

CITY OF PLYMOUTH
AGENDA
Regular Housing and Redevelopment Authority
Council Chambers
3400 Plymouth Boulevard, Plymouth, MN
July 23, 2026, 7:00 PM

1. CALL TO ORDER

2. PUBLIC FORUM - Individuals may address the Housing and Redevelopment Authority (HRA) about any item not contained on the regular agenda. A maximum of three minutes is allotted per individual with a total of 15 minutes for the forum. If the full 15 minutes are not needed for the forum, the HRA will continue with the agenda. The HRA will take no official action on items discussed at the forum, with the exception of referral to staff for future report.

3. APPROVE AGENDA - HRA members may add items to the agenda for discussion purposes or staff direction only. The HRA will not normally take official action on items added to the agenda.

4. CONSENT AGENDA - These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless an HRA member or individual so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.

4.1 Adopt HRA meeting minutes

1. HRA 03-26-2026 -minutes
2. HRA 03-26-2026 -study session minutes
3. HRA/City Council May 26 special session minutes

4.2 Accept attached Plymouth Towne Square monthly housing report and financials.

1. PTS BALANCE SHEET 05.2026
2. PTS 12-MONTH P&L 05.2026
3. PTS P&L COMPARATIVE 05.2026
4. PTS P&L VARIANCE 05.2026
5. PTS CASH FLOW 05.2026

4.3 Accept attached Vicksburg Crossing monthly housing report and financials.

1. VC - Balance Sheet - 05.2026
2. VC - 12-Month P&L - 05.2026
3. VC - P&L Comparative - 05.2026
4. VC - P&L Variance - 05.2026
5. VC - Cash Flow - 05.2026

4.4 Resolution to approve CDBG 2025-2029 Consolidated Plan substantial amendment

1. Resolution
2. 2025-2029 Consolidated Plan

5. PUBLIC HEARINGS

6. NEW BUSINESS

6.1 Consider use of Local Affordable Housing Aid (LAHA) funds to support a property rehabilitation to Willow Wood Estates

1. Willow Wood Estates Request Letter
2. Ehlers Analysis Memo
3. Commitments for Financing (Equity)
4. Commitments for Financing (Perm Loan)
5. Construction Cost Estimate
6. Resolution 2026-03

6.2 Review 2027-2028 HRA preliminary budgets

1. HRA Accounts 2026-2027
2. HRA Fund balance summary 2026
3. PTS 2027 Budget Assumptions Draft
4. PTS 2027 Budget Comparison Draft
5. PTS 2027 Budget Draft
6. VC 2027 Budget Assumptions Draft
7. VC 2027 Budget Comparison Draft
8. VC 2027 Budget Draft
9. VC 2027 Budget Income Draft
10. HRA Capital Improvement Plan 2027

7. UPDATES

7.1 HRA Updates

8. ADJOURNMENT

To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Adopt HRA meeting minutes**

1. Action Requested:

Adopt HRA meeting minutes

2. Background:

Adopt minutes from HRA study session and regular meeting on March 26th and meeting minutes from HRA/City Council joint special session on May 26th.

3. Budget Impact:

N/A

4. Attachments:

1. HRA 03-26-2026 -minutes
2. HRA 03-26-2026 -study session minutes
3. HRA/City Council May 26 special session minutes

**DRAFTED MINUTES
PLYMOUTH HOUSING AND REDEVELOPMENT AUTHORITY
MARCH 26, 2026**

MEMBERS PRESENT: Chair James Williams, Commissioners Wayne Peterson, Ronald Kelner, Tony Kuechle, Bob Swanson, and Barbara Patrin

ABSENT: Commissioner Rahfat Hussain

STAFF PRESENT: HRA Executive Director Grant Fernelius, Housing and Economic Development Manager Steven Schmidt, Housing Policy and Grant Coordinator Grace Scoonover, and Permit Technician Emily Vandergon

OTHERS PRESENT:

1. CALL TO ORDER

Chair Williams called the Plymouth Housing and Redevelopment Authority meeting to order at 7:00 p.m.

2. PUBLIC FORUM

Chair Williams opened and closed the Public Forum, as there was no one present to speak.

3. APPROVE AGENDA

MOTION by Commissioner Kelner, seconded by Commissioner Patrin to approve the Agenda. **Vote.** 6 Ayes. **MOTION** passed unanimously.

4. CONSENT AGENDA

4.1. Approved minutes from January 22, 2026.

4.2. Plymouth Towne Square. Accept Monthly Housing Reports.

4.3. Vicksburg Crossing. Accept Monthly Housing Reports.

MOTION by Commissioner Peterson, seconded by Commissioner Patrin to approve the minutes from the January 22, 2026, meeting. **Vote.** 6 Ayes. **MOTION** passed unanimously.

MOTION by Commissioner Peterson, seconded by Commissioner Kelner, to approve the remainder of the Consent Agenda. **Vote.** 6 Ayes. **MOTION** passed unanimously.

5. PUBLIC HEARINGS

5.1. Community Development Block Grant (CDBG) – Hold Public Hearing on 2026 Annual Action Plan

Housing Policy and Grant Coordinator Scoonover gave an overview of the staff report.

Chair Williams asked if there was any prior input received before today.

Housing Policy and Grant Coordinator Scoonover explained that today was the end of the 30-day comment period, and no comments were received during that time.

Chair Williams opened the public hearing.

No comments.

Chair Williams closed the public hearing.

MOTION by Commissioner Peterson, seconded by Commissioner Swanson, to approve HRA resolution 2026-01 to approve the application and allocation of fiscal year 2026 community development block grant funds. **Vote.** 6 Ayes. **MOTION** passed unanimously.

6. NEW BUSINESS

6.1. Election of Officers – Chair, Vice Chair, and Secretary

Chair Williams opened nominations for the position of Chair.

Commissioner Kelner nominated James Williams for the position of Chair.

There were no other nominations.

Upon a unanimous vote, James Williams was elected as Chair of the HRA for 2026.

Chair Williams opened nominations for the position of Vice Chair.

Commissioner Kuechle nominated Wayne Peterson for the position of Vice Chair.

There were no other nominations.

Upon a unanimous vote, Wayne Peterson was elected as Vice Chair of the HRA for 2026.

Chair Williams opened nominations for the position of Secretary.

Commissioner Peterson nominated Bob Swanson for the position of Secretary.

There were no other nominations.

Upon a unanimous vote, Bob Swanson was elected as Secretary of the HRA for 2026.

7. UPDATES

Housing and Economic Development Manager Schmidt provided updates on staffing and the Bring It Home program. He provided more information on the number of applications received, program capacity, program details, and regulations of the program. He also provided updates on the MET Council housing nexus study.

8. ADJOURNMENT

MOTION by Commissioner Peterson, seconded by Commissioner Patrin, to adjourn the HRA meeting at 7:25 p.m. **Vote.** 6 Ayes. **MOTION** passed unanimously.

Draft Minutes
HRA Study Session
March 26, 2026

Chair James Williams called a Study Session Meeting of the Plymouth HRA to order at 6:03pm at Plymouth City Hall, 3400 Plymouth Boulevard, Plymouth MN 55447, on March 26, 2026.

STAFF PRESENT: Community and Economic Development Director Grant Fernelius, Housing Manager Steven Schmidt, Housing Policy and Grant Coordinator Grace Scoonover

HRA COMMISSIONERS PRESENT: Robert (Bob) Swanson, Tony Kuechle, James Williams, Wayne Peterson, Ronald Kelner, Barbara Patrin

HRA COMMISSIONERS ABSENT: Rahfat Hussain

Mayor Wosje absent.

Discuss 2026 Annual Council Workshop

Staff shared an overview of the city council workshop from March 6, 2026 and the workshop's primary focus on housing. This overview included:

- Presentation from staff summarizing topics from workshop
 - o HRA organization and governance
 - o Housing Goals
 - o Redevelopment and risk tolerance
- Discussion among commissioners and staff of each topic, staff observations, and council feedback

Adjournment

Chair James Williams adjourned the meeting at 6:56pm.

Proposed Minutes Special Council and Housing and Redevelopment Authority Meeting May 26, 2026

Mayor Wosje called a Special Meeting of the Plymouth City Council and Housing and Redevelopment Authority to order at 5 p.m. at Plymouth City Hall, 3400 Plymouth Boulevard, on May 26, 2026.

COUNCIL PRESENT: Mayor Wosje, Councilmembers Gregor, Peterson, Pointner, Nelson, Spoonheim and Aldrich. Councilmember Pointner participated via interactive technology due to being unable to attend in-person pursuant to State Statute 13D.02.

COUNCIL ABSENT: None.

HOUSING AND REDEVELOPMENT AUTHORITY PRESENT: Williams, Peterson, Swanson and Hussain.

HOUSING AND REDEVELOPMENT AUTHORITY ABSENT: Kelner, Kuechle and Patrin.

STAFF PRESENT: City Manager Callister, Deputy City Manager Kaufman, Public Works Director Thompson, Public Safety Director Fadden, Community and Economic Development Director Fernelius, Finance Director Rich, Human Resources Director Timpone, Fire Chief Etzel, Park and Recreation Director Tomlinson, Housing Manager Schmidt, Housing Policy and Grant Coordinator Scoonover and City Clerk/Administrative Coordinator Gallup.

Joint City Council and HRA Meeting

Staff reviewed various HRA governance models and current housing goals. The City Council and HRA members asked questions and provided feedback on the governance models and current housing goals.

Set future study sessions and agenda topics

Council discussed future study session and agenda topics and requested the following actions:

- Draft staff memo regarding parking conditions and policies along Annapolis Circle
- Draft staff memo regarding emergency preparedness
- Provide an elections update regarding safeguards and procedures at a regular council meeting
- Schedule a study session discussion on grass, lawn management and native plantings this fall
- Cancel the June 9 study session
- Schedule a follow-up discussion regarding Play it Forward Plymouth on June 23 at 5 p.m.

Adjournment

Mayor Wosje adjourned the meeting at 6:56 p.m.

Jodi M. Gallup, City Clerk/Administrative Coordinator

To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Accept attached Plymouth Towne Square monthly housing report and financials.**

1. Action Requested:

Accept attached Plymouth Towne Square monthly housing report and financials.

2. Background:

The Plymouth HRA contracts with Grace Management, Inc. to manage the Plymouth Towne Square apartments. The attached report and financial statements cover the most recent reporting period (May 2026).

3. Budget Impact:

N/A

4. Attachments:

1. PTS BALANCE SHEET 05.2026
2. PTS 12-MONTH P&L 05.2026
3. PTS P&L COMPARATIVE 05.2026
4. PTS P&L VARIANCE 05.2026
5. PTS CASH FLOW 05.2026

Balance Sheet

PLYMOUTH TOWNE SQUARE

As Of May 31, 2026

	Ending Balance	Total
ASSETS		
CURRENT ASSETS		
US BANK OPER ACCT	322,300	
US BANK SEC DEP ACCT	77,977	
INVESTMENTS - WORKING CAPITAL FUND	1,265,841	
INVESTMENTS - NEW DEBT SERVICE	201,003	
ACCOUNTS REC-TENANTS	16,667	
INTEREST RECEIVABLE	13,909	
ACCOUNTS REC-OTHER	391	
PREPAID PROPERTY INSURANCE	3,325	
PREPAID WORKERS COMP INSUR	341	
PREPAID OTHER	4,455	
TOTAL CURRENT ASSETS		1,906,209
FIXED ASSETS		
LAND	459,247	
SITE IMPROVEMENTS	224,407	
BUILDING	5,767,619	
BUILDING IMPROVEMENTS	1,195,121	
FURN, FIXT & EQUIP-GENERAL	594,401	
CONSTRUCTION IN PROGRESS	35,934	
FURNITURE & FIXTURES - HOUSEKEEPING	8,696	
COMPUTERS/OFFICE EQUIPMENT	13,060	
LEASE ASSET	12,470	
A/D -LEASES	(7,930)	
ACCUMULATED DEPRECIATION	(5,758,088)	
TOTAL FIXED ASSETS		2,544,937
NON-CURRENT ASSETS		
TOTAL ASSETS		4,451,147

Balance Sheet

PLYMOUTH TOWNE SQUARE

As Of May 31, 2026

	Ending Balance	Total
LIABILITIES		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE-TRADE	22,704	
ACCOUNTS PAYABLE - OTHER	105	
ACCRUED PAYROLL	5,572	
ACCRUED COMPENSATED BALANCES	4,771	
ACCRUED REAL ESTATE TAXES	15,596	
LEASES PAYABLE -SHORT TERM	4,199	
ACCRUED OTHER	21,129	
TOTAL CURRENT LIABILITIES		74,076
LONG-TERM LIABILITIES		
SECURITY DEPOSITS	77,971	
LEASES PAYABLE -LONG TERM	354	
		78,326
TOTAL LIABILITIES		152,401
EQUITY		
RETAINED EARNINGS RSRVD FOR DS	261,003	
RETAINED EARNINGS	1,215,647	
NET INVESTMENT IN CAPITAL ASSETS	2,846,045	
TOTAL EQUITY		4,322,695
CURRENT YEAR INCOME/(LOSS)		(23,950)
TOTAL LIABILITIES & EQUITY		4,451,147

Twelve Month Profit and Loss

PLYMOUTH TOWNE SQUARE For Year 2026

	Period End Jun 30, 2025	Period End Jul 31, 2025	Period End Aug 31, 2025	Period End Sep 30, 2025	Period End Oct 31, 2025	Period End Nov 30, 2025	Period End Dec 31, 2025	Period End Jan 31, 2026	Period End Feb 28, 2026	Period End Mar 31, 2026	Period End Apr 30, 2026	Period End May 31, 2026	Period End Total
INCOME													
APARTMENT RENTAL REVENUE	67,185	66,716	66,236	66,236	66,025	63,432	65,656	68,279	68,602	67,456	63,289	68,340	797,451
HRA INDIVIDUAL	16,667	16,667	16,667	16,667	16,667	16,667	16,663	0	0	0	0	0	116,665
GARAGE RENT	3,840	3,840	3,780	3,780	3,600	3,480	3,600	3,660	3,660	3,480	3,060	3,376	43,156
GUEST ROOM REVENUE	0	130	0	0	0	0	0	0	0	0	0	165	295
LAUNDRY REVENUE	654	1,204	40	1,152	980	1,293	2,063	160	1,652	897	1,232	662	11,989
APPLICATION FEE REVENUE	0	0	0	70	0	70	0	70	35	0	35	0	280
TRANSFER FEE REVENUE	0	0	0	0	1,000	0	0	0	0	0	500	0	1,500
INVESTMENT INCOME	1,756	15,274	1,756	1,756	15,424	1,756	1,756	1,756	1,755	1,756	1,756	1,756	48,257
CONTRIBUTED CAPITAL REVENUE	0	0	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS REVENUE	60	355	0	16	31	116	197	0	217	34	2,175	250	3,451
TOTAL INCOME	90,162	104,186	88,479	89,676	103,728	86,813	89,934	73,924	75,921	73,623	72,047	74,549	1,023,044
EXPENSES													
ADMINISTRATION													
MANAGER SALARIES/WAGES	5,732	5,923	5,923	5,732	5,923	5,732	6,802	6,190	5,564	6,160	5,961	6,160	71,800
PAYROLL TAXES	977	1,031	1,388	758	758	745	1,498	1,037	1,144	971	811	1,102	12,220
HEALTH INSURANCE	1,101	1,101	850	1,101	1,118	1,118	794	1,190	1,118	1,118	1,118	1,298	13,025
WORKERS COMP INSURANCE	113	113	236	215	212	116	116	115	123	115	128	128	1,731
MAINTENANCE SALARIES/WAGES	5,168	5,187	5,126	5,036	5,459	5,122	5,239	5,567	4,936	5,366	5,253	5,526	62,985
EMPLOYEE COSTS	0	0	0	0	0	4	(1,360)	0	0	0	0	0	(1,356)
DATA PROCESSING	10	35	42	40	30	725	37	42	52	44	43	43	1,145
BANK FEES	129	127	203	100	131	120	125	110	118	145	150	142	1,601
DUES, SUBS & MEMBERSHIPS	0	0	0	0	0	0	0	65	0	0	0	0	65
LICENSE & PERMITS	0	1,108	0	0	290	150	0	0	0	0	330	0	1,878
POSTAGE/OVERNIGHT EXPRESS	0	0	0	0	31	0	0	0	0	0	0	0	31
PRINTING	0	0	0	0	88	0	0	0	0	0	0	0	88
MANAGEMENT FEES	5,496	5,496	5,496	5,496	5,496	5,496	5,496	5,496	5,496	5,496	5,496	5,496	65,952
PROFESSIONAL FEES	0	0	46	0	1,308	0	0	0	679	0	0	0	2,033
TELEPHONE EXPENSE	394	453	386	424	457	434	477	477	475	462	462	462	5,363
EQUIPMENT LEASE/REPAIR	552	1,359	1,570	2,002	480	975	372	985	369	590	1,162	392	10,807
OFFICE SUPPLIES	54	196	8	132	0	135	57	0	47	10	139	16	794
TOTAL ADMIN EXPENSES	19,727	22,129	21,273	21,037	21,782	20,871	19,652	21,274	20,120	20,477	21,053	20,766	250,161
LIFE ENRICHMENT													
RESIDENT PROGRAM/ACTIVITIES	84	323	275	95	158	1,162	2,154	31	108	201	440	396	5,427
TOTAL LIFE ENRICHMENT EXPENSES	84	323	275	95	158	1,162	2,154	31	108	201	440	396	5,427

Twelve Month Profit and Loss

PLYMOUTH TOWNE SQUARE For Year 2026

	Period End Jun 30, 2025	Period End Jul 31, 2025	Period End Aug 31, 2025	Period End Sep 30, 2025	Period End Oct 31, 2025	Period End Nov 30, 2025	Period End Dec 31, 2025	Period End Jan 31, 2026	Period End Feb 28, 2026	Period End Mar 31, 2026	Period End Apr 30, 2026	Period End May 31, 2026	Period End Total
HOUSEKEEPING													
CONTRACT LABOR	1,470	1,470	1,470	1,470	1,470	1,974	1,470	1,470	1,470	1,470	1,470	1,470	18,144
CLEANING SUPPLIES	29	70	651	15	113	80	433	74	239	0	0	77	1,782
TOTAL HOUSEKEEPING EXPENSES	1,499	1,540	2,121	1,485	1,583	2,054	1,903	1,544	1,709	1,470	1,470	1,547	19,926
BUILDING & GROUNDS													
CONTRACT LABOR	770	634	193	193	193	499	389	193	193	193	193	193	3,833
CABLE TV EXPENSE	142	159	150	143	143	174	161	170	163	325	163	163	2,055
UTILITIES - ELECTRICITY	2,238	2,513	2,349	2,400	2,039	1,599	(11)	1,456	1,376	1,358	1,604	1,675	20,595
UTILITIES - GAS	1,400	949	1,257	852	1,605	2,621	2,621	4,789	10,076	3,673	2,545	2,058	34,445
UTILITIES - WATER/SEWER	2,260	2,164	2,684	2,424	2,898	2,661	2,504	2,583	1,942	2,262	2,354	2,308	29,043
WATER SOFTENING SERVICE	269	468	370	0	958	223	491	648	266	352	654	185	4,883
FIRE SYSTEM SERVICE	557	1,316	550	550	2,005	719	134	134	719	134	1,009	585	8,413
LAWN SERVICE/LANDSCAP/SNOW RMVL	2,390	2,350	1,550	13,191	9,140	1,965	2,100	8,975	4,315	2,778	2,650	3,810	55,214
PEST CONTROL	146	0	0	0	146	0	146	0	0	146	0	0	584
TRASH REMOVAL	2,958	2,914	2,958	2,958	2,916	3,189	6,356	2,967	6,300	3,196	3,902	3,651	44,266
UNIT TURNOVER REPAIRS	905	5,320	5,240	4,046	14,687	11,434	7,981	10,938	0	2,324	0	5,202	68,076
ELEVATOR-REPAIRS & MAINT	782	782	782	782	829	829	829	829	829	829	829	829	9,762
REPAIRS & MAINTENANCE	965	3,233	2,386	232	5,365	2,607	3,637	1,679	2,103	6,515	11,805	7,894	48,421
BUILDING & GROUNDS SUPPLIES	3,651	378	1,016	1,019	410	874	205	2,102	1,280	865	1,352	984	14,136
HVAC - REPAIRS & MAINTENANCE	1,880	696	213	308	1,549	308	2,808	308	308	1,279	332	333	10,321
TOTAL BUILDING & GROUNDS	21,313	23,876	21,696	29,097	44,882	29,701	30,353	37,771	29,870	26,228	29,392	29,868	354,047
OTHER OPERATING EXPENSES													
PROPERTY & LIABILITY INSURANCE	4,158	4,052	3,996	3,996	3,996	3,996	3,996	3,996	3,996	3,996	3,996	3,996	48,172
PAYMENT IN LIEU OF PROPERTY TAX	3,216	3,216	3,216	3,216	3,216	3,216	3,211	3,354	3,354	3,354	3,354	3,354	39,277
TOTAL OTHER OPERATING EXPENSES	7,374	7,268	7,212	7,212	7,212	7,212	7,207	7,350	7,350	7,350	7,350	7,350	87,449
TOTAL OPERATING EXPENSES	49,998	55,136	52,578	58,926	75,617	61,000	61,269	67,971	59,157	55,726	59,705	59,928	717,011
NET OPERATING INCOME / (LOSS)	40,164	49,050	35,901	30,750	28,111	25,813	28,666	5,953	16,763	17,897	12,342	14,622	306,033
DEPREC, INTEREST & OTHER													
DEPRECIATION EXPENSE	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	215,760
RESERVE/REPLACE CAPITAL EXPENSE	8,950	11,529	4,920	31,609	9,708	70,518	1,607	0	0	0	0	1,461	140,303
INTEREST EXPENSE	168	0	0	167	0	0	164	0	0	167	0	0	665
TOTAL DEPREC, INTEREST & OTHER	27,098	29,509	22,900	49,756	27,688	88,498	19,751	17,980	17,980	18,147	17,980	19,441	356,728
NET INCOME / (LOSS)	13,067	19,541	13,001	(19,006)	422	(62,685)	8,915	(12,027)	(1,217)	(250)	(5,638)	(4,819)	(50,695)

Comparative Profit and Loss

PLYMOUTH TOWNE SQUARE

Through May 31, 2026

MTD Actual	Budget	Last Year	Description	YTD Actual	Budget	Last Year
INCOME						
68,340	67,104	66,180	APARTMENT RENTAL REVENUE	335,966	335,520	333,734
0	0	16,667	HRA INDIVIDUAL	0	0	83,335
3,376	3,965	3,780	GARAGE RENT	17,236	19,825	18,930
165	70	0	GUEST ROOM REVENUE	165	210	0
662	975	1,380	LAUNDRY REVENUE	4,602	4,875	4,045
0	70	0	APPLICATION FEE REVENUE	140	105	205
0	0	0	TRANSFER FEE REVENUE	500	0	500
1,756	1,750	21,754	INVESTMENT INCOME	8,779	8,750	28,776
250	100	269	MISCELLANEOUS REVENUE	2,677	500	773
74,549	74,034	110,030	TOTAL INCOME	370,065	369,785	470,298
EXPENSES						
ADMINISTRATION						
6,160	6,027	5,923	MANAGER SALARIES/WAGES	30,035	30,135	28,872
1,102	907	1,057	PAYROLL TAXES	5,065	4,535	5,327
1,298	1,196	1,101	HEALTH INSURANCE	5,841	5,668	5,858
128	150	113	WORKERS COMP INSURANCE	608	750	624
5,526	5,308	5,198	MAINTENANCE SALARIES/WAGES	26,648	26,540	25,412
0	10	0	EMPLOYEE COSTS	0	50	0
0	0	0	SEMINAR/TRAINING	0	200	0
43	42	52	DATA PROCESSING	225	210	199
142	195	178	BANK FEES	665	975	676
0	0	0	DUES, SUBS & MEMBERSHIPS	65	65	65
0	330	330	LICENSE & PERMITS	330	330	330
0	15	0	MILEAGE REIMBURSEMENT	0	75	0
0	0	0	POSTAGE/OVERNIGHT EXPRESS	0	50	0
0	15	0	PRINTING	0	75	0
5,496	5,496	5,496	MANAGEMENT FEES	27,480	27,480	27,480
0	225	0	PROFESSIONAL FEES	679	1,125	115
462	540	444	TELEPHONE EXPENSE	2,338	2,700	2,206
392	350	995	EQUIPMENT LEASE/REPAIR	3,498	1,750	4,015
16	75	178	OFFICE SUPPLIES	212	375	500
20,766	20,881	21,066	TOTAL ADMIN EXPENSES	103,689	103,088	101,677
LIFE ENRICHMENT						
396	275	104	RESIDENT PROGRAM/ACTIVITIES	1,176	1,300	997
396	275	104	TOTAL LIFE ENRICHMENT EXPENSES	1,176	1,300	997

Comparative Profit and Loss

PLYMOUTH TOWNE SQUARE

Through May 31, 2026

MTD Actual	Budget	Last Year	Description	YTD Actual	Budget	Last Year
MARKETING						
0	10	0	ADVERTISING	0	50	0
0	10	0	TOTAL MARKETING EXPENSES	0	50	0
HOUSEKEEPING						
1,470	1,590	1,686	CONTRACT LABOR	7,350	7,950	7,566
77	190	8	CLEANING SUPPLIES	391	950	589
1,547	1,780	1,694	TOTAL HOUSEKEEPING EXPENSES	7,741	8,900	8,155
BUILDING & GROUNDS						
193	500	193	CONTRACT LABOR	963	2,500	20,628
163	137	147	CABLE TV EXPENSE	983	685	775
1,675	1,900	1,848	UTILITIES - ELECTRICITY	7,469	9,500	7,874
2,058	2,300	2,144	UTILITIES - GAS	23,142	18,600	20,543
2,308	2,300	2,260	UTILITIES - WATER/SEWER	11,448	11,500	11,485
185	470	330	WATER SOFTENING SERVICE	2,105	2,350	2,014
0	200	0	DOORS, KEYS & WINDOWS	0	1,000	669
585	1,250	543	FIRE SYSTEM SERVICE	2,581	6,250	3,808
3,810	3,500	4,697	LAWN SERVICE/LANDSCAP/SNOW RMVL	22,528	16,300	11,412
0	70	0	PEST CONTROL	146	240	146
3,651	2,700	2,954	TRASH REMOVAL	20,017	13,500	13,808
5,202	3,667	375	UNIT TURNOVER REPAIRS	18,463	18,335	14,514
829	1,000	782	ELEVATOR-REPAIRS & MAINT	4,146	5,000	4,575
7,894	10,000	9,781	REPAIRS & MAINTENANCE	29,996	25,200	36,905
984	1,725	2,256	BUILDING & GROUNDS SUPPLIES	6,583	8,625	4,299
333	1,350	2,137	HVAC - REPAIRS & MAINTENANCE	2,560	6,750	3,470
0	1,000	0	MISCELLANEOUS B & G EXPENSES	0	5,000	0
29,868	34,069	30,447	TOTAL BUILDING & GROUNDS	153,130	151,335	156,925
OTHER OPERATING EXPENSES						
3,996	4,218	3,998	PROPERTY & LIABILITY INSURANCE	19,981	20,430	19,992
3,354	3,354	3,216	PAYMENT IN LIEU OF PROPERTY TAX	16,770	16,770	16,080
7,350	7,572	7,214	TOTAL OTHER OPERATING EXPENSES	36,751	37,200	36,072
59,928	64,587	60,526	TOTAL OPERATING EXPENSES	302,487	301,873	303,826
14,622	9,447	49,505	NET OPERATING INCOME / (LOSS)	67,577	67,912	166,472
DEPREC, INTEREST & OTHER						
17,980	17,980	17,980	DEPRECIATION EXPENSE	89,900	89,900	89,900
1,461	11,667	0	RESERVE/REPLACE CAPITAL EXPENSE	1,461	58,335	10,470
0	0	0	INTEREST EXPENSE	167	0	166
19,441	29,647	17,980	TOTAL DEPREC, INTEREST & OTHER	91,528	148,235	100,536
(4,819)	(20,200)	31,525	NET INCOME / (LOSS)	(23,950)	(80,323)	65,936

Profit and Loss Variance

PLYMOUTH TOWNE SQUARE

Through May 31, 2026

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
INCOME							
APARTMENT RENTAL REVENUE	68,340	67,104	1,236	335,966	335,520	446	805,248
GARAGE RENT	3,376	3,965	(589)	17,236	19,825	(2,589)	47,580
GUEST ROOM REVENUE	165	70	95	165	210	(45)	490
LAUNDRY REVENUE	662	975	(313)	4,602	4,875	(273)	11,700
APPLICATION FEE REVENUE	0	70	(70)	140	105	35	350
TRANSFER FEE REVENUE	0	0	0	500	0	500	750
INVESTMENT INCOME	1,756	1,750	6	8,779	8,750	29	21,000
MISCELLANEOUS REVENUE	250	100	150	2,677	500	2,177	1,200
TOTAL INCOME	74,549	74,034	515	370,065	369,785	280	888,318
EXPENSES							
ADMINISTRATION							
MANAGER SALARIES/WAGES	6,160	6,027	(133)	30,035	30,135	100	72,328
PAYROLL TAXES	1,102	907	(195)	5,065	4,535	(530)	10,882
HEALTH INSURANCE	1,298	1,196	(102)	5,841	5,668	(173)	14,038
WORKERS COMP INSURANCE	128	150	22	608	750	142	1,800
MAINTENANCE SALARIES/WAGES	5,526	5,308	(218)	26,648	26,540	(108)	63,700
EMPLOYEE COSTS	0	10	10	0	50	50	120
SEMINAR/TRAINING	0	0	0	0	200	200	200
DATA PROCESSING	43	42	(1)	225	210	(15)	504
BANK FEES	142	195	53	665	975	310	2,340
DUES, SUBS & MEMBERSHIPS	0	0	0	65	65	0	65
LICENSE & PERMITS	0	330	330	330	330	0	1,408
MILEAGE REIMBURSEMENT	0	15	15	0	75	75	180
POSTAGE/OVERNIGHT EXPRESS	0	0	0	0	50	50	150
PRINTING	0	15	15	0	75	75	180
MANAGEMENT FEES	5,496	5,496	0	27,480	27,480	0	65,948
PROFESSIONAL FEES	0	225	225	679	1,125	446	2,700
TELEPHONE EXPENSE	462	540	78	2,338	2,700	362	6,480
EQUIPMENT LEASE/REPAIR	392	350	(42)	3,498	1,750	(1,748)	4,200
OFFICE SUPPLIES	16	75	59	212	375	163	900
TOTAL ADMIN EXPENSES	20,766	20,881	115	103,689	103,088	(601)	248,123
LIFE ENRICHMENT							
RESIDENT PROGRAM/ACTIVITIES	396	275	(121)	1,176	1,300	124	6,300
TOTAL LIFE ENRICHMENT EXPENSES	396	275	(121)	1,176	1,300	124	6,300

