residents into new multifamily to create additional vacancies



Build new multifamily





## Example: Phased Development

*For example purposes only*

Build new senior development



Rehab of townhomes or demo and build all new townhome units





## Recommendations and Conclusion

Based on the review of Recommendations 1-4, Sherman Associates recommends the following:

### 1. Further evaluation of each Recommendation 1-4

- a. Evaluate and discuss with HUD avenues for the conversion of public housing to Project Base Section 8 assistance for the 184 units.
- b. Describe and discuss Recommendations with MPHA Board of Commissioners
- c. Describe and discuss Recommendations with community stakeholders
- d. Describe and discuss Recommendations with City of Minneapolis key stakeholders and leaders
- e. Describe and discuss Recommendations with identified funding sources and explore additional funding sources such as HUD and state grants
- f. Research and identify Head Start needs



## Underwriting Assumptions

Please refer to the following underwriting assumptions:

- The goal for all Recommendations is to maintain a minimum the current MPHA unit mix and bedroom configuration of 26 – 1BR, 69 – 2BR, 70 – 3BR, and 19 4-BR MPHA units. Flexibility will be required for Recommendation 1 and Recommendation 2 to meet federal ADA requirements.
- All Recommendations assume rents at 50% AMI, 60% AMI, and/or Market Rate. No Section 8 rents have been underwritten as it is assumed that MPHA will pro-vide Project Base Section 8 vouchers.
- Funding for Section 8 vouchers are subject to annual appropriations
- LIHTC pricing fluctuates and is subject to market. All LIHTC pricing is underwritten at \$0.95.
- Mixed-income buildings assume 80% affordable
- All Recommendations assume 7% vacancy
- Additional vetting is required for all Recommendations including conducting a market study, discussing proposal with lenders and underwriters, etc.
- 9% Credits are capped at \$1mm credits
- 4% Credits have no cap on credits
- Significantly rehabbed units and all new construction units assume 4% tax credit
- Assume DCR of 1.15
- Assume HUD Financing at 4.75% Rate, MIP.25%, Term 40 at 40am
- Assume approximately 9% development fee, capped at \$1mm
- Assume \$1.2mm relocation cost
- All Recommendations assume operating costs at levels used in MHFA underwriting and Sherman Associates experience



# **COMMUNITY HOUSING RESOURCES**

## ***NOTICE AND AGENDA***

### **ANNUAL MEETING OF THE BOARD OF DIRECTORS**

**Wednesday, June 22, 2016**

**(following adjournment of MPHA Board of Commissioners meeting)**

**1001 Washington Avenue North, Minneapolis, Minnesota**

1. Annual/Regular Meeting Schedule for Community Housing Resources Board of Directors for the Remainder of 2016 (Paula Sotelo, Executive Administrative Assistant)
2. Consideration of a Report Regarding Charitable Organization Annual Report (Tim Durose, Chief Financial Officer)

# COMMUNITY HOUSING RESOURCES

June 22, 2016

## REPORT TO THE DIRECTORS

**FROM:** Cora McCorvey, President

**SUBJECT:** Annual/Regular Meeting Schedule for Community Housing Resources (CHR) Board of Directors for the Remainder of 2016

As the June 22, 2016 meeting of the CHR Board of Directors is the initial meeting held of the CHR Board of Directors in 2016, this regular meeting shall be deemed as the annual meeting in accordance with the CHR By-Laws. The remainder of the regular meetings and other meetings called will be duly noticed according to the CHR By-Laws to the Board of Directors of CHR no less than three days before the date of the meeting, setting forth the time and place of the meeting. Unless otherwise noticed, the meetings will be held at 1001 Washington Avenue North, Minneapolis, Minnesota, immediately following the adjournment of the Minneapolis Public Housing Authority Board of Commissioners meeting.

It is recommended that the Board of Directors declare the June 22, 2016 meeting the annual meeting of the CHR Board of Directors and that the regular and other meetings of the CHR Board of Directors be duly noticed no less than three days before the date of the meeting via electronic communication or U.S. mail as noted above.