Profit and Loss Variance

PLYMOUTH TOWNE SQUARE

Through May 31, 2026

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
MARKETING							
ADVERTISING	0	10	10	0	50	50	120
TOTAL MARKETING EXPENSES	0	10	10	0	50	50	120
HOUSEKEEPING							
CONTRACT LABOR	1,470	1,590	120	7,350	7,950	600	19,080
CLEANING SUPPLIES	77	190	113	391	950	559	2,280
TOTAL HOUSEKEEPING EXPENSES	1,547	1,780	233	7,741	8,900	1,159	21,360
BUILDING & GROUNDS							
CONTRACT LABOR	193	500	308	963	2,500	1,538	6,000
CABLE TV EXPENSE	163	137	(26)	983	685	(298)	1,644
UTILITIES - ELECTRICITY	1,675	1,900	225	7,469	9,500	2,031	25,200
UTILITIES - GAS	2,058	2,300	242	23,142	18,600	(4,542)	35,200
UTILITIES - WATER/SEWER	2,308	2,300	(8)	11,448	11,500	52	29,100
WATER SOFTENING SERVICE	185	470	285	2,105	2,350	245	5,640
DOORS, KEYS & WINDOWS	0	200	200	0	1,000	1,000	2,400
FIRE SYSTEM SERVICE	585	1,250	665	2,581	6,250	3,669	15,000
LAWN SERVICE/LANDSCAP/SNOW RMVL	3,810	3,500	(310)	22,528	16,300	(6,228)	33,700
PEST CONTROL	0	70	70	146	240	94	820
TRASH REMOVAL	3,651	2,700	(951)	20,017	13,500	(6,517)	32,400
UNIT TURNOVER REPAIRS	5,202	3,667	(1,535)	18,463	18,335	(128)	44,000
ELEVATOR-REPAIRS & MAINT	829	1,000	171	4,146	5,000	854	12,000
REPAIRS & MAINTENANCE	7,894	10,000	2,106	29,996	25,200	(4,796)	51,800
BUILDING & GROUNDS SUPPLIES	984	1,725	741	6,583	8,625	2,042	20,700
HVAC - REPAIRS & MAINTENANCE	333	1,350	1,017	2,560	6,750	4,190	16,200
MISCELLANEOUS B & G EXPENSES	0	1,000	1,000	0	5,000	5,000	12,000
TOTAL BUILDING & GROUNDS	29,868	34,069	4,201	153,130	151,335	(1,795)	343,804
OTHER OPERATING EXPENSES							
PROPERTY & LIABILITY INSURANCE	3,996	4,218	222	19,981	20,430	449	50,949
PAYMENT IN LIEU OF PROPERTY TAX	3,354	3,354	0	16,770	16,770	0	40,250
TOTAL OTHER OPERATING EXPENSES	7,350	7,572	222	36,751	37,200	449	91,199
TOTAL OPERATING EXPENSES	59,928	64,587	4,659	302,487	301,873	(614)	710,906
NET OPERATING INCOME / (LOSS)	14,622	9,447	5,175	67,577	67,912	(335)	177,412
DEPREC, INTEREST & OTHER							
DEPRECIATION EXPENSE	17,980	17,980	0	89,900	89,900	0	215,754
RESERVE/REPLACE CAPITAL EXPENSE	1,461	11,667	10,206	1,461	58,335	56,874	140,000
INTEREST EXPENSE	0	0	0	167	0	(167)	0
TOTAL DEPREC, INTEREST & OTHER	19,441	29,647	10,206	91,528	148,235	56,707	355,754
NET INCOME / (LOSS)	(4,819)	(20,200)	15,381	(23,950)	(80,323)	56,373	(178,342)

Twelve Month Profit and Loss

PLYMOUTH TOWNE SQUARE

For Year 2026

	Period End Jan 31, 2026	Period End Feb 28, 2026	Period End Mar 31, 2026	Period End Apr 30, 2026	Period End May 31, 2026	Period End Jun 30, 2026	Period End Jul 31, 2026	Period End Aug 31, 2026	Period End Sep 30, 2026	Period End Oct 31, 2026	Period End Nov 30, 2026	Period End Dec 31, 2026	Period End Year To Date
CASHFLOW RECONCILIATION:													
NET INCOME / (LOSS)	(12,027)	(1,217)	(250)	(5,638)	(4,819)	0	0	0	0	0	0	0	(23,950)
ADJUSTMENTS TO NET CASHFLOW:													
DEPRECIATION & AMORTIZATION	17,980	17,980	17,980	17,980	17,980	0	0	0	0	0	0	0	89,900
(INCR) / DECR IN A/R	(5,229)	(4,025)	(18,365)	9,936	5,033	0	0	0	0	0	0	0	(12,650)
(INCR) / DECR IN ESCROW	0	0	0	0	0	0	0	0	0	0	0	0	0
(INCR) / DECR IN PREPAID EXP	9,996	53	4,457	3,264	3,482	0	0	0	0	0	0	0	21,252
(INCR)/DECR IN OTHER ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
(INCR) / DECR IN OTHER ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
INCR /(DECR) IN ACCTS PAYABLE	13,476	59,067	(35,243)	3,705	(18,307)	0	0	0	0	0	0	0	22,698
INCR /(DECR) IN ACCRD LIAB	1,816	(44,682)	14,688	(4,391)	20,255	0	0	0	0	0	0	0	(12,313)
TOTAL ADJUSTMENTS	38,039	28,394	(16,483)	30,495	28,441	0	0	0	0	0	0	0	108,886
NET OPERATING CASHFLOW:	26,013	27,177	(16,733)	24,857	23,622	0	0	0	0	0	0	0	84,936
LESS CAPITAL EXPENDITURES:													
LAND	0	0	0	0	0	0	0	0	0	0	0	0	0
SITE IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING	0	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
FURN, FIXT & EQUIP-GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSTRUCTION IN PROGRESS	0	0	0	0	0	0	0	0	0	0	0	0	0
FURNITURE & FIXTURES - HOUSEKEEPING	0	0	0	0	0	0	0	0	0	0	0	0	0
COMPUTERS/OFFICE EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0
APARTMENT IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
VEHICLES	0	0	0	0	0	0	0	0	0	0	0	0	0
SIGNAGE	0	0	0	0	0	0	0	0	0	0	0	0	0
SMALL EQUIPMENT/FURNISHINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
LEASE ASSET	0	0	0	0	0	0	0	0	0	0	0	0	0
PRINCIPAL PYMTS ON LT DEBT	0	0	0	0	0	0	0	0	0	0	0	0	0
CONTRIBUTED CAPITAL	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED EARNINGS RSRVD FOR DS	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED EARNINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
NET INCR / (DECR) IN CASH:	26,013	27,177	(16,733)	24,857	23,622	0	0	0	0	0	0	0	84,936

To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Accept attached Vicksburg Crossing monthly housing report and financials.**

1. Action Requested:

Accept attached Vicksburg Crossing monthly housing report and financials.

2. Background:

The Plymouth HRA contracts with Grace Management, Inc. to manage Vicksburg Crossing apartments. The attached report and financial statements cover the most recent reporting period (May 2026).

3. Budget Impact:

N/A

4. Attachments:

1. VC - Balance Sheet - 05.2026
2. VC - 12-Month P&L - 05.2026
3. VC - P&L Comparative - 05.2026
4. VC - P&L Variance - 05.2026
5. VC - Cash Flow - 05.2026

Balance Sheet

VICKSBURG CROSSING

As Of May 31, 2026

	Ending Balance	Total
ASSETS		
CURRENT ASSETS		
US BANK OPER ACCT	481,344	
US BANK SEC DEP ACCT	76,484	
INVESTMENTS - WORKING CAPITAL FUND	2,151,601	
INVESTMENTS - DEBT SERVICE	(550,645)	
ACCOUNTS REC-TENANTS	(11,994)	
INTEREST RECEIVABLE	9,462	
ACCOUNTS REC-OTHER	9,544	
PREPAID PROPERTY INSURANCE	3,280	
PREPAID WORKERS COMP INSUR	343	
PREPAID OTHER	19,384	
TOTAL CURRENT ASSETS		2,188,802
FIXED ASSETS		
LAND	874,593	
SITE IMPROVEMENTS	269,965	
BUILDING	9,904,487	
FURNITURE, FIXTURES & EQUIP-GENERAL	747,039	
COMPUTERS/OFFICE EQUIPMENT	8,680	
LEASE ASSET	6,669	
ACCUMULATED DEPRECIATION	(6,703,516)	
A/D -LEASES	(2,734)	
TOTAL FIXED ASSETS		5,105,183
NON-CURRENT ASSETS		
TOTAL ASSETS		7,293,985

Balance Sheet

VICKSBURG CROSSING

As Of May 31, 2026

	Ending Balance	Total
LIABILITIES		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE-TRADE	23,885	
ACCRUED PAYROLL	5,798	
ACCRUED COMPENSATED BALANCES	5,918	
ACCRUED INTEREST	38,249	
ACCRUED REAL ESTATE TAXES	25,684	
LEASES PAYABLE -SHORT TERM	1,333	
ACCRUED OTHER	17,066	
TOTAL CURRENT LIABILITIES		117,933
LONG-TERM LIABILITIES		
SECURITY DEPOSITS	75,722	
BOND PREMIUM-2021A	227,468	
BOND PAYABLE-2021A	5,050,000	
LEASES PAYABLE -LONG TERM	2,675	
		5,355,865
TOTAL LIABILITIES		5,473,798
EQUITY		
NET INVESTMENTS IN CAPITAL ASSETS	(724,600)	
RESTRICTED FOR DEBT SERVICE	605,390	
UNRESTRICTED	1,803,869	
TOTAL EQUITY		1,684,659
CURRENT YEAR INCOME/(LOSS)		135,528
TOTAL LIABILITIES & EQUITY		7,293,985

Twelve Month Profit and Loss

VICKSBURG CROSSING

For Year 2026

	Period End Jun 30, 2025	Period End Jul 31, 2025	Period End Aug 31, 2025	Period End Sep 30, 2025	Period End Oct 31, 2025	Period End Nov 30, 2025	Period End Dec 31, 2025	Period End Jan 31, 2026	Period End Feb 28, 2026	Period End Mar 31, 2026	Period End Apr 30, 2026	Period End May 31, 2026	Period End Total
INCOME													
APARTMENT RENTAL REVENUE	108,002	109,907	110,622	110,862	110,862	111,720	109,790	110,866	111,246	112,546	110,925	113,068	1,330,416
APARTMENT RENTAL REVENUE - COUNTY	2,113	2,113	2,113	2,113	2,113	2,030	1,554	1,744	1,744	1,744	1,090	1,567	22,038
HRA SUBSIDY - TAX LEVY	3,333	3,333	3,333	3,333	3,333	3,333	3,337	0	0	0	0	0	23,335
GARAGE RENT	4,080	4,080	4,080	4,080	4,080	4,117	4,020	4,080	4,080	4,080	3,730	4,140	48,647
GUEST ROOM REVENUE	1,200	180	0	180	135	185	180	70	0	0	0	660	2,790
APPLICATION FEE REVENUE	35	0	0	0	0	0	0	105	0	0	0	0	140
TRANSFER FEE REVENUE	0	500	0	0	0	0	0	0	0	0	0	0	500
INVESTMENT INCOME	1,756	17,161	1,756	1,756	15,985	1,756	1,756	1,756	1,755	1,756	1,756	1,756	50,704
CONTRIBUTED CAPITAL REVENUE	0	0	0	0	0	0	0	0	0	0	0	0	0
MISCELLANEOUS REVENUE	770	380	368	333	489	1,535	386	433	576	446	318	729	6,763
TOTAL INCOME	121,289	137,654	122,272	122,657	136,998	124,676	121,023	119,054	119,401	120,571	117,818	121,920	1,485,334
EXPENSES													
ADMINISTRATION													
MANAGER SALARIES	6,264	6,473	6,473	6,264	6,473	6,264	6,003	6,728	6,051	6,699	6,483	6,699	76,872
PAYROLL TAXES	1,016	1,058	1,319	831	770	772	1,545	1,047	1,160	1,004	846	1,124	12,492
HEALTH INSURANCE	1,088	1,088	911	1,088	1,105	1,105	876	1,156	1,105	1,105	1,105	1,284	13,015
WORKERS COMP INSURANCE	113	113	188	184	184	232	119	116	124	116	128	128	1,744
MAINTENANCE SALARIES/WAGES	5,058	4,802	5,092	4,890	5,087	4,910	5,123	5,154	4,593	5,267	5,114	5,287	60,377
EMPLOYEE COSTS	0	0	0	0	0	4	(1,320)	0	0	0	0	0	(1,316)
DATA PROCESSING	43	35	42	40	30	801	37	42	52	44	43	43	1,253
BANK FEES	92	98	100	91	106	11	110	102	108	121	113	107	1,159
DUES, SUBS & MEMBERSHIPS	0	65	0	0	0	0	0	0	0	0	0	0	65
LICENSE & PERMITS	0	0	0	0	0	0	0	0	0	797	0	0	797
POSTAGE/OVERNIGHT EXPRESS	0	0	2	0	0	0	0	0	0	0	0	0	2
PRINTING	0	0	0	0	0	0	0	0	166	0	0	0	166
MANAGEMENT FEES	4,991	4,991	4,991	4,991	4,991	4,991	4,991	4,741	5,741	5,241	5,241	5,241	61,142
PROFESSIONAL FEES	0	0	50	0	1,308	0	0	0	679	0	0	0	2,037
TELEPHONE EXPENSE	662	554	551	559	550	570	580	565	503	499	523	660	6,777
EQUIPMENT LEASE/REPAIR	365	339	790	259	238	723	125	22	542	115	728	635	4,880
OFFICE SUPPLIES	84	213	383	548	50	150	0	145	0	195	0	180	1,948
TOTAL ADMIN EXPENSES	19,776	19,828	20,894	19,746	20,892	20,532	18,190	19,816	20,822	21,203	20,324	21,389	243,411
LIFE ENRICHMENT													
RESIDENT PROGRAM/ACTIVITIES	477	114	815	184	296	611	1,416	154	212	309	155	716	5,459
TOTAL LIFE ENRICHMENT EXPENSES	477	114	815	184	296	611	1,416	154	212	309	155	716	5,459

Twelve Month Profit and Loss

VICKSBURG CROSSING

For Year 2026

	Period End Jun 30, 2025	Period End Jul 31, 2025	Period End Aug 31, 2025	Period End Sep 30, 2025	Period End Oct 31, 2025	Period End Nov 30, 2025	Period End Dec 31, 2025	Period End Jan 31, 2026	Period End Feb 28, 2026	Period End Mar 31, 2026	Period End Apr 30, 2026	Period End May 31, 2026	Period End Total
MARKETING													
ADVERTISING - INTERNET	900	0	0	600	0	0	0	600	0	37	600	0	2,737
TOTAL MARKETING EXPENSES	900	0	0	600	0	0	0	600	0	37	600	0	2,737
HOUSEKEEPING													
CONTRACT LABOR	1,887	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,907	1,667	1,667	1,667	20,464
CLEANING SUPPLIES	197	63	167	27	0	82	0	167	200	0	151	0	1,054
TOTAL HOUSEKEEPING EXPENSES	2,084	1,730	1,834	1,694	1,667	1,749	1,667	1,834	2,107	1,667	1,818	1,667	21,518
BUILDING & GROUNDS													
CONTRACT LABOR	197	389	193	193	193	193	193	193	193	197	306	193	2,629
CABLE TV EXPENSE	356	388	373	356	363	356	375	472	362	408	461	575	4,843
UTILITIES - ELECTRICITY	2,052	1,130	2,294	2,324	2,180	1,886	1,856	2,401	2,228	2,154	2,180	1,577	24,262
UTILITIES - GAS	1,465	925	738	759	747	1,820	4,979	4,979	7,257	3,360	1,969	1,568	30,568
UTILITIES - WATER/SEWER	1,875	1,823	2,457	2,140	2,272	2,206	1,641	1,690	2,072	1,881	1,683	1,782	23,522
WATER SOFTENING SERVICE	0	197	228	0	248	150	0	281	165	0	546	0	1,814
DOORS, KEYS & WINDOWS	180	0	180	426	0	180	0	0	463	243	563	206	2,439
FIRE SYSTEM SERVICE	470	960	1,915	285	746	920	310	310	1,410	310	310	207	8,153
LAWN SERVICE/LANDSCAP/SNOW RMVL	2,413	2,245	1,550	1,660	1,550	1,965	(1,150)	9,120	3,535	2,790	2,610	1,650	29,938
PEST CONTROL	153	0	0	153	40	0	153	0	153	153	0	0	805
TRASH REMOVAL	3,211	3,259	3,498	753	2,223	1,984	2,252	2,375	2,410	3,076	3,043	2,694	30,779
UNIT TURNOVER REPAIRS	3,830	195	400	375	864	0	1,129	1,820	3,451	0	685	199	12,947
ELEVATOR-REPAIRS & MAINT	655	1,781	655	655	655	655	655	945	681	681	681	681	9,378
REPAIRS & MAINTENANCE	8,216	2,283	1,431	2,377	2,610	815	3,763	260	1,773	1,036	10,026	18,189	52,779
BUILDING & GROUNDS SUPPLIES	234	388	79	526	863	270	466	898	95	49	7	1,092	4,966
HVAC - REPAIRS & MAINTENANCE	876	856	298	288	2,889	310	977	25	2,455	930	191	0	10,095
TOTAL BUILDING & GROUNDS	26,182	16,819	16,289	13,270	18,441	13,708	17,599	25,768	28,702	17,268	25,260	30,612	249,918
OTHER OPERATING EXPENSES													
PROPERTY & LIABILITY INSURANCE	3,571	3,489	3,456	3,456	3,456	3,456	3,456	3,456	3,456	3,456	3,456	3,456	41,618
PAYMENT IN LIEU OF PROPERTY TAX	5,446	5,446	5,446	5,446	5,446	5,446	5,444	5,446	5,446	5,446	5,446	5,446	65,350
TOTAL OTHER OPERATING EXPENSES	9,017	8,935	8,902	8,902	8,902	8,902	8,900	8,902	8,902	8,902	8,902	8,902	106,968
TOTAL OPERATING EXPENSES	58,437	47,426	48,733	44,396	50,197	45,502	47,772	57,074	60,745	49,386	57,059	63,285	630,012
NET OPERATING INCOME / (LOSS)	62,852	90,228	73,538	78,261	86,800	79,174	73,251	61,980	58,657	71,186	60,760	58,635	855,322
DEPREC, INTEREST & OTHER													
DEPRECIATION EXPENSE	27,719	27,719	27,719	27,719	27,719	27,719	27,714	27,719	27,719	27,719	27,719	27,719	332,623
AMORTIZATION EXPENSE	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	(27,900)
RESERVE/REPLACE CAPITAL EXPENSE	3,789	2,346	8,456	0	95,145	6,452	4,688	2,110	4,707	0	719	0	128,412
INTEREST EXPENSE	9,600	9,426	9,426	9,605	9,426	9,426	9,606	8,201	8,201	8,379	8,201	8,201	107,699
TOTAL DEPREC, INTEREST & OTHER	38,783	37,166	43,276	34,999	129,965	41,272	39,683	35,705	38,302	33,773	34,314	33,595	540,834
NET INCOME / (LOSS)	24,069	53,062	30,262	43,262	(43,164)	37,902	33,568	26,275	20,355	37,413	26,446	25,039	314,488

Comparative Profit and Loss

VICKSBURG CROSSING

Through May 31, 2026

MTD Actual	Budget	Last Year	Description	YTD Actual	Budget	Last Year
INCOME						
113,068	109,278	108,257	APARTMENT RENTAL REVENUE	558,651	544,960	541,539
1,567	2,087	2,113	APARTMENT RENTAL REVENUE - COUNTY	7,889	10,435	10,471
0	0	3,333	HRA SUBSIDY - TAX LEVY	0	0	16,665
4,140	4,420	4,020	GARAGE RENT	20,110	22,100	20,400
660	150	420	GUEST ROOM REVENUE	730	750	720
0	35	0	APPLICATION FEE REVENUE	105	210	70
0	0	0	TRANSFER FEE REVENUE	0	750	0
1,756	1,750	26,281	INVESTMENT INCOME	8,779	8,750	33,303
729	290	330	MISCELLANEOUS REVENUE	2,502	1,450	1,670
121,920	118,010	144,754	TOTAL INCOME	598,766	589,405	624,838
EXPENSES						
ADMINISTRATION						
6,699	6,555	6,473	MANAGER SALARIES	32,660	32,775	31,546
1,124	965	1,083	PAYROLL TAXES	5,180	4,825	5,491
1,284	1,170	1,088	HEALTH INSURANCE	5,754	5,542	5,616
128	155	113	WORKERS COMP INSURANCE	612	775	620
5,287	5,503	5,213	MAINTENANCE SALARIES/WAGES	25,415	27,515	24,488
0	10	0	EMPLOYEE COSTS	0	50	0
0	200	0	SEMINAR/TRAINING	0	200	0
43	42	35	DATA PROCESSING	225	210	181
107	190	100	BANK FEES	551	950	495
0	0	0	LICENSE & PERMITS	797	706	200
0	10	0	MILEAGE REIMBURSEMENT	0	50	0
0	9	0	POSTAGE/OVERNIGHT EXPRESS	0	45	0
0	19	0	PRINTING	166	95	0
5,241	5,241	4,991	MANAGEMENT FEES	26,205	26,205	24,955
0	223	0	PROFESSIONAL FEES	679	1,115	79
660	585	556	TELEPHONE EXPENSE	2,750	2,925	2,776
635	350	114	EQUIPMENT LEASE/REPAIR	2,041	1,750	1,780
180	122	105	OFFICE SUPPLIES	520	610	599
21,389	21,349	19,870	TOTAL ADMIN EXPENSES	103,554	106,343	98,825
LIFE ENRICHMENT						
716	700	361	RESIDENT PROGRAM/ACTIVITIES	1,546	1,950	1,310
716	700	361	TOTAL LIFE ENRICHMENT EXPENSES	1,546	1,950	1,310

Comparative Profit and Loss

VICKSBURG CROSSING

Through May 31, 2026

MTD Actual	Budget	Last Year	Description	YTD Actual	Budget	Last Year
MARKETING						
0	220	0	ADVERTISING	0	1,100	0
0	0	0	ADVERTISING - INTERNET	1,237	0	0
0	220	0	TOTAL MARKETING EXPENSES	1,237	1,100	0
HOUSEKEEPING						
1,667	1,875	1,887	CONTRACT LABOR	8,575	9,375	9,215
0	155	33	CLEANING SUPPLIES	518	775	319
1,667	2,030	1,920	TOTAL HOUSEKEEPING EXPENSES	9,093	10,150	9,534
BUILDING & GROUNDS						
193	600	193	CONTRACT LABOR	1,081	3,000	1,400
575	300	356	CABLE TV EXPENSE	2,277	1,500	1,809
1,577	2,000	1,665	UTILITIES - ELECTRICITY	10,540	9,900	10,256
1,568	1,100	1,467	UTILITIES - GAS	19,134	18,100	19,986
1,782	2,000	1,875	UTILITIES - WATER/SEWER	9,109	9,100	8,866
0	165	272	WATER SOFTENING SERVICE	992	825	998
206	75	0	DOORS, KEYS & WINDOWS	1,474	375	1,696
207	250	1,357	FIRE SYSTEM SERVICE	2,547	3,700	5,660
1,650	2,500	1,550	LAWN SERVICE/LANDSCAP/SNOW RMVL	19,705	15,000	10,485
0	0	0	PEST CONTROL	306	272	153
2,694	2,900	3,267	TRASH REMOVAL	13,598	14,500	16,843
199	4,250	195	UNIT TURNOVER REPAIRS	6,154	21,250	10,341
681	750	655	ELEVATOR-REPAIRS & MAINT	3,669	3,750	3,247
18,189	3,100	9,915	REPAIRS & MAINTENANCE	31,284	12,500	16,444
1,092	1,350	980	BUILDING & GROUNDS SUPPLIES	2,140	6,750	2,182
0	1,000	2,348	HVAC - REPAIRS & MAINTENANCE	3,600	5,000	3,528
0	1,000	0	MISCELLANEOUS B & G EXPENSES	0	5,000	0
30,612	23,340	26,093	TOTAL BUILDING & GROUNDS	127,610	130,522	113,891
OTHER OPERATING EXPENSES						
3,456	3,763	3,448	PROPERTY & LIABILITY INSURANCE	17,279	18,557	17,241
5,446	5,446	5,446	PAYMENT IN LIEU OF PROPERTY TAX	27,230	27,230	27,230
8,902	9,209	8,894	TOTAL OTHER OPERATING EXPENSES	44,509	45,787	44,471
63,285	56,848	57,137	TOTAL OPERATING EXPENSES	287,549	295,852	268,031
58,635	61,162	87,616	NET OPERATING INCOME / (LOSS)	311,217	293,553	356,807
DEPREC, INTEREST & OTHER						
27,719	29,926	27,719	DEPRECIATION EXPENSE	138,595	149,630	138,595
(2,325)	0	(2,325)	AMORTIZATION EXPENSE	(11,625)	0	(11,625)
0	1,429	0	RESERVE/REPLACE CAPITAL EXPENSE	7,536	15,145	70,754
8,201	8,201	9,426	INTEREST EXPENSE	41,184	41,005	47,307
33,595	39,556	34,820	TOTAL DEPREC, INTEREST & OTHER	175,689	205,780	245,032
25,039	21,606	52,796	NET INCOME / (LOSS)	135,528	87,773	111,775

Profit and Loss Variance

VICKSBURG CROSSING

Through May 31, 2026

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
INCOME							
APARTMENT RENTAL REVENUE	113,068	109,278	3,790	558,651	544,960	13,691	1,314,511
APARTMENT RENTAL REVENUE - COL	1,567	2,087	(520)	7,889	10,435	(2,546)	25,044
GARAGE RENT	4,140	4,420	(280)	20,110	22,100	(1,990)	53,040
GUEST ROOM REVENUE	660	150	510	730	750	(20)	2,025
APPLICATION FEE REVENUE	0	35	(35)	105	210	(105)	560
TRANSFER FEE REVENUE	0	0	0	0	750	(750)	1,500
INVESTMENT INCOME	1,756	1,750	6	8,779	8,750	29	21,000
MISCELLANEOUS REVENUE	729	290	439	2,502	1,450	1,052	3,480
TOTAL INCOME	121,920	118,010	3,910	598,766	589,405	9,361	1,421,160
EXPENSES							
ADMINISTRATION							
MANAGER SALARIES	6,699	6,555	(144)	32,660	32,775	115	78,660
PAYROLL TAXES	1,124	965	(159)	5,180	4,825	(355)	11,576
HEALTH INSURANCE	1,284	1,170	(114)	5,754	5,542	(212)	13,730
WORKERS COMP INSURANCE	128	155	27	612	775	163	1,860
MAINTENANCE SALARIES/WAGES	5,287	5,503	216	25,415	27,515	2,100	66,040
EMPLOYEE COSTS	0	10	10	0	50	50	120
SEMINAR/TRAINING	0	200	200	0	200	200	200
DATA PROCESSING	43	42	(1)	225	210	(15)	504
BANK FEES	107	190	83	551	950	399	2,280
DUES, SUBS & MEMBERSHIPS	0	0	0	0	0	0	70
LICENSE & PERMITS	0	0	0	797	706	(91)	996
MILEAGE REIMBURSEMENT	0	10	10	0	50	50	120
POSTAGE/OVERNIGHT EXPRESS	0	9	9	0	45	45	108
PRINTING	0	19	19	166	95	(71)	228
MANAGEMENT FEES	5,241	5,241	0	26,205	26,205	0	62,887
PROFESSIONAL FEES	0	223	223	679	1,115	436	2,676
TELEPHONE EXPENSE	660	585	(75)	2,750	2,925	175	7,020
EQUIPMENT LEASE/REPAIR	635	350	(285)	2,041	1,750	(291)	4,200
OFFICE SUPPLIES	180	122	(58)	520	610	90	1,464
TOTAL ADMIN EXPENSES	21,389	21,349	(40)	103,554	106,343	2,789	254,739
LIFE ENRICHMENT							
RESIDENT PROGRAM/ACTIVITIES	716	700	(16)	1,546	1,950	404	6,950
TOTAL LIFE ENRICHMENT EXPE	716	700	(16)	1,546	1,950	404	6,950

Profit and Loss Variance

VICKSBURG CROSSING

Through May 31, 2026

	MTD Actual	Budget	Var.	YTD Actual	Budget	Var.	Year Budget
MARKETING							
ADVERTISING	0	220	220	0	1,100	1,100	2,640
ADVERTISING - INTERNET	0	0	0	1,237	0	(1,237)	0
TOTAL MARKETING EXPENSES	0	220	220	1,237	1,100	(137)	2,640
HOUSEKEEPING							
CONTRACT LABOR	1,667	1,875	208	8,575	9,375	800	22,500
CLEANING SUPPLIES	0	155	155	518	775	257	1,860
TOTAL HOUSEKEEPING EXPENSES	1,667	2,030	363	9,093	10,150	1,057	24,360
BUILDING & GROUNDS							
CONTRACT LABOR	193	600	408	1,081	3,000	1,919	7,200
CABLE TV EXPENSE	575	300	(275)	2,277	1,500	(777)	3,600
UTILITIES - ELECTRICITY	1,577	2,000	423	10,540	9,900	(640)	30,400
UTILITIES - GAS	1,568	1,100	(468)	19,134	18,100	(1,034)	34,750
UTILITIES - WATER/SEWER	1,782	2,000	218	9,109	9,100	(9)	22,900
WATER SOFTENING SERVICE	0	165	165	992	825	(167)	1,980
DOORS, KEYS & WINDOWS	206	75	(131)	1,474	375	(1,099)	900
FIRE SYSTEM SERVICE	207	250	43	2,547	3,700	1,153	7,475
LAWN SERVICE/LANDSCAP/SNOW RM	1,650	2,500	850	19,705	15,000	(4,705)	28,100
PEST CONTROL	0	0	0	306	272	(34)	908
TRASH REMOVAL	2,694	2,900	206	13,598	14,500	902	34,800
UNIT TURNOVER REPAIRS	199	4,250	4,051	6,154	21,250	15,096	51,000
ELEVATOR-REPAIRS & MAINT	681	750	69	3,669	3,750	81	9,000
REPAIRS & MAINTENANCE	18,189	3,100	(15,089)	31,284	12,500	(18,784)	32,600
BUILDING & GROUNDS SUPPLIES	1,092	1,350	258	2,140	6,750	4,610	17,950
HVAC - REPAIRS & MAINTENANCE	0	1,000	1,000	3,600	5,000	1,400	12,000
MISCELLANEOUS B & G EXPENSES	0	1,000	1,000	0	5,000	5,000	12,000
TOTAL BUILDING & GROUNDS	30,612	23,340	(7,272)	127,610	130,522	2,912	307,563
OTHER OPERATING EXPENSES							
PROPERTY & LIABILITY INSURANCE	3,456	3,763	307	17,279	18,557	1,278	45,859
PAYMENT IN LIEU OF PROPERTY TAX	5,446	5,446	0	27,230	27,230	0	65,350
TOTAL OTHER OPERATING EXPENSES	8,902	9,209	307	44,509	45,787	1,278	111,209
TOTAL OPERATING EXPENSES	63,285	56,848	(6,437)	287,549	295,852	8,303	707,461
NET OPERATING INCOME / (LOSS)	58,635	61,162	(2,527)	311,217	293,553	17,664	713,699
DEPREC, INTEREST & OTHER							
DEPRECIATION EXPENSE	27,719	29,926	2,207	138,595	149,630	11,035	359,109
AMORTIZATION EXPENSE	(2,325)	0	2,325	(11,625)	0	11,625	0
RESERVE/REPLACE CAPITAL EXPENSE	0	1,429	1,429	7,536	15,145	7,610	25,150
INTEREST EXPENSE	8,201	8,201	()	41,184	41,005	(179)	98,415
TOTAL DEPREC, INTEREST & OT	33,595	39,556	5,961	175,689	205,780	30,091	482,674
NET INCOME / (LOSS)	25,039	21,606	3,433	135,528	87,773	47,755	231,025

Twelve Month Profit and Loss

VICKSBURG CROSSING

For Year 2026

	Period End Jan 31, 2026	Period End Feb 28, 2026	Period End Mar 31, 2026	Period End Apr 30, 2026	Period End May 31, 2026	Period End Jun 30, 2026	Period End Jul 31, 2026	Period End Aug 31, 2026	Period End Sep 30, 2026	Period End Oct 31, 2026	Period End Nov 30, 2026	Period End Dec 31, 2026	Period End Year To Date
CASHFLOW RECONCILIATION:													
NET INCOME / (LOSS)	26,275	20,355	37,413	26,446	25,039	0	0	0	0	0	0	0	135,528
ADJUSTMENTS TO NET CASHFLOW:													
DEPRECIATION & AMORTIZATION	27,719	27,719	27,719	27,719	27,719	0	0	0	0	0	0	0	138,595
(INCR) / DECR IN A/R	(2,770)	(3,644)	(2,587)	3,295	(740)	0	0	0	0	0	0	0	(6,446)
(INCR) / DECR IN ESCROW	0	0	0	0	0	0	0	0	0	0	0	0	0
(INCR) / DECR IN PREPAID EXP	(3,011)	4,181	5,458	(4,880)	4,796	0	0	0	0	0	0	0	6,544
(INCR)/DECR IN OTHER ASSETS	0	547,920	(700,000)	0	0	0	0	0	0	0	0	0	(152,080)
(INCR) / DECR IN OTHER ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
INCR /(DECR) IN ACCTS PAYABLE	19,083	77,295	(84,836)	20,911	(8,655)	0	0	0	0	0	0	0	23,797
INCR /(DECR) IN ACCRD LIAB	12,640	(611,561)	27,957	7,975	21,664	0	0	0	0	0	0	0	(541,325)
TOTAL ADJUSTMENTS	53,660	41,909	(726,289)	55,020	44,784	0	0	0	0	0	0	0	(530,914)
NET OPERATING CASHFLOW:	79,935	62,264	(688,876)	81,466	69,824	0	0	0	0	0	0	0	(395,387)
LESS CAPITAL EXPENDITURES:													
LAND	0	0	0	0	0	0	0	0	0	0	0	0	0
SITE IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING	0	0	0	0	0	0	0	0	0	0	0	0	0
BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
FURNITURE, FIXTURES & EQUIP-GENERAL	0	0	0	0	0	0	0	0	0	0	0	0	0
CONSTRUCTION IN PROGRESS	0	0	0	0	0	0	0	0	0	0	0	0	0
FURNITURE & FIXTURES - HOUSEKEEPING	0	0	0	0	0	0	0	0	0	0	0	0	0
COMPUTERS/OFFICE EQUIPMENT	0	0	0	0	0	0	0	0	0	0	0	0	0
APARTMENT IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0	0	0	0
VEHICLES	0	0	0	0	0	0	0	0	0	0	0	0	0
SMALL EQUIPMENT/FURNISHINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
LEASE ASSET	0	0	0	0	0	0	0	0	0	0	0	0	0
PRINCIPAL PYMTS ON LT DEBT	(2,325)	(2,325)	(2,325)	(2,325)	(2,325)	0	0	0	0	0	0	0	(11,625)
CONTRIBUTED CAPITAL	0	0	0	0	0	0	0	0	0	0	0	0	0
PARTNER DISTRIBUTIONS - CPF	0	0	0	0	0	0	0	0	0	0	0	0	0
PARTNER DISTRIBUTIONS - NON-CPF	0	0	0	0	0	0	0	0	0	0	0	0	0
NET INVESTMENTS IN CAPITAL ASSETS	0	0	0	0	0	0	0	0	0	0	0	0	0
RESTRICTED FOR DEBT SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0
UNRESTRICTED	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED EARNINGS-RSRVD FOR DS	0	0	0	0	0	0	0	0	0	0	0	0	0
RETAINED EARNINGS	0	0	0	0	0	0	0	0	0	0	0	0	0
NET INCR / (DECR) IN CASH:	77,610	59,939	(691,201)	79,141	67,499	0	0	0	0	0	0	0	(407,012)

To: Housing and Redevelopment Authority

Prepared by: Grace Scoonover, Housing Policy & Grant Coordinator

Reviewed by: Grant Fernelius, CED Director
Steven Schmidt, Housing Manager

Item: **Resolution to approve CDBG 2025-2029 Consolidated Plan
substantial amendment**

1. Action Requested:

Approve attached resolution for CDBG 2025-2029 Consolidated Plan substantial amendment

2. Background:

The Community Development Block Grant (CDBG) is a federally funded program administered by the U.S. Department of Housing & Urban Development (HUD). Annually, the City of Plymouth HRA estimates the upcoming program year allocation and uses this estimate to create a draft Annual Action Plan. After HUD announces the actual award amounts, usually in April or May, HRA staff then update project allocations in the draft plan to reflect the actual allocation. These updates are made in accordance with contingency language in the Consolidated Plan. Staff are proposing to update this contingency language to simplify the allocation process and to more effectively utilize available funding.

The current CDBG 5-year Consolidated Plan began on July 1, 2025, and will end on June 30, 2030. Contingency language is located in sections SP-35 and AP-15 of the Plan. The current contingency language is outlined below:

“If the allocation amount is higher or lower than the anticipated figure, Plymouth will proportionally increase or decrease program funding accordingly to match actual allocation amounts. Subgrantee project funding will proportionally increase or decrease accordingly to maintain compliance with the public services cap.”

This method of even distribution among all projects can be inefficient. For example, the Fair Housing project has an annual allocation which is equal to the annual dues owed

to the Fair Housing Implementation Council (FHIC). Allocating additional funding for this project during a program year does not improve the effectiveness of the project and requires additional administrative work to correct the allocation.

The city's three directly administered CDBG programs, Housing Rehabilitation, First-Time Homebuyer, and Program Administration, can more easily adapt to allocation changes and more efficiently utilize all available funding. With a wide range of activity expenses, from \$7,500 emergency repair grants to \$40,000 loans for larger rehab projects, the Housing Rehabilitation program is especially adaptable to allocation changes. Staff recommends replacing the current contingency language with the following:

"If the actual allocation amount for a program year is higher or lower than the estimated allocation amount and the change is \$22,500 or less, the change will be added to or subtracted from the Housing Rehabilitation allocation. If the change is greater than \$22,500, the change will be applied evenly between the Housing Rehabilitation, First Time Homebuyer, and Program Administration allocations."

This method supports efficient use of funding and insulates amount-specific projects (such as the FHIC annual dues) from funding fluctuations. A change of \$22,500 or less would cover up to three additional or fewer Emergency Repair Grants for the Housing Rehabilitation project. A change greater than \$22,500 would be distributed across the three directly administered programs to avoid significantly disrupting Housing Rehabilitation if the allocation is less than estimated, and to provide all three projects with a useful increase if the allocation is more than estimated.

This update is considered a substantial amendment to the Consolidated Plan. The Citizen Participation Plan requires a 30-day public comment period for substantial amendments. The 30-day public comment period for this substantial amendment was from April 28, 2026 until May 28, 2026. No comments were received.

Staff recommends approval of Resolution 2026-02.

3. Budget Impact:

N/A

4. Attachments:

1. Resolution
2. 2025-2029 Consolidated Plan

CITY OF PLYMOUTH

HRA RESOLUTION 2026-02

A RESOLUTION TO APPROVE A SUBSTANTIAL AMENDMENT OF THE 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN

WHEREAS, the City of Plymouth (“City”) has delegated its responsibility for the expenditure of Community Development Block Grant (CDBG) funds to the HRA pursuant to the Management Services Agreement dated the 17th day of November, 1995, between the City and the HRA; and

WHEREAS, the City of Plymouth intends to submit a substantial amendment to the U.S. Department of Housing and Urban Development for the City of Plymouth’s 2025-2029 CDBG Consolidated Plan and held a duly constituted 30 day public comment period as required by its Citizen Participation Plan from April 28, 2026 to May 28, 2026; and

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF PLYMOUTH, MINNESOTA, that it hereby recommends that after the close of the public comment period and consideration of any comment received, the City Council authorize the City Manager to complete a substantial amendment to update the contingency language in the 2025-2029 Consolidated Plan for Community Development Block Grant funds from the U.S. Department of Housing and Urban Development to the following:

“If the actual allocation amount for a program year is higher or lower than the estimated allocation amount and the change is \$22,500 or less, the change will be added to or subtracted from the Housing Rehabilitation allocation. If the change is greater than \$22,500, the change will be applied evenly between the Housing Rehabilitation, First Time Homebuyer, and Program Administration allocations.”

Pending review of public comments and final approval by the City Council, the City of Plymouth will submit the substantial amendment to the U.S. Department of Housing and Urban Development.

Approved this 23rd day of July, 2026 by the Plymouth Housing and Redevelopment Authority.

James Williams, Chair

Grant Fernelius, Executive Director

Executive Summary

ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

1. Introduction

Plymouth is a Community Development Block Grant (CDBG) Entitlement Grantee and a member of the Hennepin County Consortium, which includes suburban Hennepin County as well as the cities of Bloomington, Eden Prairie, and Plymouth. This document contains those sections of the Consortium Consolidated Plan and Annual Action Plan with information specific to the City of Plymouth and its CDBG programs. The City of Plymouth will utilize CDBG funds to achieve the goals that best serve the housing and community development needs of the City and the Consortium.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

Plymouth will carry out activities that will provide for the preservation of the City's housing stock, improve housing affordability, provide essential social services, and support fair housing activities. The city will continue to provide 0% interest deferred loans for housing rehabilitation and first-time homebuyers city-wide. The City will also provide capital funding to assist with the improvement of residential public facilities for disabled individuals and with acquisition of property for inclusion in a community land trust. Lastly, the City will provide CDBG funds to support fair housing implementation.

3. Evaluation of past performance

The City of Plymouth has a long history of actively working to preserve and upgrade the condition of its housing, maintain housing affordability, and provide needed social services. The CDBG-funded single-family rehabilitation loan program (including lead-based paint abatement) and first-time homebuyer loan program have been successful and important parts of these efforts. Each year the city evaluates its performance relative to its Consolidated Plan goals through the Consolidated Annual Performance Evaluation Report (CAPER). As the 2024 program year comes to an end, the city continues to make progress toward meeting all its Consolidated Plan goals for the period from 2020-2024. The only exception is the number of households receiving first time homebuyer assistance, which has experienced limited activity due to a slowdown in the local housing market, changing lending criteria among first mortgage lenders, and high housing costs.

Fair Housing continues to be a focus of the City of Plymouth. In CDBG program year 2024, the Fair Housing Implementation Council funded three fair housing activities guided by the Analysis of

Impediments to Fair Housing. Activities from HOME Line, Affordable Housing Connections, and the Minnesota Homeownership Center were made available to City of Plymouth beneficiaries.

4. Summary of citizen participation process and consultation process

The City of Plymouth is part of the Hennepin County Consortium, and therefore the City's Action Plan is part of the Hennepin County Consortium Action Plan. The City has a Citizen Participation Plan that mirrors other Hennepin County Consortium members' Citizen Participation Plans, which calls for the Hennepin County Consortium Action Plan to be made available for public comment 30 days prior to its submission to HUD.

In addition to public hearings conducted by the County Board, the City of Plymouth Housing and Redevelopment Authority (HRA) will hold a public hearing to receive comments regarding the annual projects and activities to be funded. The public hearing was held on March 27, 2025 and asked the public to comment on the proposed activities. Notice of the public hearing was published in the official local newspaper on February 20, 2025 and on the City's website which offers translation services to the four most commonly spoken languages in the City – Hmong, Somali, Russian and Spanish. The City of Plymouth holds these public hearings at times and locations convenient to potential and actual beneficiaries.

Technical assistance is provided to any group representing very low and low-income persons that want to develop funding proposals for any of the programs covered by the Consolidated Plan. The City of Plymouth meets regularly with concerned agencies and groups to review and discuss affordable housing efforts and to identify ways in which the City of Plymouth can better serve the entire community with the resources available, including CDBG funding.

5. Summary of public comments

The City of Plymouth held a public hearing at the March 27, 2025 Housing & Redevelopment Authority meeting. Written comments were accepted from February 25, 2025 to March 27, 2025 and notice of the comment period and draft Action Plan was published in the official local newspaper on February 20, 2025, and on February 27, 2025. No comments were received during the public comment period or public hearing.

6. Summary of comments or views not accepted and the reasons for not accepting them

Comments may be made during the public comment period from February 25, 2025 to March 27, 2025 and may be made or presented at the public hearing on March 27, 2025. No comments or views were "Not Accepted."

7. Summary

The City of Plymouth will follow regulatory requirements as outlined in 24 CFR 91.105 Citizen Participation Plan to encourage participation from its citizens. The Public Comment Period and the

Public Hearing Notice will be initiated by posting notification in the local newspaper, on the city website, and by placing physical copies of the Annual Action Plan at the Plymouth Library, Plymouth Community Center, and City Hall.

Plymouth will carry out activities that will provide for the preservation of the City's housing stock, improve housing affordability, provide essential social services, and support fair housing activities. The City will continue to provide 0% interest deferred loans for housing rehabilitation and first-time homebuyers city-wide. The City will also provide capital funding to assist with the improvement of residential public facilities for disabled individuals and with acquisition of property for inclusion in a community land trust. Lastly, the City will provide CDBG funds to support fair housing implementation.

The Process

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	PLYMOUTH	Housing & Redevelopment Authority

Table 1– Responsible Agencies

Narrative

The City of Plymouth is a CDBG entitlement community. Plymouth is also a member of the HOME consortium of suburban Hennepin County. Therefore, the County serves as the lead agency in the overall development and submittal of the Consolidated Plan for participating jurisdictions, including CDBG grantees.

Consolidated Plan Public Contact Information

City of Plymouth Housing & Redevelopment Authority
Attn: Grant Fernelius, Executive Director
Phone: 763-509-5056; Email: gfernelius@plymouthmn.gov
3400 Plymouth Boulevard
Plymouth, MN 55447

PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

The development of the Hennepin County Consortium Consolidated Plan was led by Hennepin County. Because many of the agencies that work within the city also work county-wide, it was determined that only one contact needed to be made to these organizations. The responses in this section reflect the work completed by Hennepin County and outlined in the overall Consortium Consolidated Plan as well as work completed by the City of Plymouth.

These activities are coordinated by Hennepin County at the local level. One of Hennepin County's services to enhance coordination includes development of a unit to focus specifically on housing stability for all county clients. Their work is to develop strategies to enhance prevention, support, and development of housing to meet the needs of residents within the county. Additionally, the county works with the City of Plymouth to provide assistance through the Continuum of Care department which works with HOME funds and the Office to End Homelessness.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Where appropriate, staff refers organizations and service agencies to each other to coordinate efforts. The City of Plymouth coordinates with programs such as PRISM's Housing Program which helps to make emergency payments to keep residents in their homes for a short period of time. The City also works with IOCP to refer residents to their Neighborhood Program which aims to build healthy, connected neighborhoods that can assist one another. The City coordinates with SCS's HOME program, which provides low barrier essential services related to home maintenance and accessibility to the City's senior residents. The City of Plymouth also works to connect residents who are in need of legal advice with tenant advocacy groups such as HOME Line.

In addition to collaboratively working with these service agencies, the City has a close relationship with Hennepin County and refers any resident that may have additional home or mental health needs to a network of people within the County that are equipped to address issues that may arise for Plymouth residents. The City of Plymouth also works with residents through the public safety department and the code enforcement department to assist in getting residents the help they may need. Lastly, City staff regularly encourage residents and prospective residents to utilize Housing Link as a general tool to assist with finding additional resources and affordable housing.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Minneapolis/Hennepin County Continuum of Care (CoC) & Hennepin's Housing Stability department convene CoC members around specific target populations and intervention types to coordinate and develop new collective strategies to make homelessness rare, brief and non-recurring. The CoC's Lived Experience Advisory Group (LEAG) and Youth Action Board (YAB) bring together people with lived experience of homelessness to weigh in on strategies. The CoC's Executive Committee supports these strategies, and the Funding Committee evaluates existing and proposed projects for service and reallocates funds to meet emerging needs. Both LEAG and YAB participate in funding decisions relating to Federal, State and County funds and hiring decisions within Hennepin County's Housing Stability Area.

All homeless designated housing programs that receive public funding are required to fill all vacancies through the Coordinated Entry System (CES). The CES system prioritizes veterans, chronically homeless persons and families, people with disabilities and those who have the longest histories of homelessness and medical fragilities. The process also assesses household preferences to support the best match between person and program.

Hennepin County has very few homeless families that meet the HUD definition of chronic homelessness due to successes of our system. During the pandemic, the County saw significant fluctuation in family shelter demand. In response, Hennepin County has expanded family shelter capacity, created a new team of housing focused case workers for families and invested in a 'surge' of additional rapid rehousing in response to these pressures.

For single adults, Housing Stability has developed a by-name list of those who meet requirements of chronic homeless status. Since June 2017, when this approach began, over 1,600 chronically homeless people – with an average experience of four years homelessness each – were housed with a 93% retention rate.

The State of Minnesota adopted a by-name registry for veterans in 2015 and Hennepin County CoC actively participates in registry meetings and a by-name approach. In 2024, Hennepin County declared that it had, in fact, reach functional zero for veteran homelessness.

The youth-specific crisis response system in Hennepin CoC consists of multiple access points (crisis line, website and mobile app, drop-in centers, and street and school outreach), prevention services, youth-specific Emergency Shelter beds, Rapid ReHousing / Transitional Housing beds, Host Homes and Permanent Supportive Housing units. HUD selected Hennepin County as a youth Homeless Demonstration Program site in 2021 to leverage an additional \$3.5m in HUD Continuum of Care funding over a two-year period in support of the vision and goals developed with leadership from our Youth Action Board.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

Plymouth does not receive ESG funds.

Hennepin County HHS Housing Stability Division is the Collaborative Applicant for the Minneapolis/Hennepin County Continuum of Care (CoC). The Continuum of Care Coordinator and CoC planning staff work with Hennepin County ESG staff to comply with the CoC regulations set forth in 578.7 & 578.95 by: 1) Establishing a CoC Governing board with both Hennepin CoC and ESG staff included in the membership. 2) Conduct an annual Needs & Gaps Analysis to establish priority populations and needs based on data to inform funding decisions. 3) Establish CoC Written Standards for providing CoC assistance. 4) Designate and Operate an HMIS system. 5) Established working committees that focus on all 6 components of our homeless response system to assure alignment across CoC and ESG resources for each. In addition, Hennepin County has research staff dedicated to monitoring homelessness trends and outcomes.

ESG funds are awarded based on a request for proposal process that is combined with other homeless assistance funds to maximize coordination and results. CoC Operating Board members regularly sit on funding approval committees for ESG and other funds. On behalf of this jurisdiction, the CoC funds the administration and works closely with the HMIS system administrator to implement HMIS data standards. The CoC and ESG jurisdictions contribute to our statewide HMIS system with a 2 percent contribution to assist with HMIS Data Standards compliance for CoC and ESG funded projects. The CoC holds an annual meeting to solicit feedback from community members, providers, and policy makers on the gaps and challenges facing the community and hosts extensive focus groups and community conversations with people who are experiencing homelessness.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2– Agencies, groups, organizations who participated

1	Agency/Group/Organization	HOME Line
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	HOME Line was consulted through the Hennepin County Consortium Consolidated Plan process and the city's annual non-profit funding review. The consultation confirmed an ongoing need for legal advocacy services for low/moderate income tenant households in Plymouth and suburban Hennepin County. See narrative in AP-85.
2	Agency/Group/Organization	People Responding in Social Ministry
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	PRISM was consulted through the Hennepin County Consortium Consolidated Plan process and the city's annual non-profit funding review. The consultation confirmed an ongoing need for emergency housing assistance and homelessness prevention services for low/moderate income households in Plymouth and suburban Hennepin County. See narrative in AP-85.
3	Agency/Group/Organization	Lutheran Social Services of MN
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Lutheran Social Services was consulted through the Hennepin County Consolidated Plan process and the city's annual non-profit funding review. The consultation confirmed an ongoing need for housing counseling for low/moderate income households in Plymouth and suburban Hennepin County. See narrative in AP-85
4	Agency/Group/Organization	Hammer Residences
	Agency/Group/Organization Type	Housing Services-Persons with Disabilities

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Hammer Residences was consulted through the Hennepin County Consolidated Plan process and the city's annual non-profit funding review. The consultation confirmed an ongoing need for rehabilitated rental housing for low/moderate income households with development disabilities in Plymouth and suburban Hennepin County. See narrative in AP-85.
5	Agency/Group/Organization	Senior Community Services (SCS)
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	SCS was consulted through the Hennepin County Consolidated Plan process and the city's annual non-profit funding review. The consultation confirmed an ongoing need for household maintenance assistance for low/moderate income senior households in Plymouth and suburban Hennepin County. See narrative in AP-85.
6	Agency/Group/Organization	City of Plymouth
	Agency/Group/Organization Type	PHA Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Housing Choice Voucher (HCV) Department(which acts as the PHA for the City of Plymouth) was consulted throughout the needs assessment and goal setting process for the Consolidated Plan. Additionally, HCV staff are consulted periodically to identify local housing needs. Staff will refer residents to HousingLink to assist with finding housing and anticipate higher outcomes of finding housing that fits their needs.

7	Agency/Group/Organization	City of New Hope
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In addition to participating in the Consortium survey, the City of New Hope and Plymouth city staff regularly discuss community development and housing needs. Consultation will help develop Priority Needs and Goals.
8	Agency/Group/Organization	City of Maple Grove
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In addition to participating in the Consortium survey, the City of Maple Grove and Plymouth city staff regularly discuss community development and housing needs. Consultation will help develop Priority Needs and Goals.
9	Agency/Group/Organization	MINNETONKA
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In addition to participating in the Consortium survey, the City of Minnetonka and Plymouth city staff regularly discuss community development and housing needs. Consultation will help develop Priority Needs and Goals.

10	Agency/Group/Organization	METROPOLITAN COUNCIL HOUSING & REDEVELOPMENT AUTHORITY
	Agency/Group/Organization Type	Housing PHA Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Plymouth and the Metropolitan Council regularly coordinate and communicate regarding economic/community development and affordable housing issues including coordination between the Housing Policy Plan and the Consolidated Plan. Goals in the Consolidated Plan may overlap with Metropolitan Council affordable housing goals for cities.

11	Agency/Group/Organization	Office to End Homelessness
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - Federal Other government - County Other government - Local Regional organization Planning organization Business Leaders Civic Leaders Business and Civic Leaders Foundation Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Office to End Homelessness has played a key role in the development of all housing and homeless-related sections of the plan. Coordination will continue throughout the plan.

12	Agency/Group/Organization	Hennepin County Human Services and Public Health Department
	Agency/Group/Organization Type	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - Federal Other government - State Other government - County Other government - Local Regional organization Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consortium staff meets with staff from Hennepin County Human Services and Public Health Department (HSPHD) regarding market conditions, housing needs, gaps in service, and recommendations for priorities. Additionally, HSPHD staff participates in HOME application reviews.

Identify any Agency Types not consulted and provide rationale for not consulting

Plymouth was actively involved in the Consortium consultation, development, and citizen participation process led by Hennepin County for the 2025-2029 Consolidated Plan. All agency types were consulted through the Consortium's Consolidated Plan development and goal-setting process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Hennepin County	The Plymouth CDBG Action Plan and Five-Year Consolidated Plan identified homelessness prevention activities as important goals. This includes direct homelessness prevention housing assistance as well as foreclosure prevention counseling and tenant advocacy to prevent eviction.
Comprehensive Plan	City of Plymouth	The Plymouth CDBG Action Plan and Five-Year Consolidated Plan have significant overlap with the Plymouth Comprehensive Plan. In particular, both the CDBG Action Plan and the Housing section of the Comprehensive Plan identify several goals related to providing affordable and well-maintained housing that is accessible for all income levels, household types, and life cycle stages.
Metropolitan Council	Metropolitan Council	The Plymouth CDBG Action Plan and Five-Year Consolidated Plan have overlap with the Housing Policy Plan. Both plans identify priorities related to maintaining existing affordable housing stock and providing a mix of affordable housing options for households of all life stages and economic means.

Table 3– Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

Narrative

PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Plymouth is part of the Hennepin County Consortium, and therefore the City's Action Plan is part of the Hennepin County Consortium Action Plan. The City has a Citizen Participation Plan that mirrors other Hennepin County Consortium members' Citizen Participation Plans, which calls for the Hennepin County Consortium Action Plan to be made available for public comment 30 days prior to its submission to HUD.

The Consortium supports and encourages the participation of citizens, community groups, and other interested agencies both in the development and the evaluation of the Plan's programs and activities. The Hennepin County Consortium worked with area community-based organizations to obtain input from residents through an online survey. Plymouth advertised the survey through its website, social media, and email. In December of 2024, Plymouth staff attended a Hennepin County Consortium meeting to review survey findings and discuss results from the county's community engagement processes as well as market data and trends, to inform goal-setting.

In addition to public hearings conducted by the County Board and the September 26, 2024 public hearing for the 2023 CAPER, the City of Plymouth held a public hearing to receive comments regarding the annual projects and activities to be funded. The Plymouth Housing and Redevelopment Authority held a public hearing on March 27, 2025 and asked the public to comment on the proposed activities. The City of Plymouth holds these public hearings at times and locations convenient to potential and actual beneficiaries. Notice of the public comment period and the public hearing was published in the official local newspaper on February 20, 2025, and on February 27, 2025, as well as posted on the City website. Written comments were accepted from February 25, 2025 to March 27, 2025 prior to the City of Plymouth City Council authorization of the 2025 Annual Action Plan on April 8, 2025.

No comments were received during the public hearing or comment period. Any comments received would have been evaluated by staff, and amendments to the goals of the Plan would have been considered if warranted. Any resulting changes to Plan goals would have been made in accordance with the procedures outlined in the City's Citizen Participation Plan. Plymouth will consider any future comments received from the public during the 5-Year Consolidated Plan period, either informally or through the formal citizen participation process associated with each Annual Action Plan.

Plymouth’s citizen participation process includes an RFP process that allows non-profit agencies to apply for CDBG funding. Notice was published in the Sun Sailor on November 28, 2024, requesting CDBG public service proposals. Technical assistance is provided to any group representing very low and low-income persons that want to develop funding proposals for any of the programs covered by the Consolidated Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	N/A	No comments were received	N/A	
2	Newspaper Ad	Non-targeted/broad community	N/A	No comments were received	TBD	
3	Internet Outreach	Non-targeted/broad community	N/A	No comments were received	N/A	https://www.plymouthmn.gov/departments/community-economic-development/housing

Table 4– Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The City of Plymouth, through its Comprehensive Plan, Housing Goals/Housing Action Plan with the Metropolitan Council, and annual CDBG Action Plan, regularly reviews the city's housing and community development needs.

If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))

NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Due to a growing population and continued new residential development, the City is in need of new public facilities, schools, and park space. However, these Public Facility needs will be met through local funding sources. Plymouth has a park dedication fee associated with new developments so that additional park space may be created in conjunction with the addition of new households to the City. Other public facility needs are met through local funding sources such as property taxes.

How were these needs determined?

The needs were determined through a capital improvement plan, which is based upon city staff technical expertise, input from elected officials, and resident input.

Describe the jurisdiction's need for Public Improvements:

The city maintains a comprehensive capital improvement plan where public improvements such as roadways, trails, and sewers are identified for maintenance and repair or for expansion. This 5-year plan outlines when those improvements will take place, as well as the source of their funding. These needs are currently met by local funding sources including user fees and property taxes.

How were these needs determined?

The needs were determined through a capital improvement plan, which is based upon city staff technical expertise, input from elected officials, and resident input.

Describe the jurisdiction's need for Public Services:

Public services for low-income households are needed to address a wide variety of high priority needs such as fair housing, homeownership programs, emergency assistance, homelessness prevention, senior services, counseling for at-risk youth, and other support services.