This report was prepared by Paula Sotelo. For further information please call Cora McCorvey, 612-342-1439

# COMMUNITY HOUSING RESOURCES

June 22, 2016

## REPORT TO THE DIRECTORS

**FROM:** Cora McCorvey, President

**SUBJECT:** 2016 Charitable Organization Annual Report

**Previous Directives:** The Board of Directors approved the 2015 Charitable Organization Annual Report on May 27, 2015.

**RECOMMENDATION:** It is recommended that the Board of Directors:

- 1. Adopt the attached Resolution approving the 2016 Charitable Organization Annual Report**
- 2. Authorize the President to file the Annual Report with the Office of the Attorney General, State of Minnesota.**

Minnesota law requires charitable organizations to file an Annual Report with the Office of the Attorney General if it meets any of the following criteria:

1. An organization soliciting or intending to solicit contributions in excess of \$25,000 a year;
2. An organization having paid officers or staff;
3. A private foundation that did not solicit contributions from more than 100 persons during an accounting year; or
4. An organization having more than \$25,000 in total assets.

Since Community Housing Resources is an organization with paid officers from a related organization (Minneapolis Public Housing Authority) and has more than \$25,000 in total assets, the attached Charitable Organization Annual Report must be approved by Board resolution and filed with the Attorney General's Office.

## COMMUNITY HOUSING RESOURCES

If you have any questions concerning this matter, please contact Cora McCorvey, President at 342-1439 or [cmccorvey@mplspha.org](mailto:cmccorvey@mplspha.org) or Tim Durose, Chief Financial Officer at 342-1410 or [tdurose@mplspha.org](mailto:tdurose@mplspha.org).

# COMMUNITY HOUSING RESOURCES

## RESOLUTION 16-01

**WHEREAS**, Minnesota law requires a charitable organization soliciting or intending to solicit contributions in excess of \$25,000 a year or having paid officers or staff, or using a professional fund raiser, or an organization having more than \$25,000 in total assets file a Charitable Organization Annual Report with the Office of the Attorney General; and

**WHEREAS**, the Board of Directors of Community Housing Resources is required to approve of the contents of the Statement and file a resolution indicating such approval;

**NOW THEREFORE**, be it resolved that the attached Registration Statement is true, accurate, and complete to the best of our knowledge.



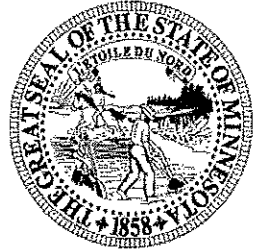
Minnesota Attorney General's Office  
Charities Division  
Suite 1200, Bremer Tower  
445 Minnesota Street  
St. Paul, MN 55101-2130

**Website Address**

<http://www.ag.state.mn.us/charities>

**STATE OF MINNESOTA  
CHARITABLE ORGANIZATION  
ANNUAL REPORT FORM**

(Pursuant to Minn. Stat. ch. 309)



**SECTION A: Organization Information**

**Legal Name of Organization** Community Housing Resources

**Federal EIN:** 41-2011396

**Fiscal Year-End:** 12/31/2015  
mm/dd/yyyy

Did the organization's fiscal year-end change? ☐ Yes ☒ No

<b>Mailing Address:</b>	<b>Physical Address:</b>
Tim Durose	Tim Durose
Contact Person	Contact Person
1001 Washington Avenue N	1001 Washington Avenue N
Street Address	Street Address
Minneapolis MN 55401	Minneapolis MN 55401
City, State, and Zip Code	City, State, and Zip Code
(612) 342-1410	(612) 342-1410
Phone Number	Phone Number
tdurose@mplspha.org	tdurose@mplspha.org
Email Address	Email Address

- Organization's website: None
- List all of the organization's alternate and former names (attach list if more space is needed).  
None ☐ Alternate ☐ Former  
☐ Alternate ☐ Former
- List all names under which the organization solicits contributions (attach list if more space is needed).  
None
- Is the organization incorporated pursuant to Minn. Stat. ch. 317A? ☒ Yes ☐ No
- Total amount of contributions the organization received from Minnesota donors: \$ 0.00
- Has the organization's tax-exempt status with the IRS changed?  
☐ Yes ☒ No If yes, attach explanation.
- Has the organization significantly changed its purpose(s) or program(s)?  
☐ Yes ☒ No If yes, attach explanation.