How were these needs determined?

Social service organizations and agencies serving residents in the City of Plymouth were consulted regarding the current and future needs for Public Services. Because these organizations interact with persons and households in need of public services on a daily basis, they have first-hand knowledge of the need present in the community as well as insight on trends in how needs in the community are

changing. Additionally, the Hennepin County Consortium conducted a survey with public service agencies and established need based upon a number of criteria more specifically described in the Hennepin County section of this plan.

Based on the needs analysis above, describe the State's needs in Colonias

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The City of Plymouth, through its Comprehensive Plan and Housing Goals/Housing Action Plan with the Metropolitan Council, regularly reviews the market. The review helps the city to determine what areas it needs to focus on in order to make housing and other services available to all residents of the community.

MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

This section relates to non-housing community development assets. Cities seeking assistance under the CDBG program are required to provide a concise summary of the priority non-housing community development needs eligible for assistance under CDBG eligibility categories, in accordance with a table prescribed by HUD.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	0	0	0	0	0
Arts, Entertainment, Accommodations	0	0	0	0	0
Construction	0	0	0	0	0
Education and Health Care Services	0	0	0	0	0
Finance, Insurance, and Real Estate	0	0	0	0	0
Information	0	0	0	0	0
Manufacturing	0	0	0	0	0
Other Services	0	0	0	0	0
Professional, Scientific, Management Services	0	0	0	0	0
Public Administration	0	0	0	0	0
Retail Trade	0	0	0	0	0
Transportation and Warehousing	0	0	0	0	0
Wholesale Trade	0	0	0	0	0
Total	0	0	--	--	--

Table 5 - Business Activity

Data Source Comments: 2011-2015 ACS (Workers), 2015 Longitudinal employer-household dynamics (jobs)

Labor Force

Total Population in the Civilian Labor Force	42,675
Civilian Employed Population 16 years and over	41,785
Unemployment Rate	1.50
Unemployment Rate for Ages 16-24	0.00
Unemployment Rate for Ages 25-65	0.00

Table 6 - Labor Force

Data Source Comments: DP03 2023 ACS 1-Year estimates data profiles

Occupations by Sector		Number of People
Management, business and financial	0	
Farming, fisheries and forestry occupations	0	
Service	0	
Sales and office	0	
Construction, extraction, maintenance and repair	0	
Production, transportation and material moving	0	

Table 7 – Occupations by Sector

Data Source Comments: DP03 2023 ACS 1-Year estimates data profiles

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	24,131	75%
30-59 Minutes	7,559	24%

Consolidated Plan

PLYMOUTH

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Travel Time	Number	Percentage
60 or More Minutes	314	1%
Total	32,004	100%

Table 8 - Travel Time

Data Source Comments:

B08303 2023 ACS 1-Year Estimates Detailed Tables

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	461	39	281
High school graduate (includes equivalency)	2,717	73	751
Some college or Associate's degree	7,171	368	1,394
Bachelor's degree or higher	26,778	244	2,670

Table 9 - Educational Attainment by Employment Status

Data Source Comments:

B23006 2023 ACS 5-Year estimates detailed tables

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	0	91	0	149	68
9th to 12th grade, no diploma	843	85	291	328	150
High school graduate, GED, or alternative	906	1,118	580	1,788	2,101
Some college, no degree	1,053	1,372	1,557	2,262	2,656
Associate's degree	342	585	895	1,195	731
Bachelor's degree	837	4,022	4,484	7,163	4,308
Graduate or professional degree	0	1,113	4,005	7,101	3,031

Table 10 - Educational Attainment by Age

Consolidated Plan

PLYMOUTH

25

Data Source Comments:

B15001 2023 ACS 1-Year estimates subject tables

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	40,015
High school graduate (includes equivalency)	45,527
Some college or Associate's degree	53,468
Bachelor's degree	95,720
Graduate or professional degree	110,368

Table 11 – Median Earnings in the Past 12 Months

Data Source Comments:

S1501 2023 ACS 5-Year Estimates Subject Tables

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The largest employment sectors for jobs located within the City of Plymouth are Manufacturing (24% of jobs), Professional/Scientific/Management Services (16% of jobs) and Wholesale Trade (16% of jobs). The major employment sectors for employed residents living within the City of Plymouth are Professional/Scientific/Management Services (19%), Education and Healthcare Services (18%), and Finance, Insurance & Real Estate (14%).

Describe the workforce and infrastructure needs of the business community:

The business community in Plymouth requires a diverse workforce due to the broad array of industry types located in Plymouth, ranging from Manufacturing and Wholesale Trade to Professional, Scientific and Management Services. The business community thus requires a workforce with a mix of skills, training and education. The data above indicates Plymouth has a larger share of jobs in Manufacturing and Wholesale Trade than employed residents who work in those industries. In other words, employees at Manufacturing and Wholesale Trade jobs located in Plymouth are generally commuting in from other communities. This may indicate a need for additional workforce housing options in Plymouth.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

Several of Plymouth's small and mid-size manufacturing companies are planning expansions in the near future, as evidenced by planning and building permit applications received within the last 12 months. These employment expansions will result in the addition of new jobs in the City of Plymouth. Major and minor employment expansions may create additional need for transportation infrastructure, workforce development, and workforce housing.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The skills and education of the current workforce generally correspond well to the employment opportunities within the City and in nearby communities. Overall unemployment within the City of Plymouth is 1.5%. While this represents a decrease since the previous Consolidated Plan period, there is still a need for a.) educational and workforce development opportunities for high-school and college-age workers, and b.) more entry-level employment opportunities.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Workforce training initiatives in Plymouth are generally provided by County and State agencies.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

N/A

Discussion

The City of Plymouth is generally characterized by low unemployment rates and stable, diverse, and growing business/employment across a variety of industry types. Due to a limited annual CDBG allocation and the extensive regulatory requirements associated with federally-assisted economic development activities, the City of Plymouth has prioritized utilizing its CDBG resources for activities which improve housing and provide public services for LMI households, rather than for economic development activities. However, the City of Plymouth does pursue other resources to achieve its economic development goals when appropriate, such as tax increment financing (TIF) for workforce housing and State grants to support employment expansion.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

For the purposes of this section, "concentration" is defined as census tracts where more than 40% of low- and moderate-income (LMI) households experience multiple housing problems. The most common housing problem among LMI households in Plymouth is cost burden, which is common to LMI households across the City. Problems of overcrowding and substandard housing are not common in Plymouth. There are no census tracts in Plymouth where more than 40% of LMI households experience overcrowding or substandard housing. Thus, there are no areas in Plymouth that meet the above definition of concentration of multiple housing problems. Rather, it is accurate to say the problem of cost-burden is prevalent among LMI households in all areas of the City and is not specific to any particular geographic area.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

The Consolidated Plan regulations require that grantees define the term "area of minority concentration" and then identify and describe those areas in the jurisdiction that meet the definition. For the purposes of this section, "area of minority concentration" is defined as a census tract containing more than 40% of households which are of racial or ethnic minorities. As displayed in the maps below based on American Community Survey data provided by HUD, two census tracts in Plymouth have areas of minority concentration.

The Consolidated Plan regulations also require that grantees define the term "area of low-income concentration" and then identify and describe those areas in the jurisdiction that meet the definition. For the purposes of this section "area of low-income concentration" is defined as a census tract containing more than 40% of households which are low-income. As displayed in the below maps based on American Community Survey data provided by HUD, Plymouth does not have any areas where low-income families are concentrated.

What are the characteristics of the market in these areas/neighborhoods?

N/A - there are no areas in Plymouth where households with multiple housing problems are concentrated, nor any areas where low-income families are concentrated.

Are there any community assets in these areas/neighborhoods?

N/A - there are no areas in Plymouth where households with multiple housing problems are concentrated, nor any areas where low-income families are concentrated.

Are there other strategic opportunities in any of these areas?

N/A - there are no areas in Plymouth where households with multiple housing problems are concentrated, nor any areas where low-income families are concentrated.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Broadband connections are considered critical and in fact typical in today's world. Broadband provides low- and moderate-income households with the resilience to overcome hardship by giving them the opportunity to stay connected to job resources, work from home, and enjoy the same network opportunities nearly all others enjoy. Broadband access, electronic hardware and technological literacy are all necessary so that every Plymouth resident and organization can participate and succeed in the global community.

According to the 2020 ACS 5-year data profile, 92.7% of Plymouth residents have a computer while 87.0% have a broadband internet connection. In Minnesota, households with lower incomes are less likely to have a broadband subscription at home, hurting their ability to complete homework, search for better jobs, and stay connected to the world. According to data from the Federal Communications Commission, households in all areas of suburban Hennepin County are served by at least two fixed residential broadband providers. Further, 98.5% of the population is served by at least three providers. Access to broadband provider options is not clearly associated with low and moderate-income neighborhood clusters, in suburban Hennepin County and by extension, Plymouth.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

By having options for residents, this brings competition to the service. During 2025, broadband providers are installing fiber-optic cable in neighborhoods throughout Plymouth to provide faster internet service to all residents.

Under federal law, the City and the Federal Communications Commission (FCC) are prevented from regulating cable rates. It would take federal legislation to change that situation. The FCC believes that as competition and choices expand, consumers will have access to more services and that prices will eventually be controlled by competition.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

In 2018, Hennepin County's Emergency Management division put together a hazard mitigation plan, which includes Plymouth in its scope. The risk assessment process measures the potential loss to a community, including loss of life, personal injury, property damage and economic injury resulting from a hazard event. The risk assessment process allows a community to better understand their potential risk and associated vulnerability to natural, intentional human-caused and unintentional human-caused hazards. The planning process identified the following consequences could be expected with climate change across Hennepin County:- Less reliable and more dangerous lake ice- More periods of bare/snow-free ground, allowing frost to penetrate to great depths during cold outbreak- Expansion of the heavy rainfall season, leading to enhanced peak stream flows, and altered timing of normal flow regime- Increased runoff and flash-flooding as the largest events intensify and become more common- Water infrastructure damage from intense rainfall events- Agricultural stress, from shifting crop ranges, heat, drought, extreme rainfall- More days with high water vapor content and heat index values- Greater summer cooling costs, more days requiring cooling- New invasive species, both terrestrial and aquatic, especially those acclimated to warmer climates or those that were cold weather limited.- Hyper-seasonality as warm conditions develop during the off-season, leading to bouts of heavy rainfall or severe weather, followed by wintry conditions- Increase in frequency of freeze-thaw cycles, as winter is increasingly infiltrated by warm conditions. Data from Minnesota's State Climatology Office already show a clear pattern of increasing temperatures at night and in winter -- and larger, more frequent extreme precipitation events. The Twin Cities metro area, including Hennepin County, is already seeing substantial warming during winter and at night, increased precipitation, and heavier downpours. State climatologists project that the decades ahead will bring even warmer winters, warmer summer nights, and even larger rainfalls, along with the likelihood of increased summer heat and the potential for longer dry spells. The City of Plymouth is the lead organization for hazard mitigation, management of flood prone areas, and emergency management as it relates to the CDBG program overall and for each environmental review processed.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Water as a resource has critical importance in guaranteeing a high quality of life. Coordination regarding decisions about supply, surface water management, handling of wastewater, and related issues in land use, transportation, and housing necessitate a holistic approach to water management. While the City has not performed a formal analysis of the impact of climate change on low/mod income housing, it is very proactive, collaborative, and forward thinking in water management planning and execution, and quickly reactive when conditions become a problem for any residential facility.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The City of Plymouth will award the majority of the public/social services funds to activities that meet a high priority need from the 2025-2029 Consolidated Plan. Remaining funds will be allocated to the secondary priority activities with focus on targeting greatest needs.

Highest Priority Public Service Activities of the City of Plymouth

- Homelessness Prevention and Support Services (supportive services to prevent homelessness that may include financial assistance of up to three consecutive months of financial assistance for housing and related costs)
- Activities for households with incomes below 80% AMI

Secondary Priority Public Service Activities of the City of Plymouth

- Senior Services
- Tenant Advocacy and counseling
- Financial Literacy and counseling

Other than public service activities, Plymouth has identified overarching Priority Needs which include:

- Preserve and Create Multifamily Rental Opportunities
- Preserve and Create Single Family Homeownership Opportunities
- Promote Education, Outreach, and Services

All activities must promote equal access to all members of our community and people with low and moderate incomes.

To address these Priority Needs, the city has identified a series of goals, including the following:

- Homeowner rehabilitation assistance
- Direct homebuyer assistance
- Facilities for Persons with Disabilities
- Homeowner education
- Senior services
- Homelessness prevention
- Tenant counseling
- Homeownership Creation

SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

Geographic Area

Table 12 - Geographic Priority Areas

1	Area Name:	City of Plymouth
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Housing
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the state

The Plymouth CDBG programs will be available to low/moderate income households city-wide and will not be geographically targeted. Plymouth's CDBG programs are provided on a limited clientele basis (available to all qualifying households in the City) rather than an area-benefit basis (principally benefitting or available only to households within a specific area). Because the housing problems such as cost-burden are experienced by LMI households across the City and are not concentrated to any particular areas, Plymouth makes its CDBG programs available to LMI households city-wide.

SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 13 – Priority Needs Summary

1	Priority Need Name	Preserve/Create Multifamily Rental Opportunities
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities
	Geographic Areas Affected	City of Plymouth
	Associated Goals	Facilities for persons with disabilities
	Description	The high proportion of extremely low and low-income renter households with housing problems that are severely cost burdened indicates a significant need for new affordable rental units, as well as a need to preserve existing publicly subsidized units that are in jeopardy of losing assistance. The goals reflect the economic realities of the financial structures of rental housing development. While serving very low-income households is the highest priority, it is difficult to exclusively serve this target population, therefore serving low-income renters is also a high priority.
	Basis for Relative Priority	Due to extremely low vacancy rates, and high levels of cost burdened households (as identified in the Needs Analysis section of this plan), the development of multifamily housing is a high priority. Community partners and consulted agencies universally rated affordable rental housing as a high priority need in the survey and meetings.
2	Priority Need Name	Preserve/Create Single Family Homeownership
	Priority Level	High

	Population	Extremely Low Low Moderate Large Families Families with Children Elderly
	Geographic Areas Affected	City of Plymouth
	Associated Goals	Homeowner rehabilitation assistance Direct homebuyer assistance Homeownership creation
	Description	This need includes the following: • Rehabilitation assistance for homeowners which provides low interest loans for the rehabilitation of owner-occupied housing. • Property acquisition/rehabilitation/construction of single family housing to be occupied by homeowners. • Direct homebuyer assistance to bridge the gap between a mortgage a household can afford and the cost of the home.
	Basis for Relative Priority	The Consortium rated preserving existing and creating ownership housing as high priority need in the survey and in meetings. Affordable homeownership is also rated as a high priority need by the city. Extremely low and low-income households are the priority population. Homeowner rehab is a priority to those at extremely low, very low and low incomes who may not otherwise be able to make health and safety renovations to their homes. The high proportion of Consortium low-income owner households that have needed housing repairs and improvements are severely cost burdened. A significant need for affordable assistance to owners to remain in their homes and maintain the housing stock was recognized by the Consortium as a Priority Need. This need was also echoed through citizen participation and consultation.
3	Priority Need Name	Education, outreach and services.
	Priority Level	High

	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	City of Plymouth
	Associated Goals	Homeowner education Senior services Homelessness prevention Tenant counseling

	Description	Education, outreach, and social services, include supportive service needs of persons who are not homeless. There is a continued need to support a variety of education, outreach and services activities (public services), including: • Fair housing activities • Financial literacy • Tenant advocacy • Homelessness prevention and support services • Emergency assistance • Senior center programming • Senior services
	Basis for Relative Priority	The Consortium reviewed the city and community partner education, outreach and services survey results and its experience with implementation of the prior Five Year Consolidated Plan. Goals were established based upon a number of criteria, including: • Impact on a large number of low-income households • Unique needs of particular geographic areas and/or populations • Ability of CDBG funds to leverage other public and private funding sources • The absence (or loss) of other funding sources • The past success of projects and activities in meeting the needs of their clients • The support of the community for these projects and activities These types of services were deemed to be a high priority by our partners and help support the needs of income-eligible residents throughout the City.
4	Priority Need Name	Neighborhood Revitalization
	Priority Level	Low
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	City of Plymouth

	Associated Goals	Homeowner rehabilitation assistance Direct homebuyer assistance Facilities for persons with disabilities
	Description	This need includes the following: • Acquisition or demolition of blighted properties • Code enforcement • Build or improve public facilities/infrastructure
	Basis for Relative Priority	The Consortium reviewed city and community partner survey neighborhood revitalization results and its experience with implementation of the prior Five Year Consolidated Plan. Goals were established based upon a number of criteria, including: • Impact on a large number of low-income households • Unique needs of particular geographic areas and/or populations • Ability of CDBG funds to leverage other public and private funding sources • The absence (or loss) of other funding sources • The past success of projects and activities in meeting the needs of their clients • The support of the community for these projects and activities Neighborhood revitalization activities were deemed to be a high priority by the Consortium as a whole. However, the City of Plymouth has a lesser need for these activities based upon the above criteria, so this need is given a lower priority in the portion of the Plan specific to Plymouth.
5	Priority Need Name	Housing Opportunities for Homeless Populations
	Priority Level	High
	Population	Extremely Low Chronic Homelessness
	Geographic Areas Affected	City of Plymouth
	Associated Goals	Homelessness prevention Tenant counseling
	Description	Support stabilization of households at risk of homelessness through supportive services, tenant advocacy, and emergency rental assistance.

	Basis for Relative Priority	The city of Plymouth does not have a chronically homeless population. However, there are residents of Plymouth who are at risk of becoming homeless. Relevant services, such as one-time rental assistance are available through PRISM, IOCP, HOME Line, and LSS to prevent households from becoming homeless.
6	Priority Need Name	Economic Development
	Priority Level	Low
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	City of Plymouth
	Associated Goals	Direct homebuyer assistance Homeowner education
	Description	Economic development strategies, including business assistance, improve the local economy and expand economic opportunities.
	Basis for Relative Priority	The Consortium reviewed data and city/community partner economic development survey results. Economic development priorities established by HUD were also considered. Goals were established based upon a number of criteria, including: • Impact on a large number of low-income households • Unique needs of particular geographic areas and/or populations • Ability of CDBG funds to leverage other public and private funding • The absence (or loss) of other funding sources • The past success of projects and activities in meeting the needs of their clients • The support of the community for these projects and activities Economic development activities were deemed to be a high priority by our partners and help expand economic opportunities. The City of Plymouth has a lesser need for these activities based upon the above criteria, so this need is given a lower priority in the portion of the Plan specific to Plymouth.
7	Priority Need Name	Fair Housing
	Priority Level	High

	Population	Extremely Low Low Moderate
	Geographic Areas Affected	City of Plymouth
	Associated Goals	Fair Housing
	Description	The City of Plymouth works with the Fair Housing Implementation Council (FHIC) to identify and address fair housing needs throughout the metro area, with specific focus on Plymouth.
	Basis for Relative Priority	Fair Housing is a high priority for the city due to the many issues that low and moderate income renters face.
8	Priority Need Name	Administration
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	City of Plymouth
	Associated Goals	Administration
	Description	Administer the CDBG program and coordinate funding for all activities that receive funding through the City of Plymouth.
	Basis for Relative Priority	The relative priority for program administration is high due to the necessity of coordination of the city's CDBG program.

Narrative (Optional)

The City of Plymouth set five-year Priority Needs based on:

- Data described throughout the plan
- Regional Analysis of Impediments

- Resources available to meet the priorities
- Input from the Citizen Participation/consultation process
- Consideration of the high priorities already established by HUD and Consortium members in various plans, such as the Continuum of Care and Heading Home Hennepin.

The Plan uses the CDBG definitions as described below:

- Extremely low-income: Households earning up to and including 30% of area median income.
- Low-income: Households earning between 31% up to and including 50% of area median income.
- Moderate-income: Households earning between 51% up to and including 80% of area median income.

The City of Plymouth has established goals based on current funding resource allocations remaining constant over the 5-year period.

The Priority Levels for the Needs listed above were established based on Hennepin County Consortium's Scope of Services, the community consultation, needs assessment, and market analysis processes described within this plan. Additionally, the historical outcomes of the City's CDBG and other housing and economic development programs.

SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

Introduction

During the 2025 program year, the city anticipates receiving an annual allocation of \$255,820 and \$80,000 in program income for a total available funding amount of \$335,820.

The city expects to receive approximately \$320,000 per year in CDBG funds from 2025-2029. This includes an estimated \$240,000 allocation and \$80,000 of program income.

If the allocation amount is higher or lower than the anticipated figure, Plymouth will proportionally increase or decrease program funding accordingly to match actual allocation amounts. Subgrantee project funding will proportionally increase or decrease accordingly to maintain compliance with the public services cap.

The Plymouth HRA intends to pursue all possible resources to address its planned 2025 program year activities. The following list provides information on other sources of funds that are used for community development and housing programs within the City of Plymouth.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	255,820	80,000	0	335,820	1,280,000	For the 2025 CDBG program year, Plymouth anticipates a CDBG allocation of \$255,820. Additionally, \$80,000 of program income is anticipated. For the remainder of the 5-year Consolidated Plan period, Plymouth estimates an annual CDBG allocation of \$240,000, based on funding trends. Program income of \$80,000 is projected annually. Prior Year Resources were noted in the DRAFT Consolidated Plan and Annual Action Plan in error. The numbers were updated to be accurate.
LIHTC	public - federal	Housing	0	0	0	0	0	The HRA has been working with several private developers to utilize this resource to create new affordable apartment units. The HRA will continue to pursue opportunities to use LIHTC when possible.
Section 8	public - federal	Admin and Planning Housing	0	0	0	0	0	Currently the Plymouth HRA has funding for 250 vouchers (including 40 vouchers for non-elderly disabled and 10 VASH vouchers). There are another 100 voucher holders residing in Plymouth who ported in from other jurisdictions.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Tax Exempt Bond Proceeds	public - local	Housing	0	0	0	0	0	Since 1995, the City has issued \$58,795,000.00 in tax-exempt housing revenue bonds and \$7,290,000.00 in taxable housing revenue bonds for the acquisition, re-financing and/ or renovation of 893 rental apartments. The City required that the owners make a certain percentage of their units affordable to and occupied by low-income households or make an annual payment for the life of the bonds to the HRA's Affordable Housing Account. As a result, 220 of these units are affordable to low-income renters.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Tax Increment Financing	public - local	Housing	0	0	0	0	0	The City's Tax Increment Housing Assistance Program (TIHAP) makes excess Tax Increments from existing and future Tax Increment Districts in the City available for eligible affordable housing developments. Since 1998 the City and HRA have established seven tax increment financing districts and secured 213 units of affordable housing ranging in affordability between households at or below 30% to 60% AMI. The City will consider the creation of additional TIF districts as appropriate to assist with development of affordable housing units to supplement outside funding.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Housing	0	0	0	0	0	Minnesota Housing Finance Agency (MHFA): This agency provides first time homebuyer programs, housing rehabilitation programs, and development and redevelopment financing through their Consolidated RFP process. The HRA also developed a partnership in 2003 with the Center for Energy and Environment (CEE) pertaining to the MHFA Fix-Up Fund and MHFA Deferred Loan Program. While CEE remains the approved lender for the Fix-Up Fund, the HRA works in collaboration with them in marketing the program.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Economic Development	0	0	0	0	0	Plymouth Economic Development Fund (PEDF): The Fund was capitalized from the first \$100,000 in principal plus interest to be paid by Value Rx in repayment of a loan from the Minnesota Department of Trade and Economic Development's (DTED) Economic Recovery Program (ERP). The PEDF allows the HRA to provide loans at favorable terms for business activities in the City that could create new jobs, increase the tax base, or leverage other needed economic development funds. The City has issued one loan for \$180,000 to a company that relocated its headquarters to Plymouth.
Other	public - local	Housing	0	0	0	0	0	Plymouth HRA Tax Levy: The HRA has used this levy for several years to provide subsidized rental housing for 195 senior citizen households utilizing approximately \$260,000.00 annually to eligible renters at Plymouth Towne Square and Vicksburg Crossing.

Table 14 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The HRA intends to pursue all possible resources to address its Consolidated Plan & Action Plan goals. There are no specific matching requirements associated with Plymouth's CDBG program, although any opportunities to provide/obtain matching funding will be pursued. For example, clients of the Housing Rehabilitation Loan program are occasionally able to match their Plymouth CDBG loan with grants or loans from other programs, such as for lead abatement.

In addition, Interfaith Outreach & Community Partners (IOCP) has been a very supportive partner of Plymouth's efforts to further affordable housing goals. To this end, IOCP has a significant housing fund to assist in funding affordable housing efforts both in Plymouth and the region.

If appropriate, describe publically owned land or property located within the state that may be used to address the needs identified in the plan

The City of Plymouth owns two senior rental housing developments. Plymouth Towne Square, developed in 1994, has provided 99 affordable housing units / subsidized senior housing units through an annual amount of Plymouth HRA tax levy ranging from \$250,000.00 to \$320,000.00. By providing a deep subsidy, the HRA is working to help the residents at PTS obtain decent, affordable housing and to avoid homelessness. Plymouth Towne Square averaged an occupancy of 99% in 2024 Vicksburg Crossing, built in 2006 with 96 units, offers affordable rents to low- and moderate-income residents. The HRA Board sets rents on an annual basis. A subsidy of \$18,000-\$60,000 from the HRA tax levy helps keep rent levels affordable. Vicksburg Crossings averaged an occupancy of 99% in 2024.

The Plymouth HRA administers a scattered site rental housing program (SSHP) where they own and manage affordable twin home properties. The HRA purchased a 0.6-acre vacant parcel in Plymouth to build and operate a twin home, called Valor Place. The twin home (single building, two units) is available to veterans of the armed services whose households are at or below 60% AMI. The HRA owns and operates the homes with dedicated reserves to keep the rent levels affordable.

Discussion

The City of Plymouth utilizes a variety of federal, state, and local funding sources to meet the goals identified in this plan. This includes sources used on a recurring annual basis such as CDBG, Section 8, state housing agency programs, and the local HRA tax levy. Additional sources such as LIHTC, TIF, and housing revenue bonds have been used on a case by case basis in the past and will continue to be pursued when and where appropriate.

SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Plymouth	Government	Ownership Planning Rental	Jurisdiction
HENNEPIN COUNTY	Government	Homelessness Planning Rental	Region
HOME Line	Subrecipient	public services	Jurisdiction
Senior Community Services (SCS)	Subrecipient	public services	Jurisdiction
People Responding in Social Ministry	Subrecipient	public services	Jurisdiction
Hammer Residences	Subrecipient	Non-homeless special needs	Jurisdiction
Lutheran Social Services of MN	Subrecipient	public services	Jurisdiction
INTERFAITH OUTREACH COMMUNITY PARTNERS	Subrecipient	public services	Jurisdiction
WEST HENNEPIN AFFORDABLE HOUSING LAND TRUST	Subrecipient	Ownership	Region

Table 15 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

Hennepin County is the lead agency of the Hennepin County Consortium. Hennepin County is recognized as a capable administrator in delivering a housing and community development system that aligns with federal and county priorities with the assistance of our partner agencies and municipalities. The City of Plymouth is also an experienced administrator of its CDBG programs and has existing partnerships with agencies to deliver a wide range of housing and social services in order to stretch limited funding to meet as many needs as possible.

A significant gap in the institutional delivery system is the need for additional private and/or non-profit developers of new affordable housing in Plymouth. In order to make the most impact given limited funding and the high cost of new housing construction, Plymouth has historically targeted its CDBG funding to the rehabilitation of affordable housing units (both rental and owner-occupied) so that a

larger number of households may be assisted. When possible, Plymouth has partnered with private and non-profit housing developers to provide assistance for the construction of new affordable housing through local funding sources such as Tax Increment Financing, Housing Revenue Bonds, and local tax levies. Because available funding sources are not sufficient to cover the entire costs of new construction, the City must rely on such partners in the private and non-profit sector. In order to address this gap, the City will continue to work with private and non-profit developers in order to find new opportunities to partner in the creation of new affordable housing, and will pursue all available local, state and federal funding sources to provide such assistance when possible.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X		
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X		
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X		
Mobile Clinics			
Other Street Outreach Services			
Supportive Services			
Alcohol & Drug Abuse			
Child Care	X		
Education	X		
Employment and Employment Training	X		
Healthcare			
HIV/AIDS			
Life Skills	X		
Mental Health Counseling	X		
Transportation	X		
Other			
Senior Services	X		

Table 16 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

Hennepin County is the principal provider of these services within the Consortium jurisdictions. The County's Family Homeless Prevention and Assistance Program (FHPAP) partners with other funding sources to coordinate service delivery and ensure families gain stable housing whether they need short term rental assistance, financial counseling, job counseling, or legal help. Prevention programs connect people with mainstream services and local nonprofit agencies that work in the area where the family Consolidated Plan PLYMOUTH 46 OMB Control No: 2506-0117 (exp. 07/31/2015) lives. In particular, suburban prevention programs funded by ESG and FHPAP work with specific cities and their food shelves to ensure that families can get support in their local communities. Hennepin County social services are dispersed to "service hubs" in the northwest, west, and south suburbs.

The Office to End Homelessness employed a full-time Adult Discharge Planning Coordinator to work directly with Hennepin County Corrections and the Hennepin County Medical Center to improve discharge strategies and outcomes. As a result, and the advent of the Affordable Care Act, Hennepin County has implemented Hennepin Health, which provides health insurance and wrap around social services, including housing, to Medicaid-eligible single adults. Hennepin County participates in hospital to home programming, so that homeless individuals being discharged from a hospital are provided with housing during their recuperation and help locating permanent housing. Heading Home Hennepin has also worked with County Corrections on a Transition from Jail to Community pilot to help people exiting our Adult Correctional Facility find appropriate and affordable housing.

Hennepin County is committed to outreach and engagement and has a robust street outreach program. Outreach is provided at locations where homeless individuals are known to congregate, including parks, overpasses, abandoned structures, and other places not meant for human habitation. Through outreach efforts, professionals are able to develop relationships with individuals, understand their service and housing preferences, create "best practices," and recommend policy changes and resource development priorities.

The bulk of outreach services to the unsheltered homeless populations are provided by: St. Stephen's Street Outreach Program, People Incorporated - Metro Homeless Outreach Program, Hennepin County - PATH/Access, Minnesota AIDS Project and the StreetWorks Collaborative for Youth. Hennepin County has provided funding for the creation of two Opportunity Centers, which serve as one-stop-shop services centers for single adults and youth. Both centers opened in 2010 and each have over twenty agencies co-located on site.

Finally, the City of Plymouth's partnership with organizations like People Responding in Social Ministry (PRISM) and Interfaith Outreach & Community Partners (IOCP) address the needs of homeless persons in Plymouth. IOCP's Project Success helps homeless and imminently homeless families achieve housing stability through rent support, emergency assistance, case management, and employment services. PRISM's Homelessness Prevention program provides assistance to families in financial crisis to help maintain stable housing. PRISM also provides wraparound services such as financial literacy education, counseling, and transportation.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The City of Plymouth and Hennepin County have a strong coalition of service providers who work together to identify precariously housed youth, families, and individuals; and to find safe and decent housing, preventing homelessness.

Within the homeless population, special niche populations receive services that are tailored to their specific needs. Veterans are offered veteran-specific housing as well as being eligible for permanent supportive housing if they are chronically homeless.

- Veterans are offered veteran-specific housing as well as being eligible for permanent supportive housing if they are chronically homeless.
- Chemically-dependent single adults have both sober housing and "wet housing" available, depending on their needs and ability to maintain sobriety.
- The number of homeless families grew dramatically during the Great Recession while single adult homelessness grew much more slowly. Funding for family homelessness has responded by redirecting some funds to rapid rehousing services, focusing on repeat shelter users, and expanding capacity to meet this need.
- During 2024, Hennepin County and partners helped 2,526 people to transition from homelessness into permanent housing. This represents an 82% increase compared to 2021. Pandemic recovery resources supported this effort, even with unprecedented demand for family shelter.
- In Plymouth, Interfaith Outreach & Community Partners' (IOCP) helps homeless and imminently homeless families achieve housing stability. This is accomplished through emergency assistance and case management.
- PRISM's Housing program provides emergency assistance to families in financial crisis to help maintain stable housing. PRISM also provides wraparound services such as financial literacy education, counseling, and transportation.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The strengths of the delivery system include a diverse and experienced base of housing, community development, and social service providers and organizations. Coordination among the state, the county, and regional and local governments has resulted in significant planning initiatives and working policy groups, such as the Hennepin County and City of Minneapolis Commission to End Homelessness, and the City County Task Force on Lead Hazard Control. One result of this coordination has been the consolidated request for proposal (RFP) issued by public and private funders statewide, including Hennepin County. Annually, the county issues its Coordinated Request for Proposals (CRFP) that includes funding from the county's Affordable Housing Incentive Fund (AHIF), Transit Oriented Development (TOD), Supportive Housing Initiative Fund (SHIF), and Group Residential Housing (GRH), and federal funding from the HOME program and Continuum of Care of the Homeless program. These funding opportunities are further coordinated with federal Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) programs. Another example of the effectiveness of the coordination

between the Consortium partners is the success of the Consortium in meeting the majority of the Consolidated Plan 2005-2009 goals.

Hennepin County and Minneapolis' 10 year plan to end homelessness, Heading Home Hennepin, has been a collaborative effort driven in large part by the efforts of social service agencies and faith-based organizations who have taken the lead in providing services for the chronically homeless in our community. The City and Hennepin County collaborate to identify the needs and coordinate implementation of the ESG funding through the City-County Office to End Homelessness and Heading Home Hennepin. Over the next five years, Hennepin County will implement a Coordinated Assessment process, bringing together all aspects of the continuum of homeless services into a unified process. Each person seeking homeless services will be assessed within one week for their vulnerability and people will be triaged to the most appropriate level of intervention needed to end their homelessness.

The gaps that do remain in housing delivery result from the shortages of local, state and federal funding, such as rental assistance. Other gaps include remaining fragmentation of certain programs serving special needs populations. Although the consolidated RFP was noted above, a number of other funding sources continue to have separate submission requirements and deadlines. Each funding source also continues to have variations in program complexity and requirements.

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeowner rehabilitation assistance	2025	2029	Affordable Housing	City of Plymouth	Preserve/Create Single Family Homeownership Neighborhood Revitalization	CDBG: \$456,320	Homeowner Housing Rehabilitated: 20 Household Housing Unit
2	Direct homebuyer assistance	2025	2029	Affordable Housing	City of Plymouth	Preserve/Create Single Family Homeownership Neighborhood Revitalization Economic Development	CDBG: \$350,000	Direct Financial Assistance to Homebuyers: 10 Households Assisted
3	Facilities for persons with disabilities	2025	2029	Affordable Housing Non-Homeless Special Needs	City of Plymouth	Preserve/Create Multifamily Rental Opportunities Neighborhood Revitalization	CDBG: \$151,000	Rental units rehabilitated: 15 Household Housing Unit
4	Homeowner education	2025	2029	Non-Housing Community Development	City of Plymouth	Education, outreach and services. Economic Development	CDBG: \$26,000	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Senior services	2025	2029	Non-Housing Community Development	City of Plymouth	Education, outreach and services.	CDBG: \$52,000	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted
6	Homelessness prevention	2025	2029	Non-Housing Community Development	City of Plymouth	Education, outreach and services. Housing Opportunities for Homeless Populations	CDBG: \$107,000	Public service activities other than Low/Moderate Income Housing Benefit: 100 Persons Assisted
7	Tenant counseling	2025	2029	Non-Housing Community Development	City of Plymouth	Education, outreach and services. Housing Opportunities for Homeless Populations	CDBG: \$51,000	Public service activities other than Low/Moderate Income Housing Benefit: 1200 Persons Assisted
8	Homeownership creation	2025	2029	Non-Housing Community Development	City of Plymouth	Preserve/Create Single Family Homeownership	CDBG: \$260,000	Homeowner Housing Added: 5 Household Housing Unit
9	Fair Housing	2025	2029	Fair Housing	City of Plymouth	Fair Housing	CDBG: \$12,500	Other: 1 Other
10	Administration	2025	2029	Program Administration	City of Plymouth	Administration	CDBG: \$150,000	Other: 1 Other

Table 17 – Goals Summary

Goal Descriptions

1	Goal Name	Homeowner rehabilitation assistance
	Goal Description	Loans and grants for the repair and rehabilitation of owner-occupied homes.
2	Goal Name	Direct homebuyer assistance
	Goal Description	Loans to assist homebuyers with closing costs, downpayments, and mortgage principal reduction.
3	Goal Name	Facilities for persons with disabilities
	Goal Description	Assist with the rehabilitation of affordable rental group homes operated by Hammer Residences. Hammer Residences, Inc. provides housing and support to individuals who have developmental disabilities. The projects will support housing for these individuals through necessary updates.
4	Goal Name	Homeowner education
	Goal Description	Homeownership counseling such as first time homebuyer training workshops, mortgage foreclosure counseling, housing rehabilitation counseling, and reverse mortgage counseling.
5	Goal Name	Senior services
	Goal Description	Assistance to seniors with interior and exterior home maintenance (such as yard work, snow removal, and minor repairs) to help seniors remain in their homes with dignity and safety.
6	Goal Name	Homelessness prevention
	Goal Description	Temporary housing assistance to help owners and renters remain in their homes during a short-term financial crisis.
7	Goal Name	Tenant counseling
	Goal Description	Tenant hotline, tenant representation in landlord/tenant negotiations, tenant organizing to preserve affordable housing and help prevent evictions.

8	Goal Name	Homeownership creation
	Goal Description	Creation of affordable homeownership using the HWR Community Land Trust practice is achieved by acquiring and retaining the ownership of real property, rehabilitating and then selling the improvement (home) to buyers who earn less than 80% Area Median Income
9	Goal Name	Fair Housing
	Goal Description	Activities to promote fair housing choice, enforcement, testing, outreach, information and referral in Plymouth and throughout suburban Hennepin County.
10	Goal Name	Administration
	Goal Description	Program administration funds will be used to implement the CDBG Program for the City of Plymouth.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The HOME Investment Partnerships Program (HOME) provides formula grants to states and localities that communities use to fund construction, purchase, and or/rehabilitation of affordable housing for rent or homeownership, or provision of direct rental assistance to low-income people. Plymouth is not a HOME recipient. Rather, HOME funds are allocated to and coordinated by Hennepin County for affordable housing projects county-wide.

Plymouth's CDBG housing programs are generally oriented towards the rehabilitation and preservation of existing affordable housing units rather than to the provision of new housing. The Plymouth First Time Homebuyer Loan program does assist low- and moderate-income families in the purchase of affordable homes. In addition, Plymouth funds the West Hennepin Affordable Housing Land Trust with CDBG funds. This land trust model program helps low- and moderate-income families purchase affordable homes by allowing them to purchase a home and lease the land. This program dramatically reduces the costs associated with home purchase. Between these two programs, Plymouth expects to assist 15 low- and moderate-income families during the 2025-2029 Consolidated Plan Cycle.

Plymouth does not operate any public housing, thus there are no goals in this plan designated as "public housing goals." However, the City of Plymouth owns two affordable senior rental housing developments - Plymouth Towne Square (99 units) and Vicksburg Crossing (97 units). By providing a deep subsidy to these buildings, the HRA is working to help the residents obtain decent, affordable housing and to avoid

homelessness. Additionally, the Plymouth HRA operates the Section 8 Housing Choice Voucher program in Plymouth. Currently, the Plymouth HRA has funding for 250 vouchers (including 40 vouchers for non-elderly disabled and 10 VASH vouchers.). There are another 100 voucher holders residing in Plymouth who ported in from other jurisdictions.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

All participants in Plymouth's CDBG housing programs receive an EPA pamphlet entitled "How to Protect Your Family from Lead in the Home". Recipients of CDBG assistance through Plymouth's Housing Rehabilitation Loan and First Time Homebuyer programs are required to conduct a lead risk assessment if the home was built before 1978. In all cases, the home must receive lead clearance. If lead hazards are identified in a home being purchased through the First Time Homebuyer program, they must be addressed with interim controls and have clearance achieved prior to the closing of the loan. If lead hazards are identified in a Housing Rehab loan project, they must either be fully abated or reduced with interim controls and/or safe work practices, depending on the amount of funding being provided. Additionally, rehab loan clients whose homes have identified lead hazards are eligible to receive an additional \$10,000 in loan funding in order to help cover the costs of any required lead hazard reduction work.

Finally, depending on fund availability, assistance recipients may be referred to Hennepin County's Healthy Homes program, which offers up to \$10,000 in funding for lead paint detection and removal.

How are the actions listed above integrated into housing policies and procedures?

Hennepin County has incorporated the Lead-Safe Housing Rule into all procedural guides. Hennepin County has been an active participant in state and local efforts to end childhood lead poisoning and sought additional, local, state, and federal resources to increase the impact of our efforts. Hennepin County has incorporated lead-based paint hazard reduction best practices into our own capital funding sources. Further, Hennepin County is seeking to address a wider array of home health hazards by incorporating healthy homes inspections and repairs into existing programs where possible and seeking additional funds to help keep families safe and healthy in their homes.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

As a member of the Hennepin County Consortium, the City of Plymouth adopts the goals and policies of the Hennepin County anti-poverty strategy. As the City of Plymouth resides in Hennepin County, residents are able to receive assistance through anti-poverty programs coordinated at the County level. Hennepin County assists individuals and families to access resources that help them move into self-sufficiency. Hennepin County Human Services delivers a variety of services to individuals or families that assist with basic needs or encourage client change around specific objectives. Efforts include, but are not limited to:

- social programs (safety net services such as food support, emergency shelter and cash assistance);
- help for people who are developmentally disabled;
- services for seniors;
- services for veterans;
- behavioral and chemical health services;
- protective services for children and adults;
- child support; and
- health care through Medical Assistance

Hennepin County workforce development efforts help alleviate poverty by improving family and individual economic opportunities that lead to a sustainable living wage. The county works with private and non-profit sectors to train and match employees, and partners with colleges, universities and training programs to develop a strong future workforce. Initiatives include, but are not limited to:

- Workforce Activities Alignment - Creation of workforce coordinator position
- Workforce Entry Program (WEP) - Meeting the demand for skilled trade persons while developing the county's economic resources by providing unemployed individuals the means to earn a better living
- A-Grad Initiative - Improving high school graduation rates
- Workforce Investment Network - Partnerships to create workforce opportunities for targeted communities and reduction of economic disparities
- Step-Up Program - High school internships at the county
- Employment Pays Program - Employment supports for individuals with high behavioral health needs
- NorthPoint/Urban League - Training and employment partnership

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Affordable housing and poverty are intimately linked. Low income households are frequently unable to pay for housing, food, childcare, healthcare and education. Difficult choices must be made when limited resources cover only some of these necessities. As a result, local anti-poverty efforts are undermined to the extent that is low-income clients lack affordable housing.

The Five-Year Consolidated Plan identifies the need for affordable housing as a high community priority. Consolidated Plan strategies include affordable rental housing, tenant based rental assistance, affordable homeownership, housing rehabilitation, and services for extremely low and low income families. As a result, local anti-poverty efforts and efforts to help clients find and keep housing benefits from the creation and preservation of affordable housing opportunities made possible through the Consolidated Plan.

In particular, the City of Plymouth's partnership with organizations like People Responding Social Ministry (PRISM) and Interfaith Outreach & Community Partners (IOCP) to accomplish these poverty reducing goals. IOCP helps homeless and imminently homeless families achieve housing stability through rent support, emergency assistance, case management and employment services. PRISM's Housing program provides assistance to families in financial crisis to help maintain stable housing. PRISM also provides wraparound services such as financial literacy education, counseling, and transportation.

SP-80 Monitoring - 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Contracts will be executed with all organizations implementing activities identified in the Consolidated Plan. The Plymouth HRA is responsible for contract administration and compliance. The Plymouth HRA has experience in monitoring federal programs through CDBG grants in previous years. Monitoring is an ongoing process, incorporating several major areas of activity:

Funding Agreement- Initially, for each program/project funded through consolidated plan resources, the applicant will be required to enter into a funding agreement covering at least the following items:

- Schedule for project implementation.
- Financial management of program funds and required matching funds.
- Compliance with related federal regulations.
- Appropriate long-term affordability/access requirements.
- Schedules for project compliance documentation.
- Repayment requirements for noncompliance.

The funding agreement provides the basis for tracking and assessing the development and implementation of funded activities. Provisions of the agreement will serve as a benchmark that will be reviewed for compliance. Appropriate remedial actions will be taken and evaluated in a timely manner. Compliance with the terms of the agreement will be required prior to approving any request for funding.

On-Site Visitation- In the middle of each program year, Plymouth HRA staff consults with representatives of each community organization receiving a CDBG funding allocation. This visit includes an in-depth review of project procedures and the related HUD and other regulations and reporting requirements. Periodically and as needed thereafter, staff will schedule on-site monitoring to review program operation and review files for compliance. The frequency and depth of these visits will depend upon the perceived risk involved with each project.

Document Review- The documents submitted with the reimbursement request are reviewed for completeness and correction. Where a problem is discovered, HRA staff will confer with project staff to correct the situation and assure that the problem is understood. Reimbursement will not occur until all requirements have been met. If subsequent problems are encountered, the project will be considered “high risk” and more frequent monitoring will be scheduled.

Performance Report- The fourth element of the monitoring process involves preparation of the Consolidated Annual Performance and Evaluation Report (CAPER), as required by HUD. The report is

submitted to HUD before September 30 each year. If a significant discrepancy between goals and performance is found, additional consultation may occur. Further, progress in meeting its goals may harm the applicant's chances for future funding.

Timeliness- A final element to be monitored is the matter of timeliness. All applications must include a schedule for the expenditure of funds. If a project is found to be falling behind on expenditures, they are contacted regarding this problem to develop an adjusted timeline.

Evaluation- The monitoring procedure itself is continually being evaluated for its ability to ensure project/program compliance. The success of this procedure can be measured by the fact that no surrender of funds has occurred during the time which these programs have been operated.

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

During the 2025 program year, the city anticipates receiving an annual allocation of \$255,820 and \$80,000 in program income for a total available funding amount of \$335,820.

The city expects to receive approximately \$320,000 per year in CDBG funds from 2025-2029. This includes an estimated \$240,000 allocation and \$80,000 of program income.

If the allocation amount is higher or lower than the anticipated figure, Plymouth will proportionally increase or decrease program funding accordingly to match actual allocation amounts. Subgrantee project funding will proportionally increase or decrease accordingly to maintain compliance with the public services cap.

The Plymouth HRA intends to pursue all possible resources to address its planned 2025 program year activities. The following list provides information on other sources of funds that are used for community development and housing programs within the City of Plymouth.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	255,820.00	80,000.00	0.00	335,820.00	1,280,000.00	For the 2025 CDBG program year, Plymouth anticipates a CDBG allocation of \$255,820. Additionally, \$80,000 of program income is anticipated. For the remainder of the 5-year Consolidated Plan period, Plymouth estimates an annual CDBG allocation of \$240,000, based on funding trends. Program income of \$80,000 is projected annually. Prior Year Resources were noted in the DRAFT Consolidated Plan and Annual Action Plan in error. The numbers were updated to be accurate.
LIHTC	public - federal	Housing	0.00	0.00	0.00	0.00	0.00	The HRA has been working with several private developers to utilize this resource to create new affordable apartment units. The HRA will continue to pursue opportunities to use LIHTC when possible.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Section 8	public - federal	Admin and Planning Housing	0.00	0.00	0.00	0.00	0.00	Currently the Plymouth HRA has funding for 250 vouchers (including 40 vouchers for non-elderly disabled and 10 VASH vouchers). There are another 100 voucher holders residing in Plymouth who ported in from other jurisdictions.
Tax Exempt Bond Proceeds	public - local	Housing	0.00	0.00	0.00	0.00	0.00	Since 1995, the City has issued \$58,795,000.00 in tax-exempt housing revenue bonds and \$7,290,000.00 in taxable housing revenue bonds for the acquisition, re-financing and/ or renovation of 893 rental apartments. The City required that the owners make a certain percentage of their units affordable to and occupied by low-income households or make an annual payment for the life of the bonds to the HRA's Affordable Housing Account. As a result, 220 of these units are affordable to low-income renters.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Tax Increment Financing	public - local	Housing	0.00	0.00	0.00	0.00	0.00	The City's Tax Increment Housing Assistance Program (TIHAP) makes excess Tax Increments from existing and future Tax Increment Districts in the City available for eligible affordable housing developments. Since 1998 the City and HRA have established seven tax increment financing districts and secured 213 units of affordable housing ranging in affordability between households at or below 30% to 60% AMI. The City will consider the creation of additional TIF districts as appropriate to assist with development of affordable housing units to supplement outside funding.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Housing	0.00	0.00	0.00	0.00	0.00	Minnesota Housing Finance Agency (MHFA): This agency provides first time homebuyer programs, housing rehabilitation programs, and development and redevelopment financing through their Consolidated RFP process. The HRA also developed a partnership in 2003 with the Center for Energy and Environment (CEE) pertaining to the MHFA Fix-Up Fund and MHFA Deferred Loan Program. While CEE remains the approved lender for the Fix-Up Fund, the HRA works in collaboration with them in marketing the program.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Economic Development	0.00	0.00	0.00	0.00	0.00	Plymouth Economic Development Fund (PEDF): The Fund was capitalized from the first \$100,000 in principal plus interest to be paid by Value Rx in repayment of a loan from the Minnesota Department of Trade and Economic Development's (DTED) Economic Recovery Program (ERP). The PEDF allows the HRA to provide loans at favorable terms for business activities in the City that could create new jobs, increase the tax base, or leverage other needed economic development funds. The City has issued one loan for \$180,000 to a company that relocated its headquarters to Plymouth.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Housing	0.00	0.00	0.00	0.00	0.00	Plymouth HRA Tax Levy: The HRA has used this levy for several years to provide subsidized rental housing for 195 senior citizen households utilizing approximately \$260,000.00 annually to eligible renters at Plymouth Towne Square and Vicksburg Crossing.

Table 18 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The HRA intends to pursue all possible resources to address its Consolidated Plan & Action Plan goals. There are no specific matching requirements associated with Plymouth's CDBG program, although any opportunities to provide/obtain matching funding will be pursued. For example, clients of the Housing Rehabilitation Loan program are occasionally able to match their Plymouth CDBG loan with grants or loans from other programs, such as for lead abatement.

In addition, Interfaith Outreach & Community Partners (IOCP) has been a very supportive partner of Plymouth's efforts to further affordable housing goals. To this end, IOCP has a significant housing fund to assist in funding affordable housing efforts both in Plymouth and the region.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Plymouth owns two senior rental housing developments. Plymouth Towne Square, developed in 1994, has provided 99 affordable housing units / subsidized senior housing units through an annual amount of Plymouth HRA tax levy ranging from \$250,000.00 to \$320,000.00. By providing a deep subsidy, the HRA is working to help the residents at PTS obtain decent, affordable housing and to avoid homelessness. Plymouth Towne Square averaged an occupancy of 99% in 2024. Vicksburg Crossing, built in 2006 with 96 units, offers affordable rents to low- and moderate-income residents. The HRA Board sets rents on an annual basis. A subsidy of \$18,000-\$60,000 from the HRA tax levy helps keep rent levels affordable. Vicksburg Crossings averaged an occupancy of 99% in 2024.

The Plymouth HRA administers a scattered site rental housing program (SSHP) where they own and manage affordable twin home properties. The HRA purchased a 0.6-acre vacant parcel in Plymouth to build and operate a twin home, called Valor Place. The twin home (single building, two units) is available to veterans of the armed services whose households are at or below 60% AMI. The HRA owns and operates the homes with dedicated reserves to keep the rent levels affordable.

Discussion

The City of Plymouth utilizes a variety of federal, state, and local funding sources to meet the goals identified in this plan. This includes sources used on a recurring annual basis such as CDBG, Section 8, state housing agency programs, and the local HRA tax levy. Additional sources such as LIHTC, TIF, and housing revenue bonds have been used on a case by case basis in the past and will continue to be pursued when and where appropriate.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeowner rehabilitation assistance	2025	2029	Affordable Housing	City of Plymouth	Preserve/Create Single Family Homeownership	CDBG: \$94,782.00	Homeowner Housing Rehabilitated: 4 Household Housing Unit
2	Direct homebuyer assistance	2025	2029	Affordable Housing	City of Plymouth	Preserve/Create Single Family Homeownership	CDBG: \$70,745.00	Direct Financial Assistance to Homebuyers: 2 Households Assisted
3	Facilities for persons with disabilities	2025	2029	Affordable Housing Non-Homeless Special Needs	City of Plymouth	Preserve/Create Single Family Homeownership	CDBG: \$31,330.00	Homeowner Housing Rehabilitated: 3 Household Housing Unit
4	Homeowner education	2025	2029	Non-Housing Community Development	City of Plymouth	Education, outreach and services.	CDBG: \$6,064.00	Public service activities for Low/Moderate Income Housing Benefit: 60 Households Assisted
5	Senior services	2025	2029	Non-Housing Community Development	City of Plymouth	Education, outreach and services.	CDBG: \$12,128.00	Public service activities for Low/Moderate Income Housing Benefit: 100 Households Assisted
6	Homelessness prevention	2025	2029	Non-Housing Community Development	City of Plymouth	Education, outreach and services.	CDBG: \$26,277.00	Public service activities for Low/Moderate Income Housing Benefit: 21 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Tenant counseling	2025	2029	Non-Housing Community Development	City of Plymouth	Education, outreach and services.	CDBG: \$11,117.00	Public service activities for Low/Moderate Income Housing Benefit: 240 Households Assisted
8	Homeownership creation	2025	2029	Non-Housing Community Development	City of Plymouth	Preserve/Create Single Family Homeownership	CDBG: \$50,532.00	Homeowner Housing Added: 1 Household Housing Unit
9	Fair Housing	2025	2029	Fair Housing	City of Plymouth	Education, outreach and services.	CDBG: \$2,527.00	Other: 1 Other
10	Administration	2025	2029	Program Administration	City of Plymouth	Education, outreach and services.	CDBG: \$30,319.00	Other: 1 Other

Table 19 – Goals Summary

Goal Descriptions

1	Goal Name	Homeowner rehabilitation assistance
	Goal Description	Provide zero interest loans and grants to assist low/moderate income households to make needed home repairs and address lead-based paint issues as needed.
2	Goal Name	Direct homebuyer assistance
	Goal Description	Provide zero interest deferred loans to low/moderate-income first-time homebuyer households to help make the purchase of a home more affordable.

3	Goal Name	Facilities for persons with disabilities
	Goal Description	Assist with the rehabilitation of affordable rental group homes operated by Hammer Residences. Hammer Residences, Inc. provides housing and support to individuals who have developmental disabilities. The projects will support housing for these individuals through necessary updates.
4	Goal Name	Homeowner education
	Goal Description	Provide homeownership, foreclosure prevention, and reverse mortgage counseling services for low/moderate income households.
5	Goal Name	Senior services
	Goal Description	Provide household maintenance assistance to low/moderate income senior households.
6	Goal Name	Homelessness prevention
	Goal Description	Provide emergency, short-term housing assistance to low/moderate income households experiencing temporary financial crises.
7	Goal Name	Tenant counseling
	Goal Description	Provides tenant counseling services to low/moderate income households that are in facing eviction or other housing related hardships.
8	Goal Name	Homeownership creation
	Goal Description	Creation of affordable homeownership using the HWR Community Land Trust practice is achieved by acquiring and retaining the ownership of real property, rehabilitating and then selling the improvement (home) to buyers who earn less than 80% Area Median Income
9	Goal Name	Fair Housing
	Goal Description	Assist in regional efforts to further fair housing, including evaluation and implementation activities.

10	Goal Name	Administration
	Goal Description	

AP-35 Projects - 91.420, 91.220(d)

Introduction

The Plymouth HRA will implement the following activities during the program year to address the strategies and priorities of the 2025-2029 Consolidated Plan.

#	Project Name
1	Housing Rehabilitation
2	First Time Homebuyer Assistance
3	West Hennepin Affordable Housing Land Trust (HWR)
4	Facilities for Persons with Disabilities
5	Homeownership Counseling
6	Tenant Counseling (HOME Line)
7	Senior Community Services (SCS)
8	Homelessness Prevention - PRISM
9	Homelessness Prevention - IOCP
10	Fair Housing
11	Administration

Table 20 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The activities supported directly by the city include administering an owner-occupied rehabilitation program and a First Time Home Buyer program. Both programs serve LMI individuals and households in the Plymouth community well, allowing assistance to households to be able to stay and maintain their homes and be able to become FTHBs with direct homebuyer assistance. In addition, the HRA will continue to collaborate with WHAHLT to support affordable homeownership in Plymouth. The land trust model can be an effective strategy for supporting homebuyers in markets with high median home prices by helping to create more affordability through the write-down of the land in the transaction. While median home prices continue to rise in Plymouth, providing subsidy into a land trust home helps extend affordability throughout the 99-year land lease, creating future affordability at the time of sale. In addition, the HRA will support fair housing activities, homebuyer education, homelessness prevention, a tenant advocacy hotline, and minor home maintenance support for LMI seniors. By supporting five organizations with public services funding, we can expand support for more comprehensive housing needs in our community. The biggest obstacle to addressing affordable homeownership needs is the relatively high median home price in the City of Plymouth (\$459,900 according to SPAAR in January 2025) that present barriers to entry for many prospective first-time homeowners.

AP-38 Project Summary

Project Summary Information

1	Project Name	Housing Rehabilitation
	Target Area	City of Plymouth
	Goals Supported	Homeowner rehabilitation assistance
	Needs Addressed	Preserve/Create Single Family Homeownership
	Funding	CDBG: \$94,782.00
	Description	The Plymouth HRA offers two programs to assist low/moderate-income homeowners rehabilitating their homes. The Housing Rehabilitation Loan Program offers deferred zero-interest loans up to \$40,000 to homeowners for needed home repairs. The Emergency Repair Program provides grants up to \$7,500 for emergency/urgent home repairs for senior citizens.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	During the 2025 program year, the City of Plymouth expects to assist 4 households with housing rehabilitation. Two will receive housing rehabilitation loans and two will receive emergency repair grants.
	Location Description	The program is available to residents city-wide that are of low/moderate-income households.

	Planned Activities	The HRA will continue to operate two housing rehabilitation programs; the Housing Rehab Loan Program and the Emergency Repair Grant Program. The Housing Rehab Loan Program offers 0% interest deferred loans of up to \$40,000 for low and moderate-income homeowners to rehabilitate their owner-occupied homes. An additional \$10,000 (max \$50,000) is available for households in need of accessibility improvements and/or lead paint hazard reduction. Applications are accepted year-round on a first-come first-serve basis. The loans must be repaid only if the property is sold or transferred within 20 years. Loan funds may be used for qualifying safety and energy efficient upgrades, which may include repairing or replacing roofing, siding, windows, electrical, plumbing, heating, and insulation. Other repairs may also be eligible as determined by a home inspection. The Emergency Repair program helps in the form of a grant to LMI senior (55+) homeowners. Eligible repairs include a red-tagged furnace or water heater, broken windows, faulty electrical or plumbing systems. Other repairs may also be eligible as determined by a home inspection.
2	Project Name	First Time Homebuyer Assistance
	Target Area	City of Plymouth
	Goals Supported	Direct homebuyer assistance
	Needs Addressed	Preserve/Create Single Family Homeownership
	Funding	CDBG: \$70,745.00
	Description	This program provides direct homeownership assistance to low and moderate-income first-time homebuyers who wish to purchase a single-family home, condo, cluster home, or townhouse in the City of Plymouth. The program provides financial assistance to eligible families through 0% interest deferred loans of up to \$35,000 to pay for eligible closing costs, up to 50% of the required down payment, and a reduction of a portion of the mortgage principal.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	The city expects to assist 2 households with direct homebuyer assistance during the program year.