# **CHARITABLE ORGANIZATION ANNUAL REPORT FORM** (Continued)

8. Has the organization been denied the right to solicit contributions by any court or government agency?  
☐ Yes ☒ No If yes, attach explanation.
9. Does the organization use the services of a professional fundraiser (outside solicitor or consultant) to solicit contributions in Minnesota? ☐ Yes ☒ No  
 If yes, provide the following information for each (attach list if more space is needed):

Name of Professional Fundraiser

Compensation

Street Address

City, State, and Zip Code

10. Is the organization a food shelf? ☐ Yes ☒ No

If yes, is the organization required to file an audit? ☐ Yes, audit attached ☐ No

**Note:** An organization that has total revenue of more than \$750,000 is required to file an audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA. The value of donated food to a nonprofit food shelf may be excluded from the total revenue if the food is donated for subsequent distribution at no charge and is not resold.

11. Do any directors, officers, or employees of the organization or its related organization(s) receive total compensation\* of more than \$100,000? ☒ Yes ☐ No

If yes, provide the following information for the five highest paid individuals:

Name and title	Compensation*	Other compensation
Cora McCorvey, President	\$ 164,785.00	
Dennis Goldberg, COO	\$ 143,915.00	
Tim Durose, CFO	\$ 140,068.00	
Carol Kubic, General Counsel	\$ 133,594.00	
Mary Boler, Managing Director - LIPH	\$ 131,827.00	

\*Compensation is defined as the total amount reported on Form W-2 (Box 5) or Form 1099-MISC (Box 7) issued by the organization and its related organizations to the individual. See Minn. Stat. § 309.53, subd. 3(i) and Minn. Stat. § 317A.011 for definitions.



**CHARITABLE ORGANIZATION ANNUAL REPORT FORM**  
(Continued)

**SECTION B: Financial Information**

This section must be completed by organizations that file an IRS Form 990-EZ, 990-PF, or 990-N. Organizations that file an IRS Form 990 may skip Section B and go directly to Section C.

**INCOME**

1. Contributions Received	\$ 0.00	1
2. Government Grants	\$ 0.00	2
3. Program Service Revenue	\$ 0.00	3
4. Other Revenue	\$ 7.00	4
<b>5. TOTAL INCOME</b>	<b>\$ 7.00</b>	<b>5</b>

**EXPENSES**

6. Program Expenses	\$ 0.00	6
7. Management & General Expenses	\$ 25.00	7
8. Fund-raising Expenses	\$ 0.00	8
<b>9. TOTAL EXPENSES</b>	<b>\$ 25.00</b>	<b>9</b>
<b>10. EXCESS or DEFICIT</b>	<b>\$ -18.00</b>	<b>10</b>
(Line 5 minus Line 9)		

**ASSETS**

11. Cash	\$ 38,506.00	11
12. Land, Buildings & Equipment	\$ 0.00	12
13. Other Assets	\$ 0.00	13
<b>14. TOTAL ASSETS</b>	<b>\$ 38,506.00</b>	<b>14</b>

**LIABILITIES**

15. Accounts Payable	\$ 0.00	15
16. Grants Payable	\$ 0.00	16
17. Other Liabilities	\$ 0.00	17
<b>18. TOTAL LIABILITIES</b>	<b>\$ 0.00</b>	<b>18</b>

**FUND BALANCE/NET WORTH**

(Line 14 minus Line 18)