	Location Description	The program is available city-wide to low- and moderate-income households purchasing their first home. The home being purchased may be located anywhere within Plymouth. The households purchasing the home are not required to have resided in Plymouth prior to purchasing the home.
	Planned Activities	The program provides assistance to low and moderate-income first-time homebuyers who wish to buy a single-family home, condo, cluster home, or townhouse in Plymouth. The program provides financial assistance to eligible families through 0% interest deferred loans of up to \$35,000 to pay for eligible closing costs, up to 50% of the required down payment and a portion of the mortgage principal reduction. Applications are accepted throughout the year on a first-come, first-serve basis. Loans must be repaid if the property is sold, transferred, non-homesteaded, or 30 years from the initial purchase date, when the mortgage becomes due and payable. Due to a tight housing market within the City of Plymouth, there is expected carryover that will be used to help fund the program through the 2025 program year, as well as program income.
3	Project Name	West Hennepin Affordable Housing Land Trust (HWR)
	Target Area	City of Plymouth
	Goals Supported	Direct homebuyer assistance Homeownership creation
	Needs Addressed	Preserve/Create Single Family Homeownership
	Funding	CDBG: \$50,532.00
	Description	The Plymouth HRA will provide a grant to Homes Within Reach (HWR) to assist with the acquisition of one home in the City of Plymouth. This home will be part of Homes Within Reach's Affordable Housing Land Trust and will be made available for purchase to a low/moderate-income family.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	The HRA expects to assist with the purchase of one home that will be made available for purchase by a low/moderate income family as part of the West Hennepin Affordable Housing Land Trust.

	Location Description	The homes purchased will be located within the City of Plymouth. It is not a requirement that the family that purchases the home resides in Plymouth prior to the purchase.
	Planned Activities	The West Hennepin Affordable Housing Land Trust (WHAHLT, dba Homes Within Reach) runs a community land trust where low- and moderate-income homebuyers purchase property, but only pay for the value of the physical structure. Homes Within Reach leases the land to the homeowners so that the purchase price is substantially more affordable. Plymouth's grant will assist with acquisition of a property located within the city, and Homes Within Reach will use a variety of other funding sources including county, state, and private donations to rehabilitate the home.
4	Project Name	Facilities for Persons with Disabilities
	Target Area	City of Plymouth
	Goals Supported	Facilities for persons with disabilities
	Needs Addressed	Preserve/Create Single Family Homeownership
	Funding	CDBG: \$31,330.00
	Description	Assist with the rehabilitation of affordable rental group homes operated by Hammer Residences. Hammer Residences, Inc. provides housing and support to individuals who have developmental disabilities. The projects will support housing for these individuals through necessary updates.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	A total of 12 low-moderate income individuals currently reside in the three homes that are slated to be rehabilitated/modified to increase mobility and aging in place during the program year.
	Location Description	Three Hammer residence homes are located within the City of Plymouth. Those homes are 14th Ave, Ives Lane, & Kentucky Home
	Planned Activities	Hammer Residences provides housing and support to individuals who have developmental disabilities. The city will provide funds for renovations, energy-efficiency upgrades, and accessibility improvements installing and repairing wheelchair friendly flooring, HVAC work, and outdoor walkway repairs.

5	Project Name	Homeownership Counseling
	Target Area	City of Plymouth
	Goals Supported	Homeowner education
	Needs Addressed	Education, outreach and services.
	Funding	CDBG: \$6,064.00
	Description	Lutheran Social Services will provide homebuyer education, foreclosure prevention, debt counseling, reverse mortgage, and other homeowner counseling services to homeowner and/or potential homebuyer households in Plymouth.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Lutheran Social Services (LSS) will provide counseling services to 60 homeowner and/or potential homebuyer households in Plymouth.
	Location Description	Clients served will be low- and moderate-income Plymouth households, or prospective residents that are in the process of purchasing a home in Plymouth.
	Planned Activities	LSS will provide housing counseling services including mortgage counseling, financial coaching and planning, reverse mortgage assistance, and foreclosure prevention.
6	Project Name	Tenant Counseling (HOME Line)
	Target Area	City of Plymouth
	Goals Supported	Tenant counseling
	Needs Addressed	Education, outreach and services.
	Funding	CDBG: \$11,117.00
	Description	HOME Line offers a tenant advocacy hotline that is available to all Plymouth residents.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	HOME Line anticipates serving 240 Plymouth renter households through their tenant hotline.
	Location Description	The program is available city-wide to low- and moderate-income renter households in Plymouth.
	Planned Activities	HOME Line will continue to operate their tenant advocacy hotline available to Plymouth renters. The CDBG allocation will assist with staff costs for providing tenant advocacy for low- and moderate-income Plymouth renter households.
7	Project Name	Senior Community Services (SCS)
	Target Area	City of Plymouth
	Goals Supported	Senior services
	Needs Addressed	Education, outreach and services.
	Funding	CDBG: \$12,128.00
	Description	Senior Community Services will provide low to moderate income seniors in the City of Plymouth with maintenance services through the H.O.M.E (Housing Outside Maintenance for the Elderly) Program. Services are offered on a sliding scale fee based on income.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	100 low/moderate-income seniors will benefit from this funding
	Location Description	All senior citizens (age 55+) who are low and moderate income residents of the City of Plymouth are able to access the H.O.M.E. program.

	Planned Activities	Senior Community Services will provide low/moderate income seniors in the City of Plymouth with maintenance services through the H.O.M.E (Housing Outside Maintenance for the Elderly) Program. This will allow the seniors to stay in their homes with dignity and safety by providing homemaking, grab bars & other safety installations, minor repairs, exterior home maintenance, interior and exterior painting, yard work, lawn mowing, and snow removal on a sliding fee scale based on income.
8	Project Name	Homelessness Prevention - PRISM
	Target Area	City of Plymouth
	Goals Supported	Homelessness prevention
	Needs Addressed	Education, outreach and services.
	Funding	CDBG: \$15,160.00
	Description	People Responding in Social Ministry (PRISM) will provide short-term (up to three months) housing subsistence payments on behalf of low/moderate-income persons living in the City of Plymouth to help prevent homelessness. Assistance may include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction or foreclosure.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	PRISM expects to help 12 Plymouth households with homelessness prevention during the 2025 program year.
	Location Description	PRISM's program is available to low- and moderate-income households city-wide.
	Planned Activities	People Responding in Social Ministry (PRISM) will provide short-term (up to three months) housing subsistence payments on behalf of low/moderate income persons living in the City of Plymouth to help prevent homelessness. Assistance may include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction or foreclosure. Clients can provide proof of income through self-certification or paystubs, bank statements, tax returns or other forms. The program will be available to low/moderate income residents city-wide.
9	Project Name	Homelessness Prevention - IOCP

	Target Area	City of Plymouth
	Goals Supported	Homelessness prevention
	Needs Addressed	Education, outreach and services.
	Funding	CDBG: \$11,117.00
	Description	Interfaith Outreach and Community Partners will provide emergency, short term housing assistance to low/moderate income households experiencing temporary financial crises.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Interfaith Outreach expects to help 9 families.
	Location Description	The program is available to low- and moderate-income Plymouth households west of HWY 494.
	Planned Activities	Interfaith Outreach & Community Partners will provide emergency, short term housing assistance to low/moderate income households experiencing temporary financial crises.
10	Project Name	Fair Housing
	Target Area	City of Plymouth
	Goals Supported	Fair Housing
	Needs Addressed	Fair Housing
	Funding	CDBG: \$2,527.00
	Description	Plymouth supports the Fair Housing activities of the Hennepin County Consortium and the Twin Cities Fair Housing Implementation Council (FHIC). Activities include outreach, education, and enforcement activities. The project includes evaluation and monitoring of implemented activities.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	Plymouth supports the Fair Housing activities of the Hennepin County Consortium and the Twin Cities Fair Housing Implementation Council (FHIC). Activities include outreach, education, and enforcement activities. The project includes evaluation and monitoring of implemented activities.
	Location Description	N/A - supports Fair Housing activities covering Hennepin County and the Twin Cities metropolitan area, including the City of Plymouth.
	Planned Activities	Plymouth supports the Fair Housing activities of the Hennepin County Consortium and the Twin Cities Fair Housing Implementation Council (FHIC). Activities include outreach, education, and enforcement. The project includes evaluation and monitoring of implemented activities.
11	Project Name	Administration
	Target Area	City of Plymouth
	Goals Supported	Administration
	Needs Addressed	Education, outreach and services.
	Funding	CDBG: \$30,319.00
	Description	Provides for: 1) Oversight, management, monitoring and coordination of the CDBG program. 2) Public information on CDBG Program activities available to all City residents.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Funding provides for overall program administration of CDBG activities.
	Location Description	N/A - funding provides for overall program administration of CDBG activities.
	Planned Activities	Program management, monitoring, and evaluation of overall CDBG program including costs of staff engaged in program management.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The HRA CDBG programs will be available to low/moderate income households city-wide and will not be geographically targeted.

Geographic Distribution

Target Area	Percentage of Funds
City of Plymouth	100

Table 21 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Investments are not targeted geographically but are instead available to low/moderate income households city-wide. Investments are not targeted geographically because the City of Plymouth has no areas of concentrations of low/moderate income nor any areas of concentrations of housing problems.

Discussion

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Despite limited funding, the Plymouth CDBG program is designed to meet a wide range of needs, including assisting social services, affordable housing, and reducing lead-based paint hazards. The city works with a variety of public, non-profit, and private industry partners to accomplish its community development goals, both through the CDBG program and through other resources. Through continuous, collaborative communication with the subgrantees, the city is aware of ongoing need for tenant services and tenant advocacy, a rising need for funding to senior aging in place services due to rising demand and client volume, as community services such as food and clothing shelves. The City of Plymouth will continue important work with several public service organizations to meet the widest possible range of needs.

Actions planned to address obstacles to meeting underserved needs

The city will continue to identify obstacles, such as lack of affordable housing, to unmet and underserved community needs and support the goals established in the 2025-2029 Consolidated Plan. The city's approach to meeting these affordable housing needs is to assist renters in purchasing homes by providing down payment and closing cost assistance combined with counseling and education to low to moderate income families. In order to preserve the affordable housing stock, "Restrictive Covenants" are established on properties where the City has assisted with housing development. These Restrictive Covenants run with the land for a period of 20 years and contain restrictions on the transfer of the property only to someone who is a low to moderate income resident. To preserve and expand the supply of decent, safe, and affordable housing, the city will provide financial assistance for rehabilitation and repair of owner-occupied units to low to moderate income families.

Actions planned to foster and maintain affordable housing

The City has taken a comprehensive approach to address the affordable housing needs of the community. The Housing and Redevelopment Authority (HRA) promotes and contributes to the creation and maintenance of affordable housing through its Homeowner Rehabilitation Program, First Time Home Buyer program and redevelopment opportunities for Affordable Housing Developers. The city's Inclusionary Housing policy provides financial incentive/ tax breaks for developers who include affordable housing units in their projects. Our ongoing partnership with the local Community Land Trust provides affordable housing by acquiring homes to sell to potential low-income home buyers to help maintain affordability over the long term. The City has fostered collaborations and provided funding through Community Development Block Grant (CDBG) to a variety of non-profit organizations that provide services such as advocacy to tenants, resources to prevent homelessness and home maintenance services to support independence and allow older adults to remain in their homes. One partner in particular, Hammer Residents provides affordable housing for vulnerable populations in Plymouth who have limited income. The HRA will continue to explore new opportunities for Naturally

Occurring Affordable Housing (NOAH) programing to maintain existing affordable housing.

Although not funded with CDBG, the city has required an annual inspection of residential rental properties since 1994 to determine Code compliance and health or safety violations that need correction. This program ensures that rental properties are well maintained and that no substandard rental units are licensed in the city. The City Building Inspection Department currently inspects multi-family rental properties annually and single-family rental properties every three years.

Actions planned to reduce lead-based paint hazards

All participants in Plymouth's CDBG housing programs receive an EPA pamphlet entitled "How to Protect Your Family from Lead in the Home". Recipients of CDBG assistance through Plymouth's Housing Rehabilitation Loan and First Time Homebuyer programs are required to conduct a lead risk assessment if the home was built before 1978. In all cases, the home must receive lead clearance. If lead hazards are identified in a home being purchased through the First Time Homebuyer program, they must be addressed with interim controls and have clearance achieved prior to the closing of the loan. If lead hazards are identified in a Housing Rehab loan project, they must either be fully abated or reduced with interim controls and/or safe work practices, depending on the amount of funding being provided. Additionally, rehab loan clients whose homes have identified lead hazards are eligible to receive an additional \$10,000 in loan funding in order to help cover the costs of any required lead hazard reduction work.

Finally, depending on fund availability, assistance recipients may be referred to Hennepin County's Healthy Homes program, which offers up to \$10,000 in funding for lead paint detection and removal.

Actions planned to reduce the number of poverty-level families

Through its various programs, the City of Plymouth will identify and assist people and families that are below the poverty level when possible. We will utilize our network of social service agencies and where applicable assist them through CDBG resources and programs as well as local programs offered through the City of Plymouth, the Plymouth HRA and local non-profits. Programs that the City of Plymouth works with include tenant advocacy through HOMELine, a housing program through PRISM that helps assist with making mortgage or rent payments for a short period of time, a housing program through Interfaith Outreach that helps with paying rent, and housing and financial counseling through Lutheran Social Services that assists with helping families make good financial decisions that will reduce poverty. Senior Community Services helps low to moderate income seniors with needed home maintenance through their HOME program, assisting with small handyman projects as well as yard maintenance.

PRISM and Interfaith Outreach can also assist with basic needs through their food shelf and clothing programs that provide basic, necessary items to families that may be experiencing poverty.

Actions planned to develop institutional structure

The City of Plymouth has and will continue to coordinate with other institutions in the delivery of housing and community development programs. When possible, the City seeks to leverage its CDBG funds by coordinating with other state and local programs. For example, Plymouth has coordinated with Hennepin County to obtain Healthy Homes grant funding for lead-based paint hazard reduction for clients using our CDBG Housing Rehabilitation Loan Program. This allows households to remove lead-based paint hazards from the home while utilizing the CDBG funding to make other needed repairs, resulting in a greater impact to the living environment for the household.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Plymouth has developed and continues to maintain strong collaborative relationships with other housing providers and social service agencies. The city has worked over the years with People Responding In Social Ministry (PRISM), Metropolitan Interfaith Council on Affordable Housing (MICAH), Interfaith Outreach, and Habitat for Humanity.

The HRA requires recipients of their First Time Homebuyer Programs to attend homebuyer workshops presented by an accredited Home Stretch organization.

Discussion

The City of Plymouth uses all available resources through the City, County, and state to assist homeowners and renters within the City. Any time that the City of Plymouth is alerted to a resident with housing needs, the response is to coordinate with other departments and agencies to assist that resident.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	20,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	20,000

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	95.00%

Discussion

Program Income (PI) is occasionally received through the repayment of deferred zero interest loans made in previous years through the First Time Homebuyer and Housing Rehabilitation programs. When PI is received it is typically immediately reprogrammed to support current First Time Homebuyer and Housing Rehabilitation loan activities (depending on where the need/activity is greatest at the time the PI is received). The receipt of PI is somewhat unpredictable as it is generally triggered when previous loan recipients sell or refinance their homes. All PI received to date has been reprogrammed to support First Time Homebuyer and Housing Rehabilitation activities during the 2024 program year. The HRA anticipates receiving approximately \$20,000 in PI before the start of the 2025 program year that will be reprogrammed to support projects during that program year. This estimate is based on PI received to date.

In addition, the city anticipates receiving approximately \$80,000 in PI during the 2025 program year that will also be reprogrammed to support projects during the program year. This estimate is based on loan repayment trends over the past five years. Since several activities carried out by the HRA and social service agencies do not require immediate expenditure of the full amount of funds awarded, there will be a delay of several months between grant award and when a draw of funds will occur.

The HRA does not have any funds or proceeds from section 108 loan guarantees, surplus funds, grant funds returned, or float-funded activities. The HRA also does not have any CDBG-assisted activities which qualify under the "urgent need" National Objective.

The HRA estimates that 95% of its CDBG funds will be used for activities that benefit persons of low and moderate income. This includes all of the HRA CDBG-assisted activities other than Program Administration (planning, management, monitoring, and evaluation of the overall CDBG program).

Appendix - Alternate/Local Data Sources

1	Data Source Name 2018 ACS Five Year Dataset
	List the name of the organization or individual who originated the data set. American Community Survey - United States Census Bureau 2013 to 2017 (2018)
	Provide a brief summary of the data set. This is the standard American Community Survey Data that is more recent than what was automatically populated as the default data source. This data is more relevant and accurate to the present day.
	What was the purpose for developing this data set? The data set is standard practice in the United States Census Bureau and the American Community Survey is conducted on an annual basis to supplement the United States Census that is conducted every ten years.
	Provide the year (and optionally month, or month and day) for when the data was collected. The data is collected on a rolling basis from 2013 to 2017 and presented as a five-year aggregate in 2018.
	Briefly describe the methodology for the data collection. The methodology is the standard accepted practices within the United States Census Bureau.
	Describe the total population from which the sample was taken. Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown in this dataset is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in the data.
	Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. The demographics are representative of Hennepin County given the methodological rigor of the American Community Survey methodologies accepted and practiced by the United States Census Bureau.

To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Consider use of Local Affordable Housing Aid (LAHA) funds to support a property rehabilitation to Willow Wood Estates**

1. Action Requested:

Consider use of Local Affordable Housing Aid (LAHA) funds to support a significant property rehabilitation to Willow Wood Estates (10850 South Shore Drive), an affordable housing development in Plymouth.

2. Background:

LAHA Overview

The Local Affordable Housing Aid (LAHA) program provides annual, formula-based state funding to local governments for the purpose of developing, preserving, and maintaining affordable housing. LAHA funds are intended to support local efforts to address housing affordability needs and increase access to stable, affordable homes.

Eligible uses of LAHA funds include:

- Gap financing for new affordable housing construction
- Preservation of Naturally Occurring Affordable Housing (NOAH)
- Acquisition or rehabilitation of affordable housing properties
- Financial support to non-profit affordable housing providers
- Eviction prevention and emergency rent assistance
- Down payment Assistance
- Owner occupied rehab programs

- Funds must be used exclusively for housing that serves income qualified households, at or below 80% AMI for rental and 115% AMI for homeownership programs.
- Funds must be tracked and reported annually to ensure compliance with state requirements.
- Funds must be committed within three years and expended within four years of receipt (unspent funds may need to be returned)

The current balance of LAHA funds is \$1,296,372.99. The 2026 allocation of \$971,229.79 will be received in two payments (50% in July and 50% in December). The total LAHA fund amount 2024-2026 will be \$2,267,602.78.

Project Summary: Willow Wood Estates

Willow Wood Estates (10850 South Shore Drive) consists of six multi-tenant townhome buildings with a total of 40 affordable units, four garage structures, a playground area and a community building with a leasing office, laundry facilities and a community gathering space. Willow Wood Estates is owned and operated by CommonBond Communities, a non-profit housing developer based in St. Paul.

CommonBond is currently assembling a financial package for the extensive rehabilitation of Willow Wood Estates property. The property rehab will include replacement of windows, siding and roofing, renovations of multiple units, parking lot replacement, and an update to the community building. The total rehab cost is estimated to be approximately 5.6 million dollars.

The financial package also includes a refinancing of the current debt structure of the property. The funding sources include tax-exempt bonds issued by Hennepin County, tax credits allocated by MHFA, state credit funding and a new first mortgage. The project will include long-term renewal of the existing Section 8 contract with the Department of Housing and Urban Development.

Based on project review, staff concluded that an allocation of LAHA funds would provide meaningful support to the project. The funds will assist in providing long-term affordability targeted to low-income households and aligns with the City's housing goals, which include preservation of existing affordable rental housing.

Staff Recommendation:

The HRA Commission recommend to City Council approval of the use of LAHA funds in an amount not to exceed \$650,000 to support the Willow Wood Estates property rehabilitation.

3. Budget Impact:

The recommended contribution of \$650,000 would come from the existing LAHA fund balance. The use of these funds is consistent with eligibility criteria and does not impact the City/HRA's general fund.

4. Attachments:

1. Willow Wood Estates Request Letter
2. Ehlers Analysis Memo
3. Commitments for Financing (Equity)
4. Commitments for Financing (Perm Loan)
5. Construction Cost Estimate
6. Resolution 2026-03



June 9, 2026

City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447
Attn: Steven Schmidt, Housing Manager/Assistant HRA Director

**RE: Willow Wood Estates
Request for New Deferred Loan Funding and Assumption of Existing Financing**

Dear Mr. Schmidt,

With this letter we request that the City provide the following assistance to the Willow Wood Estates:

- New deferred loan in the amount of \$650,000. 0% interest with a 30 year term. Payments deferred until maturity.
- Assume existing City loan in the original amount of \$50,000. Reset interest rate to 0% and forgive accrued interest. Extend term by 30 years. Payments deferred until maturity.

The new requested funding will be used to help fund construction costs associated with the planned rehabilitation. Similarly, the existing funding that is requested to be assumed will free up funds for costs associated with the planned rehabilitation instead of being directed to repayment of this loan. As such the funding will allow CommonBond to complete a more extensive rehabilitation of the property, benefiting residents and community members through upgraded units, efficient furnaces and water heaters, improved site conditions and updated building exteriors. If these funds are not approved, the planned comprehensive rehabilitation will need to be scaled back for the project to be financially feasible.

The planned project is also consistent with the City of Plymouth's 2040 Comprehensive Plan, including the following goals and policies outlined in the Housing Plan/Chapter 4:

- Provide opportunities for diverse housing types: the project will include affordable, rental townhomes, which are less prevalent in the City.
- Promote sustainable design practices: the project will be rehabilitated pursuant to Green Communities criteria.

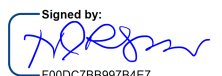


- Actively encourage developers to include low-income housing: the project is 100% affordable/low-income housing.

Willow Wood Estates provides important and unique housing options in the local community with 40 units of three and four-bedroom townhomes, all of which are subsidized, allowing the property to serve very low-income households. Residents benefit from on-site services offered by IOCP Interfaith Outreach and strong access to schools, parks, employment and other amenities. Our requests will ensure Willow Wood Estates remains a quality affordable housing resources for decades to come.

Thank you for your support on this important project. Please contact me with any questions at heidi.rathmann@commonbond.org.

Sincerely,

Signed by:


F00DC7BB997B4E7...

Heidi Rathmann

Chief Real Estate Officer

MEMORANDUM

TO: Steven Schmidt - Housing Manager/Assistant HRA Director
 FROM: Schane Rudlang - Ehlers
 DATE: June 18, 2026
 SUBJECT: Financial Review – LAHA Funding

The City of Plymouth (the “City”) has been asked to provide \$650,000 of Local Affordable Housing Aid (“LAHA”) for Willow Wood Estates (the “Project”), a 40-unit, townhome-style affordable family development in Plymouth. The Project is a 100% affordable Low-Income Housing Tax Credit (“LIHTC”) recapitalization involving substantial renovation and includes three- and four-bedroom units serving households at 50% and 60% AMI (“Area Median Income”).

Financial Analysis

Ehlers reviewed the Developer’s sources and uses, operating proforma, debt assumptions, tax credit equity, developer fee, and requested LAHA assistance. The review considered whether the Project’s costs, financing structure, market conditions, operating assumptions, and requested public assistance are reasonable for a 100% affordable LIHTC recapitalization involving substantial renovation and long-term affordability.

Total Development Cost and Capital Stack – Total development cost is \$19,103,011, or approximately \$477,575 per unit. The cost reflects acquisition of the existing affordable property, substantial renovation/construction work, and the LIHTC recapitalization structure. Sources include first mortgage debt, tax credit equity, public funds, seller financing, and a deferred developer fee.

SOURCES			
	Amount	Pct.	Per Unit
First Mortgage	7,164,000	37.5%	179,100
General Partner Cash	100	0.0%	3
Syndication Proceeds	5,247,838	27.5%	131,196
Sales Tax Rebate	114,812	0.6%	2,870
Energy Rebates	5,000	0.0%	125
State Tax Credit Loan	2,415,827	12.6%	60,396
City of Plymouth LAHA	650,000	3.4%	16,250
Assumed County AHIF Loan	396,515	2.1%	9,913
Assumed County HOME Loan	841,494	4.4%	21,037
Assumed Plymouth HRA Loan	50,000	0.3%	1,250
Seller Loan	621,991	3.3%	15,550
Interim Income	135,000	0.7%	3,375
Deferred Developer Fee	1,460,433	7.6%	36,511
TOTAL SOURCES	19,103,010	100.0%	477,575

USES

	Amount	Pct.	Per Unit
Acquisition Costs	8,210,000	43.0%	205,250
Construction Costs	6,314,647	33.1%	157,866
Professional Services	774,300	4.1%	19,358
Financing Costs	769,984	4.0%	19,250
Developer Fee	2,473,829	12.9%	61,846
Cash Accounts/Escrows/Reserve	560,250	2.9%	14,006
TOTAL USES	19,103,010	100.0%	477,575

Deferred Developer Fee – The developer fee totals \$2,473,829, or approximately 12.9% of total development cost. Of that amount, \$1,460,433 is deferred as part of the Project’s gap financing and is projected to be repaid from available cash flow over 13 years, which is acceptable for this type of affordable housing recapitalization.

Syndication Rate / Tax Credit Equity – The Project includes \$5,247,838 of tax credit equity syndication proceeds based on an equity factor of 0.78, which is within the current range for tax credit transactions.

Operating Costs – Base apartment operating costs, excluding management fees, property taxes, and replacement reserves, total \$444,558, or approximately \$11,114 per unit. Total rental unit expenses are \$521,122, or approximately \$13,028 per unit, after adding those items. These costs are higher than standard multifamily assumptions; however, the Project was built in 1980 and is a townhome-style affordable family development with larger three- and four-bedroom units that can increase staffing, maintenance, turnover, utilities, insurance, and other operating costs.

Local Affordable Housing Aid

Minnesota Statutes section 477A.35 authorizes metropolitan cities such as Plymouth to use LAHA for qualifying affordable housing projects, including acquisition, rehabilitation, permanent financing, and gap financing. Willow Wood Estates meets the statute’s affordability requirements because it includes units at 50% and 60% AMI, and the proposed City contribution functions as gap financing.

Plymouth’s certified LAHA amount for 2025 is \$933,262.

Recommendation

I recommend that the City approve the use of \$650,000 of LAHA for Willow Wood Estates. The requested assistance is consistent with Minnesota Statutes section 477A.35 and helps complete the capital stack for a 100% affordable LIHTC recapitalization involving substantial renovation and long-term affordability.



2550 University Avenue W
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fax 651-221-1904
www.GMHF.com

March 26, 2026

Andrew Hughes
Project Manager
CommonBond Communities
1080 Montreal Avenue
St. Paul, MN 55116

Re: Willow Wood Estates – 4% LIHTC Letter of Interest

Dear Katlyn:

Minnesota Equity Fund (“MEF”) has completed a detailed analysis of the financial projections and other information you provided for Willow Wood Estates (“Development”), a 40-unit affordable housing development in Plymouth. We are pleased to submit this Letter of Interest.

MEF’s initial underwriting mirrors your assumptions of a 5% vacancy rate, and trending at 2% for income and 3% for expenses. MEF has underwritten your initial assumptions of achievable rents and operating expenses. MEF has validated your eligible basis calculation and is assuming a 4% Low Income Housing Tax Credit (“LIHTC”) amount of \$667,526.

MEF’s initial underwriting supports a price of \$0.7800 per LIHTC, for a total equity investment of \$5,206,182. This assumes a 21% federal corporate tax rate; the use of bonus depreciation; a closing date in December 2026; and the attached pay-in structure which is supported by Greater Minnesota Housing Fund’s contemporaneous commitment for a companion construction loan and permanent loan. MEF’s equity investment would likely be through a multi-investor fund managed by our strategic partner, Cinnaire. We have underwritten the Development to meet the fund’s anticipated investor requirements, which are subject to change.

Upon your receipt of an LIHTC award, and full funding for the Development being secured, we would move to a formal Letter of Intent and then to complete our full due diligence review of the development and operating budgets, the development team, site and market factors, and other information relevant to the Development and our proposed investment.

Thanks for considering partnering with MEF. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Paul Marzynski".

Paul Marzynski
Investment Officer

Willow Wood Estates - Equity Pay-In Schedule

40-unit Family project in Plymouth , MN - Acq/Rehab

INVESTMENT SUMMARY

Net Equity Investment to Lower Tier	5,206,182
Funding Gap	-
Cents per LIHTC Credit:	0.7800
Cents per Historic Credit:	
Cents per State Credit:	

CAPITAL CONTRIBUTIONS TO PROJECT

PAYMENT OF GENERAL PROJECT COSTS

PROJECT FEES AND RESERVES

AMOUNT

Developer Fees (Net)	1,040,146	208,029	208,029	493,933	130,155	1,040,146
Fund Legal/Accounting Report-Non Synd. Cost	55,000	55,000				55,000
Rent Up Reserve	0		-			-
Operating Reserves (Capitalized)	519,417			519,417		519,417
Replacement Reserve (Capitalized)	40,000			40,000		40,000
Supportive Services Reserve	0			-		-
Additional Syndicator Reserve	0			-		-
TOTAL	1,654,563	263,029	208,029	1,053,350	130,155	1,654,563

TOTAL PAYMENT TO LOWER TIER	5,206,182	1,041,236	3,123,709	911,081	130,155	5,206,182
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Percent Paid:	20.00%	60.00%	17.50%	2.50%	
Cumulative Paid:	20.00%	80.00%	97.50%	100.00%	



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toll-free 800-277-2258
fax 651-221-1904
www.GMHF.com

VIA ELECTRONIC MAIL

March 26, 2026

Heidi Rathmann
CommonBond Communities
1080 Montreal Ave
St. Paul, MN 55116
Heidi.Rathmann@commonbond.org

**SUBJECT: PRELIMINARY TERM SHEET
WILLOW WOOD ESTATES**

Dear Heidi:

Greater Minnesota Housing Fund ("GMHF") has reviewed your preliminary proforma and other information you provided in relation to this project. Based on this information, we are pleased to provide this preliminary term sheet in providing financing under the following terms and conditions:

Project: Willow Wood Estates
Location: Plymouth
Project Type: Acq/Rehab
Developer: CommonBond Communities
Borrower: TBD Single Asset Entity (To be approved by GMHF)

Loan #1: Amortizing first mortgage

Loan Amount: \$7,141,000
Interest Rate: Fixed rate equal to the 10-Year Treasury Yield plus 2.25%, minimum rate 5.00%, to be locked within 30 days prior to initial closing. Rate to match construction loan rate for 24 months. Underwritten at 6.50%
Extended Rate Lock: Borrower may elect an early rate lock up to 90 days in advance of closing for a fee equal to 0.50% of the loan amount
Term: 17 years
Amortization: 35 years

Repayment:	Interest due monthly for 24 months; thereafter, principal and interest payments due monthly with balance due at maturity
Prepayment:	Prepayment penalty within 10 years from closing date
Collateral:	1st lien on real estate
Guarantor:	CommonBond Communities until Stabilization; none thereafter
Stabilization:	Later of (1) receipt of the stabilization installment of LIHTC equity and repayment in full of the construction debt and (2) achieving three consecutive months at greater than 90% economic occupancy and a debt service coverage ratio of at least 1.15 based on three months of actual income and the greater of underwritten or actual operating expenses
Recourse:	Non-recourse after Stabilization
Disbursement:	Disbursed through Title on a draw basis during construction, with a final draw upon completion and meeting the applicable tax-exempt bond test.
Loan-to-Value:	Maximum 80% loan-to-value
Debt Coverage Ratio:	Underwritten at minimum of 1.15 in year 1 and 1.10 in year 15
Reserves:	Capitalized replacement reserves and annual deposits to replacement reserves to be determined subject to Physical Capital Needs Assessment and planned scope of work prior to closing. Annual deposit to replacement reserves of \$450/unit Operating reserves equal to 3 months of stabilized operating expenses Debt service reserves equal to 3 months of debt service, held by GMHF and funded at stabilization <i>(Syndicator required reserves will count toward GMHF requirement)</i>

Loan #2: Construction/bridge loan (Tax-Exempt)

Loan Amount:	\$4,980,000 (sized based on the amount of tax-exempt bonds to be issued)
Interest Rate:	Fixed rate equal to the 30-Day Average SOFR plus 1.50%, minimum rate 5.00%, to be locked within 30 days prior to initial closing. Underwritten at 5.50%
Term:	24 months
Repayment:	Interest due monthly with balance due at maturity

Prepayment:	Loan may be prepaid at any time without penalty
Collateral:	2nd lien on real estate behind GMHF first mortgage. Assignment of capital contributions
Guarantor:	CommonBond Communities for the term of the loan
Recourse:	Full recourse
Disbursement:	Disbursed through Title on a draw basis
Loan-to-Value:	Maximum 95% of as-completed value and 95% of capital contributions

Conditions on both loans:

Other Fees/Legal:	Borrower shall be responsible for all legal and closing costs, and the costs of all third-party reports or services incurred by GMHF in relation to this loan
Origination Fee:	1% of loan amount or 0.75% of loan amount if Minnesota Equity Fund (MEF) is the syndicator
Registration Tax:	GMHF Mortgages are exempt from 0.23% Mortgage Registration Tax
Affordability:	40 units rent-and-income restricted at 60% AMI
Rental Assistance:	Borrower agrees to accept outside rental subsidies, such as Housing Choice Voucher. Borrower agrees to renew the rental assistance contract as long as the GMHF loan is outstanding.
Expiration:	This term sheet for financing will expire on September 30, 2026, unless it is amended or extended in writing by GMHF.

To save project costs, GMHF will coordinate third-party reports and construction monitoring with other lenders and investors whenever possible.

Please note that this preliminary term sheet is not an agreement to close the loan outlined hereinabove. The mortgage amount is based on the proforma provided by the Borrower and this letter is issued based upon a preliminary determination of financing eligibility. This does not constitute a binding commitment and any significant changes to the proforma may change the terms of the loan. Final approval is contingent upon final underwriting of the development, due diligence review (including borrower's personal financials), availability of funds, and approval by the GMHF Board of Directors.

Please contact Asher Michels-Allen at amichellsallen@gmhf.com or 651-350-7228 if you have questions about this letter of interest or other ways GMHF or Minnesota Equity Fund may help fund this project. We look forward to working with you.

Budgeting Cost Proposal Scopes of Work

Number Units: **40**

Project: **Willow Wood Townhomes**

Date: **3/24/2026**

Location: **Plymouth, MN**

Estimator: **Mike Szurek**

1	Needs Ass. #	Site Work	Quantity	Unit	Budget	Alternates
1		Remove and replace parking lot			\$165,780	
2		Replace 50% of concrete curbs and gutters			\$31,102	
3		Restripe with required parking and access aisles, accessible signage			\$1,990	
4		Existing bituminous walking path – patch-repair damaged areas.			\$9,100	
5		Replace 50% of existing concrete sidewalks, including paths to individual units			\$109,404	
6		Regrade around building for positive drainage away from walls			\$14,445	
7		Restore and replace plantings in mulch beds, restore sod at existing locations			\$37,450	
8		Scope sewer drains and repair/replace settled and damage section			\$53,500	
9		New pedestal style mailboxes with parcel lockers, coordinate /revise accessible route			\$9,245	
10		New security cameras to monitor entirety of site			\$40,125	
		TOTAL SITEWORK			\$472,142	\$0

2	Needs Ass. #	Building Exterior	Quantity	Unit	Budget	Alternates
11		Replace roofing: new asphalt roof shingles on all buildings			\$393,760	
12		New prefinished metal gutters, scuppers, and downspout			\$169,655	
13		Clean exposed soffit & fascia			\$39,419	
14		Existing composite fiber-cement siding at townhomes, garages and common building to remain				
15		Paint fiber cement siding and trim			\$118,770	
16		New perimeter insulation and protection board at grade cellular PVC (Azek) 1x12 typ. Including flashing to existing siding			\$26,866	
17		Replace bottom course of siding at garages			\$12,794	
18		New insulated vinyl windows			\$470,114	
19		Replace door hardware at unit entry doors, paint			\$63,986	
20		New screen door at back door			\$19,676	
21		New exterior HM doors & frames at common building			\$4,046	
		TOTAL EXTERIOR			\$1,319,086	\$0

3	Needs Ass. #	Common Areas	Quantity	Unit	Budget	Alternates
22		Existing accessible single user toilet room to remain				
23		Reconfigure laundry room			\$4,013	
24		Existing office to remain				
25		Common area finishes:				
26		Patch and paint walls and ceilings			\$2,675	
27		New LVP in kitchenette/community room			\$14,258	
		TOTAL INTERIOR COMMON AREA WORK			\$20,945	\$0

4	Needs Ass. #	Unit Interiors	Quantity	Unit	Budget	Alternates
28		Move Tenants Belongings			\$37,450	
29		New bifold (Landquist) closets doors			\$158,981	
29		Interior prehung unit doors replace 50 each			\$48,016	
30		New vinyl trim windowsills			\$41,515	
31		New horizontal vinyl window blinds			\$42,565	
32		Kitchens:				
33		New cabinets, counters, sink, faucets			\$296,552	
34		Alternate: In lieu of replacing cabinets, refinish				-\$150,122
35		New appliances: range, range hood(venting), refrigerator, microwave			\$128,400	
36		New firestops at hood			\$5,971	
37		New backsplash/grease shield behind workspaces			\$8,387	
38		Bathrooms:				
39		New vanity/cultured marble top, faucet			\$57,254	
40		New medicine cabinet mirror and add vanity light			\$22,297	
41		Replace bath accessories: toilet paper holder, towel bars			\$14,940	

Project: Willow Wood Townhomes

Date: 3/24/2026

Location: Plymouth, MN

Estimator: Mike Szurek

42		Clean existing tub/shower surrounds, valve, fixtures and showerheads – patch tub ceilings			\$68,480	
43		Replace toilets – 1.28 GPF			\$28,248	
44		New bath fans – 2 speed/low sone wired to light			\$42,372	
45		New finishes throughout:				
46		LVP kitchen, dining, entry, living room			\$491,837	
47		Carpet bedrooms 50%			\$109,060	
48		New sheet vinyl in bathrooms			\$37,911	
49		Spot patch walls and ceilings at kitchens and baths			\$13,859	
50		Paint walls and ceilings at kitchens and baths			\$74,900	
51		New outlet/device covers			\$21,400	
52		New LED light fixtures throughout unit			\$181,900	
53		Alternate: In lieu of replacing light fixtures, relamp				-\$149,800
54		Replace hardwired smoke/CO detectors			\$6,420	
55		New smoke/CO detectors in bedrooms, hardwire.			\$33,170	
56		Kitchens:				
57		Front control range, switched range hood			\$535	
58		Bathrooms:				
59		Replace roll in shower compartment tile, fixtures, accessories, grab bars			\$28,708	
		TOTAL UNIT INTERIORS			\$2,001,126	-\$299,922

5	Needs Ass. #	Mechanical/Electrical	Quantity	Unit	Budget	Alternates
60		Replace existing gas tank type water heaters. Atmospheric UEF rating .66			\$163,929	
61		New furnace 95% efficient and air conditioner coils, new condensing units, single stage			\$537,595	
62		At community room, replace furnace 95% efficient and air conditioner coils, new condensing units, single stage			\$13,443	
63		Unit fixtures: new sinks, faucets, tubs and surrounds, toilets, supply and shutoffs (Low flow Watersense fixtures)		in above		
64		Domestic piping – replace remaining copper Assume 50%			\$214,000	
65		New replacement LED parking lot fixtures on new poles			\$63,665	
66		New exterior wall pack area light fixtures			\$8,346	
67		New exterior front entry fixture, shielded/reduced lumens			\$10,700	
68		New entrance and security lighting – add in dark areas.			\$5,778	
69		Replace common area light fixtures with LED			\$3,210	
70		Replace exit and emergency lighting			\$803	
71		Replace unit ceiling fans			\$14,980	
		TOTAL MECHANICAL/ELECTRICAL			\$1,036,448	\$0

72		General Conditions			\$290,985	
73		Overhead			\$96,995	
74		Profit			\$290,985	
75		Performance Bond			\$43,402	
76		Building Permit			\$45,582	
		Total Cost			\$5,617,696	
		Cost per unit			\$140,442.40	

CITY OF PLYMOUTH

HRA RESOLUTION 2026-03

A RESOLUTION RECOMMENDING THE USE OF LOCAL AFFORDABLE HOUSING AID (LAHA) FUNDS FOR WILLOW WOOD ESTATES REHABILITATION PROJECT

WHEREAS, CommonBond Communities, a non-profit housing developer based in St. Paul is currently assembling a financial package for the extensive rehabilitation of Willow Wood Estates property.; and

WHEREAS, the Plymouth Housing and Redevelopment Authority has received a request to provide \$650,000 to support a property rehabilitation project to Willow Wood Estates located at 10850 South Shore Drive, Plymouth, Minnesota; and

WHEREAS, The Local Affordable Housing Aid (LAHA) program provides annual, formula based state funding to local governments for the purpose of developing, preserving, and maintaining affordable housing.; and

WHEREAS, LAHA funds are intended to support local efforts to address housing affordability needs and increase access to stable, affordable homes; and

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF PLYMOUTH, MINNESOTA, that it recommends that the Plymouth City Council support the funding request and provide \$650,000 in Local Affordable Housing Aid funds to CommonBond to support the Willow Wood Estates Rehabilitation Project, contingent on execution of a funding agreement outlining performance, affordability commitments, and reporting requirements.

Approved this 23rd day of July, 2026 by the Plymouth Housing and Redevelopment Authority.

James Williams, Chair

Grant Fernelius, Executive Director

To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **Review 2027-2028 HRA preliminary budgets**

1. Action Requested:

No formal action is needed at this time.

2. Background:

The City develops the budget on a biennial cycle. The operating budget is developed in odd years, and the capital budget is developed in even years. The operating budget cycle was developed in 2025 for the 2026-2027 biennial cycle. Staff included the 2026–2027 budgets covering the HRA General Fund, Community Development Block Grant (CDBG) and Housing Choice Voucher programs. Historically, these budgets have remained relatively consistent with slight adjustments for inflation. The following memo provides a high-level overview of each fund for the remainder of the 2-year operating budget cycle.

HRA General Fund

The HRA General Fund is the primary account for tracking HRA-related expenses and revenues, namely the levy. In general, expenses for 2026–2027 have been held flat with the following adjustments:

- 1.2% increase in allocations
- 23.8% increase in personal services related to the additional housing specialist to help administer the new Bring it Home state rental assistance voucher program.
- 17.2% reduction in transfers out

On the revenue side, the HRA tax levy increased by 3% in 2026 and is proposed to increase again in 2027. The HRA levy for 2026 is \$688,588 and \$719,914 in 2027. Given the recommendation to suspend transfers to the two senior buildings (\$310,000

in total), there is capacity to re-direct those dollars to other housing activities. This is a policy topic staff plans to discuss with the HRA and City Council.

CDBG Program

The proposed CDBG budgets for 2027 and 2028 reflect a modest increase in allocations (i.e. internal charges for technology, overhead, insurance, etc.) but are essentially unchanged from 2026. The city is not expecting any substantial change in federal funding.

Housing Choice Voucher

The budget for the Housing Choice Voucher includes both the federal funds the city has administered for many years, and the new state-funded Bring it Home program. The city received an allocation of 36 Bring it Home Rental Assistance vouchers for the 2026-2027 contract term and is currently in the process of issuing vouchers. There is no expected change in federal funding for the HCV program.

HRA General Fund and Rental Assistance programs Fund Balances

Attached is a spreadsheet showing the fund balances for the HRA General Fund, the Housing Choice Voucher (HCV) program, and the Bring it Home Rental Assistance (BIH) program. As of 6/30/2026, the General Fund has a fund balance of \$2.045 million (\$1.7M net), the HCV program \$908,101 (\$181,425 net) and the BIH program \$111,777.

Senior Buildings

The HRA has used Grace Management to oversee the agency's two apartment buildings, Plymouth Towne Square (15500 37th Avenue N.) and Vicksburg Crossing (3155 Vicksburg Lane N.) since the early 2000s. Plymouth Towne Square is a 99-unit building targeted to income-qualified individuals and families age 55+. The building contains 60 one-bedroom units and 39 two-bedroom units. Households pay 37% of their income toward rent. Vicksburg Crossing offers a mix of one-bedroom, one-bedroom plus den and two-bedroom apartments. The building contains 96 units and is targeted to households aged 55+. Thirty-three of the units are considered affordable.

Both Plymouth Towne Square and Vicksburg Crossing operate on an annual budget cycle. However, long-term capital improvements to the senior buildings have been included in the City's 10-year Capital Improvement Plan (CIP). Attached are the draft budgets, assumptions and comparative data for both buildings.

3. Budget Impact:

This is a presentation on the proposed budgets for the 2027-2028 budget cycle.

4. Attachments:

1. HRA Accounts 2026-2027
2. HRA Fund balance summary 2026
3. PTS 2027 Budget Assumptions Draft
4. PTS 2027 Budget Comparison Draft
5. PTS 2027 Budget Draft
6. VC 2027 Budget Assumptions Draft
7. VC 2027 Budget Comparison Draft
8. VC 2027 Budget Draft
9. VC 2027 Budget Income Draft
10. HRA Capital Improvement Plan 2027

Fund	HRA General
Department	All
Division	All
Program	All

Row Labels	Sum of Amounts - FY24 Actual	Sum of Amounts - FY25 Budgeted	Sum of Amounts - FY26 In Progress	\$ var 26 vs 25	% var 26 vs 25	Sum of Amounts - FY27 In Progress	\$ var 27 vs 26	% var 27 vs 26
Expense								
Allocations	42,089	45,105	142,438	97,333	215.8%	143,322	884	0.6%
Capital Improve	0	0	0	0	0.0%	0	0	0.0%
Contractual Services	77,978	28,510	28,510	0	0.0%	28,510	0	0.0%
Dues & Subscriptions	120	1,000	1,000	0	0.0%	1,000	0	0.0%
Employee Development & Meetings	1,276	3,300	3,800	500	15.2%	3,800	0	0.0%
Equip	0	0	0	0	0.0%	0	0	0.0%
Materials & Supplies	180	500	500	0	0.0%	500	0	0.0%
Other	3,503	13,725	13,675	(50)	-0.4%	13,675	0	0.0%
Personal Services	217,222	301,164	324,172	23,008	7.6%	404,783	80,611	24.9%
Transfers Out	310,000	372,184	310,000	(62,184)	-16.7%	310,000	0	0.0%
Expense Total	652,368	765,488	824,095	58,607	7.7%	905,590	81,495	9.9%
Revenue								
Charges For Services	29,123	51,900	51,900	0	0.0%	51,900	0	0.0%
Contributions & Donations - Capital	0	0	0	0	0.0%	0	0	0.0%
Gen Prop Tax	653,328	678,588	698,946	20,358	3.0%	719,914	20,968	3.0%
Int Inc	75,036	23,000	32,600	9,600	41.7%	32,600	0	0.0%
Intergovernmental	6	0	0	0	0.0%	0	0	0.0%
Other	348,450	12,000	12,000	0	0.0%	12,000	0	0.0%
Transfers In	0	0	0	0	0.0%	0	0	0.0%
Revenue Total	1,105,943	765,488	795,446	29,958	3.9%	816,414	20,968	2.6%

Authorized FTE's	2024 Actual	2025 Budget	2026 Proposed	2027 Proposed
Economic Development	1.50	1.50	1.50	1.50
CD Administration & Support	4.75	4.75	4.75	5.25
Planning	4.40	4.40	4.40	4.40
Inspections	10.00	10.00	10.00	10.00
Housing & Development	4.85	4.85	5.85	6.35

Fund	Community Dev Block Grant (CDBG)
Department	All
Division	All
Program	All

Row Labels	Sum of Amounts - FY24 Actual	Sum of Amounts - FY25 Budgeted	Sum of Amounts - FY26 In Progress	\$ var 26 vs 25	% var 26 vs 25	Sum of Amounts - FY27 In Progress	\$ var 27 vs 26	% var 27 vs 26
Expense								
Allocations	10,349	11,142	34,557	23,415	210.2%	36,782	2,225	6.4%
Contractual Services	6,496	7,350	7,350	0	0.0%	7,350	0	0.0%
Dues & Subscriptions	190	0	200	200	0.0%	200	0	0.0%
Employee Development & Meetings	0	1,600	1,600	0	0.0%	1,600	0	0.0%
Equip	0	0	0	0	0.0%	0	0	0.0%
Materials & Supplies	131	300	150	(150)	-50.0%	150	0	0.0%
Other	308,145	462,477	462,452	(25)	-0.0%	462,452	0	0.0%
Personal Services	31,260	36,893	28,391	(8,502)	-23.0%	30,519	2,128	7.5%
Expense Total	356,571	519,762	534,700	14,938	2.9%	539,053	4,353	0.8%
Revenue								
Gen Prop Tax	0	0	0	0	0.0%	0	0	0.0%
Int Inc	1,473	300	1,000	700	233.3%	1,000	0	0.0%
Intergovernmental	346,574	441,452	441,452	0	0.0%	441,452	0	0.0%
Other	230	0	0	0	0.0%	0	0	0.0%
Transfers In	0	78,010	0	(78,010)	-100.0%	0	0	0.0%
Revenue Total	348,277	519,762	442,452	(77,310)	-14.9%	442,452	0	0.0%

Authorized FTE's	2024 Actual	2025 Budget	2026 Proposed	2027 Proposed
Economic Development	1.50	1.50	1.50	1.50
CD Administration & Support	4.75	4.75	4.75	5.25
Planning	4.40	4.40	4.40	4.40
Inspections	10.00	10.00	10.00	10.00
Housing & Development	4.85	4.85	5.85	6.35

Fund	HRA Rental Assistance
Department	All
Division	All
Program	HRA Section 8 - Administration

Row Labels	Sum of Amounts - FY24 Actual	Sum of Amounts - FY25 Budgeted	Sum of Amounts - FY26 In Progress	\$ var 26 vs 25	% var 26 vs 25	Sum of Amounts - FY27 In Progress	\$ var 27 vs 26	% var 27 vs 26
Expense								
Allocations	46,252	49,796	35,494	(14,302)	-28.7%	36,379	885	2.5%
Contractual Services	30,770	34,800	34,800	0	0.0%	34,800	0	0.0%
Dues & Subscriptions	575	500	500	0	0.0%	500	0	0.0%
Employee Development & Meetings	2,301	2,150	2,150	0	0.0%	2,150	0	0.0%
Equip	0	0	0	0	0.0%	0	0	0.0%
Materials & Supplies	129	100	100	0	0.0%	100	0	0.0%
Other	3,992,727	3,073,907	3,073,987	80	0.0%	3,073,987	0	0.0%
Personal Services	205,487	222,175	246,720	24,545	11.0%	261,147	14,427	5.8%
Transfers Out	0	9,957	0	(9,957)	-100.0%	0	0	0.0%
Expense Total	4,278,241	3,393,385	3,393,751	366	0.0%	3,409,063	15,312	0.5%
Revenue								
Int Inc	1,146	10	250	240	2400.0%	250	0	0.0%
Intergovernmental	4,362,808	3,393,375	3,393,375	0	0.0%	3,393,375	0	0.0%
Transfers In	0	0	0	0	0.0%	0	0	0.0%
Revenue Total	4,363,954	3,393,385	3,393,625	240	0.0%	3,393,625	0	0.0%

Authorized FTE's	2024 Actual	2025 Budget	2026 Proposed	2027 Proposed
Economic Development	1.50	1.50	1.50	1.50
CD Administration & Support	4.75	4.75	4.75	5.25
Planning	4.40	4.40	4.40	4.40
Inspections	10.00	10.00	10.00	10.00
Housing & Development	4.85	4.85	5.85	6.35

Fund	HRA Rental Assistance
Department	All
Division	All
Program	Bring It Home

Row Labels	Sum of Amounts - FY24 Actual	Sum of Amounts - FY25 Budgeted	Sum of Amounts - FY26 In Progress	\$ var 26 vs 25	% var 26 vs 25	Sum of Amounts - FY27 In Progress	\$ var 27 vs 26	% var 27 vs 26
Expense								
Allocations	0	0	0	0	0.0%	0	0	0.0%
Capital Improve	0	0	0	0	0.0%	0	0	0.0%
Contractual Services	0	0	3,780	3,780	0.0%	780	(3,000)	-79.4%
Debt Service Interest	0	0	0	0	0.0%	0	0	0.0%
Dues & Subscriptions	0	0	0	0	0.0%	0	0	0.0%
Employee Development & Meetings	0	0	1,250	1,250	0.0%	1,250	0	0.0%
Equip	0	0	10,000	10,000	0.0%	0	(10,000)	-100.0%
Materials & Supplies	0	0	0	0	0.0%	0	0	0.0%
Other	0	0	841,084	841,084	0.0%	841,084	0	0.0%
Personal Services	0	0	106,443	106,443	0.0%	111,241	4,798	4.5%
Transfers Out	0	0	0	0	0.0%	0	0	0.0%
Expense Total	0	0	962,557	962,557	0.0%	954,355	(8,202)	-0.9%
Revenue								
Intergovernmental	0	0	998,252	998,252	0.0%	931,684	(66,568)	-6.7%
Revenue Total	0	0	998,252	998,252	0.0%	931,684	(66,568)	-6.7%

Authorized FTE's	2024 Actual	2025 Budget	2026 Proposed	2027 Proposed
Economic Development	1.50	1.50	1.50	1.50
CD Administration & Support	4.75	4.75	4.75	5.25
Planning	4.40	4.40	4.40	4.40
Inspections	10.00	10.00	10.00	10.00
Housing & Development	4.85	4.85	5.85	6.35

	HRA General	Housing Choice Voucher	Bring It Home
Fund Balance - Beginning	2,265,044	971,200	-
Revenues - 06/30/26	31,447	2,031,988	113,721
Expenses - 06/30/26	250,743	2,095,087	1,944
Fund Balance - 06/30/26	2,045,748	908,101	111,777
Less Restricted for:			
HRA General			
Current Year Budget x 40%	(316,978)		
Housing Choice Voucher			
2 months expenditures		(726,676)	
Available Fund Balance	1,728,770	181,425	111,777

**PLYMOUTH TOWNE SQUARE
2027 Budget Assumptions DRAFT**

REVENUE:

Resident Rent Revenue is based on the estimated 2026 average rent per unit of \$700 plus a 3% increase. We budget 96 occupied units to allow for turnover time & rent fluctuations based on new residents' rent rate which is calculated based on personal income. The rental increase will go into effect on January 1, 2027. The minimum rents are proposed to increase 3% to \$515 for a one-bedroom (up \$15) and increase 3% to \$693 (up \$20) for a two-bedroom. The market rate rents are proposed to increase 3% also to \$1,159 (up \$34) for a one-bedroom and \$1,485 (up \$43) for a two-bedroom.

HRA Subsidy No subsidy is budgeted for the year.

Garage Rental is based on 61 stalls leased at \$65 a month each. No increase.

Guest Room Revenue is based on 7 nights rented per year at \$70 a night.

Laundry Revenue We are budgeting based on 2024 revenue.

Transfer Fee Income is budgeted for one internal move at \$750.

Application Fee Revenue is budgeted based on 10 applicants to process (we process a background check on each person occupying an apartment) per year. We pass on the expense for rental verification (credit check & criminal background check) to the prospective resident. The corresponding expense is included in the Legal and Other Professional line item.

Investment Income is an estimate provided by the City of Plymouth Finance Department.

Miscellaneous Revenue includes any forfeited security deposits due to damage beyond normal wear and tear. This is the same as last year.

OPERATING EXPENSES:

Property Administration:

Manager Salary This figure includes a cost-of-living increase.

Maintenance Salary is based on a full-time position. The position is budgeted at 40 hours/week regular time and 1.5 hours per week over time to account for emergency

calls. Each building has a full-time maintenance technician who works primarily at that location.

Payroll Tax is budgeted at 8% of the total of all salaries. It includes FICA, FUTA & SUTA.

Health Insurance includes healthcare, dental, and life. Health, dental and life insurance are provided to full-time employees if they wish to participate. The employee is responsible for paying 20% of the premium for health and is provided dental and life free of charge. Family coverage is 100% employee paid. The amount is based on an estimate as of May 2026 with an estimated 5% increase in May 2027.

Worker's Compensation Insurance premium is budgeted to increase due to increased wages.

Employee Costs help wanted ads, background checks for new employees. We don't anticipate the need but will continue to budget a small amount.

Seminars/Training \$200 is budgeted for 2026.

Data Processing includes UKG (payroll) fees.

Bank Fees are estimated based on the historical and include the online resident payment portal fees.

Dues & Subscriptions Costco membership.

Licenses, Permit & Fees are based on fees for the boiler license, elevator permit and dwelling license fees.

Employee Mileage is estimated. The current team is not tracking mileage and requesting reimbursement as former staff members did. We feel it is prudent to allocate funds in the event they begin requesting reimbursement.

Postage/Overnight Delivery increase over 2026 budget.

Printing is for stationery, envelopes and work orders.

Management Fees increases are alternated each year with Vicksburg Crossing. Plymouth Towne Square will increase 5% in 2027.

Legal and Other Professional Fees is an estimate based on conducting background checks for new residents (10 annually at \$35 each), a small amount for legal services, and audit/tax fees as provided by the City of Plymouth Finance Department.

Telephone includes the cellular phones for the maintenance staff (split with VC) and the incoming lines for the property along with internet and long-distance expenses.

Equipment Repairs/Maintenance/Lease is based on the copier maintenance fees, copy overages and occasional maintenance on the resident and office computers. Budget amount increase is due to the ongoing need for IT support related to resident computer repairs/clean up.

Office Supplies & Expenses include the office supplies for the office and printer cartridges and some paper for the resident computers. Increase based on historical.

Resident Service Expense

Resident Service Expense reflect expenses for the monthly entertainment/birthday celebration, with bigger events scheduled for Valentine's Day, St. Patrick's Day, Night to Unite, Halloween and the Holiday party. It also includes the purchase of table decorations.

Marketing and Leasing:

We continue to budget a nominal amount for 2027.

Housekeeping:

Contract Labor is for cleaning company contract rate and guest room cleaning.

Supplies – Cleaning includes paper towels & toilet paper for common area restrooms, trash bags, air freshener, vacuum repair, disinfectant, supplies for guest suite and other supplies.

Buildings and Grounds:

Contract Labor is a contract with Twin Cities Construction to handle on-call rotation.

Cable TV is based on monthly expense incurred for the TVs in the activity room and exercise room with anticipated increase.

Electric is based on historical averages with a slight increase to last year's budget.

Gas is based on historical averages but represents an increase to last year's budget.

Water and Sewer are based historical with an increase to last year's budget.

Water Softener is based on historical averages and same as last year's budget.

Doors, Keys and Windows are for the miscellaneous door and window replacement/repairs, garage door repairs/service, keys made and any other lock/door repairs.

Fire System Service includes costs to test, monitor and service the fire suppression system (including all manual fire extinguishers,) front entry system and emergency pull cord system. This line item tends to fluctuate significantly year to year but represents a reasonable average and considers all the work done to upgrade the system.

Lawn Care/Snow Removal is based on historical average of several years. Work includes spring clean-up, weekly mowing, weed control, spring/fall shrub trimming, tree trimming, treating 4 trees w/Emerald Ash Borer, spring parking lot sweeping and snow plowing.

Pest Control includes quarterly treatments at \$170 plus two additional miscellaneous service calls per year.

Trash Removal is based on trailing 12 months with an anticipated increase.

Unit Turnover includes carpet/vinyl replacement or cleaning, contract painter, cabinetry/countertop repair, paint and plumbing supplies, etc. for apartments that are being re-leased or turned over. We are budgeting 10 turns at \$4,400 each.

Elevator Repairs and Maintenance includes a contract for maintenance, plus any service calls that may not be covered by the maintenance contract. Remains the same as last year.

Repairs & Maintenance includes garage floor power washing, window washing, carpet cleaning of apartments occupied three years, painting of apartments occupied more than seven years, vinyl/carpet repair/replacement in occupied units, cleaning of common area carpet annually, generator maintenance, plumbing repairs, repairs to the exterior siding, fascia, and roofing and all other misc. repairs.

Building & Grounds Supplies includes common area paint touch-up, light bulbs, plumbing supplies, tractor supplies, common area blinds, guest suite supplies, holiday decorations & other misc. supplies/tools/equipment.

HVAC Supplies & Repair includes all HVAC supplies, repairs and maintenance contract with Owens for the boilers, etc.

Miscellaneous Unbudgeted B&G Expense is a contingency figure for the unexpected issues.

Non-Departmental Expenses

Property and Liability Insurance is based on estimated rates with an increase in April at renewal for property and estimated rates with an increase in August for liability.

Payment in Lieu of Taxes (PILOT) is budgeted at 5% of 2025 rental dwelling revenue (\$807,000) rental revenue estimate) to be paid in 2026.