**\$ 38,506.00**



# **CHARITABLE ORGANIZATION ANNUAL REPORT FORM** (Continued)

## **Section B (continued): Statement of Functional Expenses**

This expense statement must be prepared in accordance with generally accepted accounting principles. Each column must be completed, and Columns B, C, and D must equal Column A. The amount on Line 25, Column A must match Line 17 of IRS Form 990-EZ or Line 26 of IRS Form 990-PF.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1. Grants and other assistance to governments and organizations in the U.S.	\$ 0.00	\$ 0.00		
2. Grants and other assistance to individuals in the U.S.	\$ 0.00	\$ 0.00		
3. Grants and other assistance to governments, organizations, and individuals outside the U.S.	\$ 0.00	\$ 0.00		
4. Benefits paid to or for members	\$ 0.00	\$ 0.00		
5. Compensation of current officers, directors, trustees, and key employees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
6. Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Other salaries and wages	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8. Pension plan contributions (include section 401(k) and section 403(b) employer contributions)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9. Other employee benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
10. Payroll taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
11. Fees for services (non-employees):	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
a. Management				
b. Legal				
c. Accounting				
d. Lobbying				
e. Professional fundraising services				
f. Investment management fees				
g. Other				
12. Advertising and promotion	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
13. Office expenses	\$ 25.00	\$ 0.00	\$ 25.00	\$ 0.00
14. Information technology	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
15. Royalties	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
16. Occupancy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
17. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
18. Payments of travel or entertainment expenses for any federal, state, or local public officials	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
19. Conferences, conventions, and meetings	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
20. Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
21. Payments to affiliates	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
22. Depreciation, depletion, and amortization	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
23. Insurance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
24. Other expenses. Itemize expenses not covered above. Expenses labeled miscellaneous may not exceed 5% of total expenses (Line 25).				
a.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
d.	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
25. Total functional expenses. Add lines 1 through 24d.	\$ 25.00	\$ 0.00	\$ 25.00	\$ 0.00
26. Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in Column B joint costs from a combined educational campaign and fundraising solicitation				



**CHARITABLE ORGANIZATION ANNUAL REPORT FORM**  
(Continued)

**Section C: Board of Directors Signatures and Acknowledgment**

The form must be executed pursuant to a resolution of the board of directors, trustees, or managing group and must be signed by two officers of the organization. See Minn. Stat. § 309.52, subd. 3.

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, being the President (Title) and Chief Financial Officer (Title) respectively, and that we execute this document on behalf of the organization pursuant to the resolution of the Board of Directors (Board of Directors, Trustees, or Managing Group) adopted on the 22 day of June, 2016, approving the contents of the document, and do hereby certify that the Board of Directors (Board of Directors, Trustees or Managing Group) has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the operations and finances of the organization. We further state that the information supplied is true, correct and complete to the best of our knowledge.

Cora McCorvey

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

President

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Tim Durose

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

Chief Financial Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# **HERITAGE PARK SENIOR SERVICES CENTER**

## ***NOTICE AND AGENDA***

### **ANNUAL MEETING OF THE BOARD**

**Wednesday, June 22, 2016**

**(following adjournment of MPHA Board of Commissioners meeting and Community Housing Resources Board meeting)**

**1001 Washington Avenue North, Minneapolis, Minnesota**

1. Annual/Regular Meeting Schedule for Heritage Park Senior Services Center Board of Directors for the Remainder of 2016 (Paula Sotelo, Executive Administrative Assistant)
2. Consideration of a Report Regarding Charitable Organization Annual Report (Tim Durose, Chief Financial Officer)

# HERITAGE PARK SENIOR SERVICES CENTER

June 22, 2016

## REPORT TO THE DIRECTORS

**FROM:** Cora McCorvey, President

**SUBJECT:** Annual/Regular Meeting Schedule for Heritage Park Senior Services Center (HPSSC) Board of Directors for the Remainder of 2016

As the June 22, 2016 meeting of the HPSSC Board of Directors is the initial meeting held of the HPSSC Board of Directors in 2016, this regular meeting shall be deemed as the annual meeting in accordance with the HPSSC By-Laws. The remainder of the regular meetings and other meetings called will be duly noticed according to the HPSSC By-Laws to the Board of Directors of HPSSC no less than three days before the date of the meeting, setting forth the time and place of the meeting. Unless otherwise noticed, the meetings will be held at 1001 Washington Avenue North, Minneapolis, Minnesota, immediately following the adjournment of the Minneapolis Public Housing Authority Board of Commissioners meeting.

It is recommended that the Board of Directors declare the June 22, 2016 meeting the annual meeting of the HPSSC Board of Directors and that the regular and other meetings of the HPSSC Board of Directors be duly noticed no less than three days before the date of the meeting via electronic communication or U.S. mail as noted above.

This report was prepared by Paula Sotelo. For further information please call Cora McCorvey, 612-342-1439



# HERITAGE PARK SENIOR SERVICES CENTER

June 22, 2016

## REPORT TO THE DIRECTORS

**FROM:** Cora McCorvey, President

**SUBJECT:** 2016 Charitable Organization Annual Report

**Previous Directives:** The Board of Directors approved the 2015 Charitable Organization Annual Report on May 27, 2015.

**RECOMMENDATION:** It is recommended that the Board of Directors:

- 1. Adopt the attached Resolution approving the 2016 Charitable Organization Annual Report**
- 2. Authorize the President to file the Annual Report with the Office of the Attorney General, State of Minnesota.**

Minnesota law requires a charitable organization file an Annual Report with the Office of the Attorney General if it meets any of the following criteria:

1. An organization soliciting or intending to solicit contributions in excess of \$25,000 a year;
2. An organization having paid officers or staff;
3. A private foundation that did not solicit contributions from more than 100 persons during an accounting year; or
4. An organization having more than \$25,000 in total assets.

Since Heritage Park Senior Services Center is an organization with paid officers from a related organization (Minneapolis Public Housing Authority) and has more than \$25,000 in total assets, the attached Charitable Organization Annual Report must be approved by Board resolution and filed with the Attorney General's Office.

## HERITAGE PARK SENIOR SERVICES CENTER

If you have any questions concerning this matter, please contact Cora McCorvey, President at 342-1439 or [cmccorvey@mplspha.org](mailto:cmccorvey@mplspha.org) or Tim Durose, Chief Financial Officer at 342-1410 or [tdurose@mplspha.org](mailto:tdurose@mplspha.org).

# HERITAGE PARK SENIOR SERVICES CENTER

## RESOLUTION 16-01

**WHEREAS**, Minnesota law requires a charitable organization soliciting or intending to solicit contributions in excess of \$25,000 a year or having paid officers or staff, or using a professional fund raiser, or an organization having more than \$25,000 in total assets file a Charitable Organization Annual Report with the Office of the Attorney General;

**WHEREAS**, the Board of Directors of Heritage Park Senior Services Center is required to approve of the contents of the Statement and file a resolution indicating such approval;

**NOW THEREFORE**, be it resolved that the attached Registration Statement is true, accurate, and complete to the best of our knowledge.

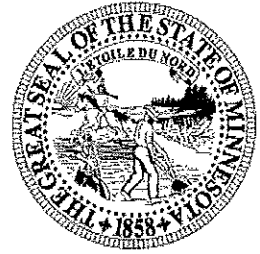
Minnesota Attorney General's Office  
Charities Division  
Suite 1200, Bremer Tower  
445 Minnesota Street  
St. Paul, MN 55101-2130

**Website Address**

<http://www.ag.state.mn.us/charities>

**STATE OF MINNESOTA**  
**CHARITABLE ORGANIZATION**  
**ANNUAL REPORT FORM**

(Pursuant to Minn. Stat. ch. 309)

**SECTION A: Organization Information**

**Legal Name of Organization** Heritage Park Senior Services Center

**Federal EIN:** 27-3130730

**Fiscal Year-End:** 12/31/2015  
mm/dd/yyyy

Did the organization's fiscal year-end change? ☐ Yes ☒ No

<b>Mailing Address:</b>	<b>Physical Address:</b>
Tim Durose	Tim Durose
Contact Person	Contact Person
1001 Washington Avenue N	1001 Washington Avenue N
Street Address	Street Address
Minneapolis MN 55401	Minneapolis MN 55401
City, State, and Zip Code	City, State, and Zip Code
(612) 342-1410	(612) 342-1410
Phone Number	Phone Number
tdurose@mplspha.org	tdurose@mplspha.org
Email Address	Email Address

- Organization's website: None
- List all of the organization's alternate and former names (attach list if more space is needed).  
None ☐ Alternate ☐ Former  
☐ Alternate ☐ Former
- List all names under which the organization solicits contributions (attach list if more space is needed).  
None
- Is the organization incorporated pursuant to Minn. Stat. ch. 317A? ☒ Yes ☐ No
- Total amount of contributions the organization received from Minnesota donors: \$ 0.00
- Has the organization's tax-exempt status with the IRS changed?  
☐ Yes ☒ No If yes, attach explanation.
- Has the organization significantly changed its purpose(s) or program(s)?  
☐ Yes ☒ No If yes, attach explanation.



**CHARITABLE ORGANIZATION ANNUAL REPORT FORM**  
(Continued)

8. Has the organization been denied the right to solicit contributions by any court or government agency?  
☐ Yes ☒ No If yes, attach explanation.
9. Does the organization use the services of a professional fundraiser (outside solicitor or consultant) to solicit contributions in Minnesota? ☐ Yes ☒ No  
 If yes, provide the following information for each (attach list if more space is needed):

Name of Professional Fundraiser

Compensation

Street Address

City, State, and Zip Code

10. Is the organization a food shelf? ☐ Yes ☒ No

If yes, is the organization required to file an audit? ☐ Yes, audit attached ☐ No

**Note:** An organization that has total revenue of more than \$750,000 is required to file an audit prepared in accordance with generally accepted accounting principles by an independent CPA or LPA. The value of donated food to a nonprofit food shelf may be excluded from the total revenue if the food is donated for subsequent distribution at no charge and is not resold.

11. Do any directors, officers, or employees of the organization or its related organization(s) receive total compensation\* of more than \$100,000? ☒ Yes ☐ No

If yes, provide the following information for the five highest paid individuals:

Name and title	Compensation*	Other compensation
Cora McCorvey, President	\$ 164,785.00	
Dennis Goldberg, COO	\$ 143,915.00	
Tim Durose, CFO	\$ 140,068.00	
Carol Cubic, General Counsel	\$ 133,594.00	
Mary Boler, Managing Director - LIPH	\$ 131,827.00	

\*Compensation is defined as the total amount reported on Form W-2 (Box 5) or Form 1099-MISC (Box 7) issued by the organization and its related organizations to the individual. See Minn. Stat. § 309.53, subd. 3(i) and Minn. Stat. § 317A.011 for definitions.



**CHARITABLE ORGANIZATION ANNUAL REPORT FORM**  
(Continued)

**SECTION B: Financial Information**

This section must be completed by organizations that file an IRS Form 990-EZ, 990-PF, or 990-N. Organizations that file an IRS Form 990 may skip Section B and go directly to Section C.

**INCOME**

1. Contributions Received	\$ 0.00	1
2. Government Grants	\$ 1,000.00	2
3. Program Service Revenue	\$ 0.00	3
4. Other Revenue	\$ 336,950.00	4
<b>5. TOTAL INCOME</b>	<b>\$ 337,950.00</b>	<b>5</b>

**EXPENSES**

6. Program Expenses	\$ 0.00	6
7. Management & General Expenses	\$ 707,869.00	7
8. Fund-raising Expenses	\$ 0.00	8
<b>9. TOTAL EXPENSES</b>	<b>\$ 707,869.00</b>	<b>9</b>
<b>10. EXCESS or DEFICIT</b>	<b>\$ -369,919.00</b>	<b>10</b>

(Line 5 minus Line 9)

**ASSETS**

11. Cash	\$ 206,451.00	11
12. Land, Buildings & Equipment	\$ 13,814,965.00	12
13. Other Assets	\$ 131,427.00	13
<b>14. TOTAL ASSETS</b>	<b>\$ 14,152,843.00</b>	<b>14</b>

**LIABILITIES**

15. Accounts Payable	\$ 116,393.00	15
16. Grants Payable	\$ 0.00	16
17. Other Liabilities	\$ 15,287,405.00	17
<b>18. TOTAL LIABILITIES</b>	<b>\$ 15,403,798.00</b>	<b>18</b>

**FUND BALANCE/NET WORTH**

**\$ -1,250,955.00**

(Line 14 minus Line 18)



# **CHARITABLE ORGANIZATION ANNUAL REPORT FORM** (Continued)

## **Section B (continued): Statement of Functional Expenses**

This expense statement must be prepared in accordance with generally accepted accounting principles. Each column must be completed, and Columns B, C, and D must equal Column A. The amount on Line 25, Column A must match Line 17 of IRS Form 990-EZ or Line 26 of IRS Form 990-PF.

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1. Grants and other assistance to governments and organizations in the U.S.				
2. Grants and other assistance to individuals in the U.S.				
3. Grants and other assistance to governments, organizations, and individuals outside the U.S.				
4. Benefits paid to or for members				
5. Compensation of current officers, directors, trustees, and key employees				
6. Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B))				
7. Other salaries and wages				
8. Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9. Other employee benefits				
10. Payroll taxes				
11. Fees for services (non-employees):				
a. Management				
b. Legal				
c. Accounting				
d. Lobbying				
e. Professional fundraising services				
f. Investment management fees				
g. Other				
12. Advertising and promotion				
13. Office expenses	\$ 100,669.00		\$ 100,669.00	
14. Information technology				
15. Royalties				
16. Occupancy				
17. Travel				
18. Payments of travel or entertainment expenses for any federal, state, or local public officials				
19. Conferences, conventions, and meetings				
20. Interest	\$ 121,214.00		\$ 121,214.00	
21. Payments to affiliates				
22. Depreciation, depletion, and amortization	\$ 468,057.00		\$ 468,057.00	
23. Insurance	\$ 16,673.00		\$ 16,673.00	
24. Other expenses. Itemize expenses not covered above. Expenses labeled miscellaneous may not exceed 5% of total expenses (Line 25).				
a. Miscellaneous - HPSSC events	\$ 1,256.00		\$ 1,256.00	
b.				
c.				
d.				
25. Total functional expenses. Add lines 1 through 24d.	\$ 707,869.00	\$ 0.00	\$ 707,869.00	\$ 0.00
26. Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in Column B joint costs from a combined educational campaign and fundraising solicitation				





**CHARITABLE ORGANIZATION ANNUAL REPORT FORM**  
(Continued)

**Section C: Board of Directors Signatures and Acknowledgment**

The form must be executed pursuant to a resolution of the board of directors, trustees, or managing group and must be signed by two officers of the organization. See Minn. Stat. § 309.52, subd. 3.

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, being the President (Title) and Treasurer (Title) respectively, and that we execute this document on behalf of the organization pursuant to the resolution of the Board of Directors (Board of Directors, Trustees, or Managing Group) adopted on the 22 day of June, 2016, approving the contents of the document, and do hereby certify that the Board of Directors (Board of Directors, Trustees or Managing Group) has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the operations and finances of the organization. We further state that the information supplied is true, correct and complete to the best of our knowledge.

Cora McCorvey

Name (Print)

Signature

President

Title

Date

Tim Durose

Name (Print)

Signature

Treasurer

Title

Date