Reserve Replacement:

Capital Expenses

-

Non-Capital Expenses

- Replace 15 stoves: \$13,000
- Replace 10 refrigerators: \$10,000
- Replace 10 air conditioner units: \$5,000

Reserve Replacement Funding: Will be \$100,000 for 2027

PLYMOUTH TOWNE SQUARE
2027 Budget - Draft

	2024 ACTUAL TOTALS	2026 BUDGET TOTALS	2027 BUDGET TOTALS	Percentage Difference Budget 27 Actual 24	Budget 27 to Budget 26
UNITS OCCUPIED	97	96	96	-1%	0%
PERCENTAGE OCCUPIED	98%	97%	97%	-1%	0%
INCOME					
RESIDENT RENTS	788,037	805,248	830,592	5%	3%
HRA SUBSIDY	216,000	0	0	-100%	N/A
GARAGE RENTAL	46,296	47,580	47,580	3%	0%
GUEST ROOM REVENUE	1,495	490	490	-67%	0%
LAUNDRY REVENUE	11,624	11,700	11,700	1%	0%
TRANSFER FEE	0	750	750	N/A	0%
APPLICATION FEE	245	350	350	43%	0%
INVESTMENT INCOME	47,763	21,000	21,000	-56%	0%
MISCELLANEOUS REVENUE	2,234	1,200	1,200	-46%	0%
TOTAL INCOME	1,113,694	888,318	913,662	-18%	3%
OPERATING EXPENSES					
PROPERTY ADMINISTRATION:					
MANAGER SALARIES	67,422	72,328	75,000	11%	4%
MAINTENANCE SALARIES	58,563	63,700	66,404	13%	4%
PAYROLL TAXES	9,910	10,882	11,312	14%	4%
HEALTH INSURANCE	12,564	14,038	14,830	18%	6%
WORKERS COMP INSURANCE	1,528	1,800	1,860	22%	3%
EMPLOYEE COSTS	720	120	120	-83%	0%
SEMINARS/TRAINING	0	200	200	N/A	0%
DATA PROCESSING	479	504	540	13%	N/A
BANK FEES	2,343	2,340	2,400	2%	3%
DUES & SUBSCRIPTIONS	60	65	70	17%	8%
LICENSES, PERMITS & FEES	1,408	1,470	1,470	4%	0%
MILEAGE REIMBURSEMENT	0	180	180	N/A	0%
POSTAGE/OVERNIGHT DELIVERY	73	150	165	N/A	10%
PRINTING	185	180	204	10%	13%
MANAGEMENT FEES	62,808	65,948	69,250	10%	5%
PROFESSIONAL FEES	1,287	2,700	2,700	110%	0%
TELEPHONE EXPENSE	6,584	6,480	6,684	2%	3%
EQUIP REPAIRS/MAINT/LEASE	10,587	4,200	4,344	-59%	3%
OFFICE SUPPLIES & EXPENSES	779	900	960	23%	7%
TOTAL PROPERTY ADMINISTRATION	237,300	248,185	258,693	9%	4%
RESIDENT SERVICE EXPENSE					
RESIDENT PROGRAM/ACTIVITIES	7,571	6,300	6,525	-14%	4%
MARKETING & LEASING:	0	120	120	N/A	0%
HOUSEKEEPING:					
CONTRACT LABOR	17,640	19,080	19,380	10%	2%
CLEANING SUPPLIES	2,149	2,280	2,316	8%	2%
TOTAL HOUSEKEEPING EXPENSES:	19,789	21,360	21,696	10%	2%
BUILDINGS & GROUNDS:					
CONTRACT LABOR	4,869	6,000	6,300	29%	5%

PLYMOUTH TOWNE SQUARE
2027 Budget - Draft

	2024	2026	2027	Percentage Difference	
	ACTUAL	BUDGET	BUDGET	Budget 27	Budget 27
	TOTALS	TOTALS	TOTALS	Actual 24	to Budget 26
CABLE TV EXPENSE	1,455	1,644	1,716	18%	4%
UTILITIES-ELECTRIC	20,538	25,200	26,080	27%	3%
UTILITIES-GAS	25,859	35,200	36,200	40%	3%
UTILITIES-WATER & SEWER	26,441	29,100	29,500	12%	1%
WATER SOFTENING EXPENSE	4,893	5,640	5,760	18%	2%
DOORS, KEYS & WINDOWS	740	2,400	2,430	228%	1%
FIRE SYSTEM SERVICE	18,832	15,000	15,000	-20%	0%
LAWN CARE/SNOW REMOVAL	29,737	33,700	34,650	17%	3%
PEST CONTROL	705	820	820	16%	0%
TRASH REMOVAL	28,356	32,400	33,300	17%	3%
UNIT TURNOVER	43,800	44,000	44,000	0%	0%
ELEVATOR REPAIRS & MAINT	9,990	12,000	12,600	26%	5%
REPAIRS & MAINTENANCE	45,694	51,800	52,900	16%	2%
BUILDING & GROUNDS SUPPLIES	14,124	20,700	20,700	47%	0%
HVAC SUPPLIES & REPAIR	7,444	16,200	16,200	118%	0%
MISC UNBUDGETED EXPENSE	0	12,000	12,000	N/A	0%
TOTAL BUILDINGS & GROUNDS	283,477	343,804	350,156	24%	2%
OTHER OPERATING EXPENSES					
PROPERTY & LIABILITY INSURANCE	47,307	50,949	54,726	16%	7%
PAYMENT IN LIEU OF PROPERTY TAX	38,760	40,250	40,262	4%	0%
TOTAL OTHER OPERATING EXPENSES	86,067	91,199	94,988	10%	4%
TOTAL OPERATING EXPENSES	634,204	710,968	732,179	15%	3%
NET OPERATING INCOME / (LOSS)	479,490	177,350	181,483	-62%	2%
OTHER EXPENSES:					
AMORTIZATION & DEPRECIATION	210,000	215,754	215,754	3%	0%
INTEREST EXPENSE	656	0	0	N/A	0%
RESERVE/REPLACE/CAP EX EXPENSE	178,166	28,000	28,000	N/A	N/A
HRA SUBSIDY - TIF	0	0	0	N/A	N/A
TOTAL OTHER EXPENSES:	388,822	243,754	243,754	-37%	0%
NET INCOME:	90,668	(66,404)	(62,271)	-169%	-6%
PERCENT OF INCOME	8%	-7%	-7%	-184%	-9%
CASHFLOW ADJUSTMENTS:					
AMORTIZATION & DEPRECIATION	210,000	215,754	215,754	3%	0%
RESERVE/REPLACE/CAP EX	178,166	28,000	28,000	0%	0%
PRINCIPAL ON DEBT	0	0	0	N/A	N/A
NET CASHFLOW:	300,668	177,350	181,483	-40%	2%
TRANSFER TO RESERVE REPLACE	84,000	100,000	100,000	19%	0%
OPERATING RESERVE	216,668	77,350	81,483	-62%	5%

PLYMOUTH TOWNE SQUARE

2027 BUDGET - DRAFT

99 INDEPENDENT UNITS

MONTH	BUDGET 2027												TOTALS
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
UNITS OCCUPIED	96	96	96	96	96	96	96	96	96	96	96	96	96.00
PERCENTAGE OCCUPIED	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%
INCOME													
RESIDENT RENTS	69,216	69,216	69,216	69,216	69,216	69,216	69,216	69,216	69,216	69,216	69,216	69,216	830,592
HRA SUBSIDY	0	0	0	0	0	0	0	0	0	0	0	0	0
GARAGE RENTAL	3,965	3,965	3,965	3,965	3,965	3,965	3,965	3,965	3,965	3,965	3,965	3,965	47,580
GUEST ROOM REVENUE	70	0	70	0	70	0	70	0	70	0	70	70	490
LAUNDRY REVENUE	975	975	975	975	975	975	975	975	975	975	975	975	11,700
TRANSFER FEE	0	0	0	0	0	0	750	0	0	0	0	0	750
APPLICATION FEE	0	0	0	35	70	35	70	35	70	35	0	0	350
INVESTMENT INCOME	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
MISCELLANEOUS REVENUE	100	100	100	100	100	100	100	100	100	100	100	100	1,200
TOTAL INCOME	76,076	76,006	76,076	76,041	76,146	76,041	76,896	76,041	76,146	76,041	76,076	76,076	913,662

PLYMOUTH TOWNE SQUARE

2027 BUDGET - DRAFT

99 INDEPENDENT UNITS

BUDGET

2027

	MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
OPERATING EXPENSES														
PROPERTY ADMINISTRATION:														
MANAGER SALARIES		6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
MAINTENANCE SALARIES		5,534	5,534	5,534	5,534	5,534	5,534	5,534	5,534	5,534	5,534	5,534	5,534	66,404
PAYROLL TAXES		943	943	943	943	943	943	943	943	943	943	943	943	11,312
HEALTH INSURANCE		1,196	1,196	1,196	1,196	1,256	1,256	1,256	1,256	1,256	1,256	1,256	1,256	14,830
WORKERS COMP INSURANCE		155	155	155	155	155	155	155	155	155	155	155	155	1,860
EMPLOYEE COSTS		10	10	10	10	10	10	10	10	10	10	10	10	120
SEMINARS/TRAINING		0	0	0	200	0	0	0	0	0	0	0	0	200
DATA PROCESSING		45	45	45	45	45	45	45	45	45	45	45	45	540
BANK FEES		200	200	200	200	200	200	200	200	200	200	200	200	2,400
DUES & SUBSCRIPTIONS		70	0	0	0	0	0	0	0	0	0	0	0	70
LICENSES, PERMITS & FEES		0	0	0	0	330	30	850	200	0	0	60	0	1,470
MILEAGE REIMBURSEMENT		15	15	15	15	15	15	15	15	15	15	15	15	180
POSTAGE/OVERNIGHT DELIVERY		0	55	0	0	0	55	0	0	55	0	0	0	165
PRINTING		17	17	17	17	17	17	17	17	17	17	17	17	204
MANAGEMENT FEES		5,771	5,771	5,771	5,771	5,771	5,771	5,771	5,771	5,771	5,771	5,771	5,771	69,250
PROFESSIONAL FEES		225	225	225	225	225	225	225	225	225	225	225	225	2,700
TELEPHONE EXPENSE		557	557	557	557	557	557	557	557	557	557	557	557	6,684
EQUIP REPAIRS/MAINT/LEASE		362	362	362	362	362	362	362	362	362	362	362	362	4,344
OFFICE SUPPLIES & EXPENSES		80	80	80	80	80	80	80	80	80	80	80	80	960
TOTAL PROPERTY ADMINISTRATION		21,429	21,414	21,359	21,559	21,749	21,504	22,269	21,619	21,474	21,419	21,479	21,419	258,693
RESIDENT SERVICE EXPENSE														
RESIDENT PROGRAM/ACTIVITIES		200	350	275	200	275	225	225	975	200	1,150	350	2,100	6,525
MARKETING & LEASING:														
		10	10	10	10	10	10	10	10	10	10	10	10	120
HOUSEKEEPING:														
CONTRACT LABOR		1,615	1,615	1,615	1,615	1,615	1,615	1,615	1,615	1,615	1,615	1,615	1,615	19,380
CLEANING SUPPLIES		193	193	193	193	193	193	193	193	193	193	193	193	2,316
TOTAL HOUSEKEEPING EXPENSES:		1,808	1,808	1,808	1,808	1,808	1,808	1,808	1,808	1,808	1,808	1,808	1,808	21,696

PLYMOUTH TOWNE SQUARE

2027 BUDGET - DRAFT

99 INDEPENDENT UNITS

BUDGET

	2027												TOTALS
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
BUILDINGS & GROUNDS:													
CONTRACT LABOR	525	525	525	525	525	525	525	525	525	525	525	525	6,300
CABLE TV EXPENSE	143	143	143	143	143	143	143	143	143	143	143	143	1,716
UTILITIES-ELECTRIC	1,935	1,935	1,935	1,935	1,935	2,450	2,700	2,750	2,700	1,935	1,935	1,935	26,080
UTILITIES-GAS	5,000	5,000	4,200	2,550	2,350	2,350	1,000	1,000	1,000	2,950	4,000	4,800	36,200
UTILITIES-WATER & SEWER	2,300	2,300	2,300	2,300	2,300	2,700	2,700	2,700	2,700	2,600	2,300	2,300	29,500
WATER SOFTENING EXPENSE	480	480	480	480	480	480	480	480	480	480	480	480	5,760
DOORS, KEYS & WINDOWS	210	210	210	200	200	200	200	200	200	200	200	200	2,430
FIRE SYSTEM SERVICE	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
LAWN CARE/SNOW REMOVAL	3,300	3,150	3,150	3,600	3,600	3,400	2,325	2,325	2,325	2,325	2,400	2,750	34,650
PEST CONTROL	0	0	170	0	70	170	0	70	170	0	0	170	820
TRASH REMOVAL	2,775	2,775	2,775	2,775	2,775	2,775	2,775	2,775	2,775	2,775	2,775	2,775	33,300
UNIT TURNOVER	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	3,667	44,000
ELEVATOR REPAIRS & MAINT	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	12,600
REPAIRS & MAINTENANCE	3,900	3,900	3,900	3,900	10,000	3,900	3,900	3,900	3,900	3,900	3,900	3,900	52,900
BUILDING & GROUNDS SUPPLIES	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	1,725	20,700
HVAC SUPPLIES & REPAIR	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350	16,200
MISC UNBUDGETED EXPENSE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
TOTAL BUILDINGS & GROUNDS	30,610	30,460	29,830	28,450	34,420	29,135	26,790	26,910	26,960	27,875	28,700	30,020	350,156
OTHER OPERATING EXPENSES													
PROPERTY & LIABILITY INSURANCE	4,417	4,417	4,417	4,525	4,525	4,525	4,525	4,675	4,675	4,675	4,675	4,675	54,726
PAYMENT IN LIEU OF PROPERTY TAX	3,355	3,355	3,355	3,355	3,355	3,355	3,355	3,355	3,355	3,355	3,355	3,355	40,262
TOTAL OTHER OPERATING EXPENSES	7,772	7,772	7,772	7,880	7,880	7,880	7,880	8,030	8,030	8,030	8,030	8,030	94,988
TOTAL OPERATING EXPENSES	61,829	61,814	61,054	59,907	66,142	60,562	58,982	59,352	58,482	60,292	60,377	63,387	732,179
NET OPERATING INCOME / (LOSS)	14,247	14,192	15,022	16,134	10,004	15,479	17,914	16,689	17,664	15,749	15,699	12,689	181,483
OTHER EXPENSES:													
AMORTIZATION & DEPRECIATION	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	215,754
INTEREST EXPENSE	0	0	0	0	0	0	0	0	0	0	0	0	0
RESERVE/REPLACE/CAP EX EXPENSE	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	28,000
HRA SUBSIDY - TIF	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL OTHER EXPENSES:	20,313	20,313	20,313	20,313	20,313	20,313	20,313	20,313	20,313	20,313	20,313	20,313	243,754
NET INCOME:	(6,066)	(6,121)	(5,291)	(4,179)	(10,309)	(4,834)	(2,399)	(3,624)	(2,649)	(4,564)	(4,614)	(7,624)	(62,271)
PERCENT OF INCOME	-8%	-8%	-7%	-5%	-14%	-6%	-3%	-5%	-3%	-6%	-6%	-10%	-7%
CASHFLOW ADJUSTMENTS:													
AMORTIZATION & DEPRECIATION	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	17,980	215,754
RESERVE/REPLACE/CAP EX	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	28,000
PRINCIPAL ON DEBT	0	0	0	0	0	0	0	0	0	0	0	0	0
NET CASHFLOW:	14,247	14,192	15,022	16,134	10,004	15,479	17,914	16,689	17,664	15,749	15,699	12,689	181,483
TRANSFER TO RESERVE REPLACE	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000
OPERATING RESERVE													81,483

VICKSBURG CROSSING 2027 Budget Assumptions DRAFT

REVENUE:

Resident Rent Revenue: Is based on the attached income schedule. We propose a rent increase of \$25 for all one-bedrooms, \$35 for one-bedroom/dens and \$40 for all two-bedrooms apartment styles. We remain sensitive to price increases due to our fixed income population and want to remain affordable. The budget projects an average occupancy of 92 units or 97%.

Resident Rent Revenue-Section 8: Is based on the March 2025 resident roster who receive federal housing voucher.

HRA – Subsidy (tax levy): There is no subsidy budgeted for 2027.

Garage Income: Is based on 68 spaces at a rental rate of \$65 a month each.

Guest Suite Revenue: Is based on 27 nights annually at \$75/night, which is historically achievable. We anticipate slowly returning to our past amount of rental revenue from the guest suite.

Application Fee Revenue: We pass on the expense incurred for rental verification (credit check & criminal background check). We are budgeting 16 \$35 verification fees this year. The corresponding expense is included in the Legal and Other Professional line item.

Transfer Income: Is based on 2 transfers per year at \$750 each.

Investment Income: Is based on estimates provided by City of Plymouth Finance Department.

Miscellaneous Revenue: Includes storage space revenue based on \$10/month/space, charges for extra key fobs and security deposit amounts withheld for damages incurred. No increase to this line is budgeted.

OPERATING EXPENSES:

Property Administration:

Manager Salary This figure includes a cost-of-living increase.

Maintenance Salary is based on a full-time position. The position is budgeted at 40 hours/week regular time and 1.5 hours per week overtime to account for emergency calls. Each building has a full-time maintenance technician who works primarily at that location.

Payroll Tax is budgeted at 8% of the total of all salaries. It includes FICA, FUTA & SUTA.

Health Insurance includes healthcare, dental, and life. Health, dental and life insurance are provided to full-time employees if they wish to participate. The employee is responsible for paying 20% of the premium for health and is provided dental and life free of charge. Family coverage is 100% employee paid. The amount is based on estimated premiums as of April 2026 with a 5% increase in May 2027.

Worker's Compensation Insurance premium is estimated based on wages.

Employee Costs include help wanted ads, background checks for new employees. We don't anticipate the need but will continue to budget a small amount.

Seminars/Training we have budgeted \$200 for attendance at training and conferences.

Data Processing includes UKG (payroll) fees.

Bank Charges are estimated based on the current year to date. This includes the online resident payment portal charges.

Dues, Subscriptions & Memberships are based on fees for Costco membership.

License & Permit are based on fees for the dwelling license, elevator license and boiler license.

Employee Mileage is estimated based using past year. The current team is not tracking mileage and requesting reimbursement as former staff members did. We feel it is prudent to allocate funds in the event they begin requesting reimbursement.

Postage/Overnight Delivery is an estimate based on current year to date.

Printing is an estimate based on the current year to date. This line item would include letterhead, envelopes, business cards etc. as needed.

Management Fees increases are alternated each year with Plymouth Towne Square. Vicksburg Crossing will remain the same in 2027.

Legal and Other Professional Fees is an estimate based on conducting background checks for new residents (1 per month at \$35 each) and audit/tax fees as provided by the City of Plymouth Finance Department.

Telephone includes the cellular phones for the maintenance staff (split with PTS) and the incoming lines for the property along with internet and long-distance expenses.

Equipment Repairs/Maintenance/Lease is based on the annual cost of \$1,560 for copier maintenance fees (\$120 a month) and occasional maintenance on the residents' and office computers (budgeting 20 hours).

Office Supplies & Expenses include the office supplies for the office and printer cartridges and some paper for the resident computers.

Resident Service Expense:

Resident Service Expense is an estimate. Expenses include things like monthly musical entertainer, special holiday events, dinner served during National Night to Unite and July Fourth, May month is "celebrate seniors' month" with extra events planned, and the holiday party is a big celebration. This also includes money for decorations and paper cups, coffee, etc. We are beginning to add many of the resident activities that were canceled due to the pandemic. The amount reflects a 4% increase over the previous year's budget.

Marketing and Leasing:

Advertising is an estimate based on ad placement for on-going marketing presence in local papers and the costs for monthly maintenance of a website for Vicksburg Crossing.

Housekeeping:

Contract Labor is based on the cleaning company contract rate for the current year and additional cleaning for turnovers. We are budgeting a 2% increase over the previous year's budget.

Supplies – cleaning includes paper towels & toilet paper for common area restrooms, trash bags, air freshener, vacuum repair, disinfectant, and other supplies. We are budgeting a 2% increase.

Building and Grounds:

Contract Labor is Building Maintenance Management contract to assist in the on-call rotation.

Cable TV is for the exercise room, community room big screen and Guest suite. It is consistent with historical increases.

Electric is based on a 3% increase to previous year's budget.

Gas reflects a 3% increase over previous year's budget.

Water and Sewer is based on previous year's budget.

Water Softener is based on previous year's budget and reflects a 3% increase.

Doors, Keys, Windows are for window replacement/repairs, garage door repairs, key fobs and any other lock/door repairs.

Fire System Service includes costs to test, inspect, monitor and service the fire suppression system, fire extinguishers and front entry system.

Lawn Care/Snow Removal is based on pricing received from contractor and estimate for snow removal based on history. Work includes spring cleanup, weekly mowing, weed control, spring/fall shrub trimming, parking lot sweeping.

Pest Control includes quarterly treatments and a small amount for extra treatments/inspections.

Trash Removal is based on a 4% increase over previous year's budget. This also includes the occasional extra charges for disposal of light bulbs and appliances.

Unit Turnover includes carpet cleaning and stretching, paint, blinds and plumbing supplies, etc. for apartments that are being re-leased. We continue to see increased costs of turns due to the age of the building and the length residents have been in their apartments. We are budgeting 10 turns at \$5100.

Elevator Repairs and Maintenance includes a contract for maintenance, plus a contingency for service calls that may not be covered by the maintenance contract.

Repairs & Maintenance includes window washing, garage sweeping and power washing, appliance repairs, plumbing repairs, service contract for generator, including updating the controller, common area carpet cleaning of all common areas (full building anticipated each year), carpet cleaning for those living in their apartments longer than 3

years, repairs to the exterior, professional exterior tree decorating for the holiday and all other misc. repairs.

Building & Grounds Supplies include common area paint and repairs, all outdoor plantings and related supplies, holiday decorations and other misc. supplies (i.e., furnace filters for all apartments quarterly). As the building ages there are more miscellaneous items, we need for repairs.

HVAC Supplies & Repair includes all HVAC supplies, repairs and maintenance contract with Owens.

Miscellaneous Unbudgeted B&G Expense is a contingency figure for unexpected issues.

Non-Departmental Expenses:

Property and Liability Insurance is based on estimated rates with a 9% increase in April at renewal for property and estimated rates with a 5% increase in August for liability.

Property Taxes are based on 5% of the estimated annual 2026 income for dwelling units (approx. \$1,339,555), which is payable in 2027.

Reserve Replacement:

Non-Capital Expenses:

- 5 Stove replacements \$5,000
- 7 Dishwasher replacements \$5,600
- 4 Washer replacements \$4,000
- 3 Dryer replacements \$2,550

Capital Expenses:

Reserve Replacement Funding: Is \$80,000 for 2027.

VICKSBURG CROSSING
2027 BUDGET

96 INDEPENDENT UNITS - rentable, 96 constructed

	2024 ACTUAL TOTALS	2026 BUDGET TOTALS	2027 BUDGET TOTALS	Percentage Difference Budget 27 Actual 24	Percentage Difference Budget 27 Budget 26
UNITS OCCUPIED	94	92	92	-2%	0%
PERCENTAGE OCCUPIED	99%	97%	97%	-2%	0%

INCOME

APARTMENT RENTAL REVENUE	\$ 1,289,245	\$ 1,314,511	\$ 1,346,756	4%	2.45%
APARTMENT RENTAL REVENUE-COUNTY	\$ 26,089	\$ 25,044	\$ 25,044	-4%	0%
HRA SUBSIDY-TAX LEVY	\$ 45,000	\$ -	\$ -	-100%	N/A
GARAGE RENTAL	\$ 48,872	\$ 53,040	\$ 53,040	9%	0%
GUEST SUITE REVENUE	\$ 3,870	\$ 2,025	\$ 2,025	-48%	0%
APPLICATION FEE REVENUE	\$ 385	\$ 560	\$ 560	45%	0%
TRANSFER FEE REVENUE	\$ 1,000	\$ 1,500	\$ 1,500	50%	0%
INVESTMENT INCOME	\$ 57,567	\$ 21,000	\$ 21,000	-64%	0%
MISCELLANEOUS REVENUE	\$ 5,565	\$ 3,480	\$ 3,480	-37%	0%
TOTAL INCOME	\$ 1,477,593	\$ 1,421,160	\$ 1,453,405	-2%	2%

OPERATING EXPENSES

PROPERTY ADMINISTRATION:

MANAGER SALARIES	\$ 74,384	\$ 78,660	\$ 81,100	9%	3%
MAINTENANCE SALARIES	\$ 58,419	\$ 66,040	\$ 68,848	18%	4%
PAYROLL TAXES	\$ 10,369	\$ 11,576	\$ 11,996	16%	4%
HEALTH INSURANCE	\$ 12,866	\$ 13,730	\$ 14,508	13%	6%
WORK COMP INSURANCE	\$ 1,555	\$ 1,860	\$ 1,980	27%	6%
EMPLOYEE COSTS	\$ 680	\$ 120	\$ 120	-82%	0%
SEMINARS/TRAINING	\$ -	\$ 200	\$ 200	-100%	0%
DATA PROCESSING	\$ 395	\$ 504	\$ 540	-27%	N/A
BANK CHARGES	\$ 2,052	\$ 2,280	\$ 2,340	14%	3%
DUES & SUBSCRIPTIONS	\$ 60	\$ 70	\$ 70	17%	0%
LICENSES, PERMITS	\$ 1,793	\$ 906	\$ 906	-49%	0%
MILEAGE REIMBURSEMENT	\$ -	\$ 120	\$ 120	N/A	0%
POSTAGE/OVERNIGHT DELIVERY	\$ 15	\$ 108	\$ 120	700%	11%
PRINTING	\$ 937	\$ 228	\$ 240	-74%	5%
MANAGEMENT FEES	\$ 59,892	\$ 62,887	\$ 62,887	5%	0%
LEGAL & OTHER PROFESSIONAL FEES	\$ 1,318	\$ 2,676	\$ 2,676	103%	0%
TELEPHONE EXPENSE	\$ 6,660	\$ 7,020	\$ 7,200	8%	3%
EQUIP REPAIRS/MAINT/LEASE	\$ 5,731	\$ 4,200	\$ 4,320	-25%	3%
OFFICE SUPPLIES & EXPENSES	\$ 881	\$ 1,464	\$ 1,464	66%	0%
TOTAL PROPERTY ADMINISTRATION	\$ 238,007	\$ 254,649	\$ 261,634	10%	3%

RESIDENT SERVICE:

RESIDENT SERVICE EXPENSES	\$ 5,930	\$ 6,950	\$ 7,250	22%	4%
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MARKETING & LEASING:

ADVERTISING	\$ 1,200	\$ 1,200	\$ 1,200	N/A	0%
TOTAL MARKETING & LEASING	\$ 1,200	\$ 1,200	\$ 1,200	N/A	0%

HOUSEKEEPING:

CONTRACT LABOR	\$ 19,098	\$ 22,500	\$ 22,860	20%	2%
CLEANING SUPPLIES	\$ 1,135	\$ 1,860	\$ 1,896	67%	2%
TOTAL HOUSEKEEPING	\$ 20,233	\$ 24,360	\$ 24,756	22%	2%

BUILDINGS & GROUNDS:

CONTRACT LABOR	\$ 5,345	\$ 7,200	\$ 7,500	40%	4%
CABLE TV EXPENSE	\$ 3,702	\$ 3,600	\$ 3,858	4%	7%
UTILITIES-ELECTRIC	\$ 24,497	\$ 30,400	\$ 31,320	28%	3%
UTILITIES-GAS	\$ 22,357	\$ 34,750	\$ 35,800	60%	3%
UTILITIES-WATER & SEWER	\$ 22,287	\$ 22,900	\$ 23,050	3%	1%
WATER SOFTENING EXPENSE	\$ 2,316	\$ 1,980	\$ 2,040	n/a	3%
DOORS, KEYS & WINDOWS	\$ 2,690	\$ 900	\$ 900	-67%	0%

VICKSBURG CROSSING
2027 BUDGET

96 INDEPENDENT UNITS - rentable, 96 constructed

	2024 ACTUAL TOTALS	2026 BUDGET TOTALS	2027 BUDGET TOTALS	Percentage Difference Budget 27 Actual 24	Percentage Difference Budget 27 Budget 26
FIRE SYSTEM SERVICE	\$ 8,731	\$ 7,475	\$ 7,925	-9%	6%
LAWN CARE/SNOW REMOVAL	\$ 25,431	\$ 28,100	\$ 28,900	14%	3%
PEST CONTROL	\$ 612	\$ 908	\$ 908	48%	0%
TRASH REMOVAL	\$ 32,301	\$ 30,120	\$ 38,400	19%	27%
UNIT TURNOVER	\$ 44,064	\$ 51,000	\$ 51,000	16%	0%
ELEVATOR REPAIRS & MAINT	\$ 7,515	\$ 9,000	\$ 9,300	24%	3%
REPAIRS & MAINTENANCE	\$ 36,350	\$ 32,600	\$ 33,500	-8%	3%
BUILDING & GROUNDS SUPPLIES	\$ 3,423	\$ 17,950	\$ 17,950	424%	0%
HVAC SUPPLIES & REPAIR	\$ 10,387	\$ 12,000	\$ 13,200	27%	10%
MISC UNBUDGETED BUILDINGS & GROUNDS	\$ -	\$ 12,000	\$ 12,000	n/a	0%
TOTAL BUILDINGS & GROUNDS	\$ 252,008	\$ 302,883	\$ 317,551	26%	5%
OTHER OPERATING EXPENSES					
PROPERTY & LIABILITY INSURANCE	\$ 41,022	\$ 45,859	\$ 49,268	20%	7%
PILOT (payment in lieu of taxes)	\$ 64,650	\$ 65,350	\$ 66,978	4%	2%
TOTAL OTHER OPERATING EXPENSES	\$ 105,672	\$ 111,209	\$ 116,246	10%	5%
TOTAL OPERATING EXPENSES	\$ 623,050	\$ 701,251	\$ 728,637	17%	4%
NET OPERATING INCOME / (LOSS)	\$ 854,543	\$ 719,909	\$ 724,768	-15%	1%
OTHER EXPENSES:					
DEPRECIATION & AMORTIZATION EXPENSE	\$ 270,612	\$ 359,109	\$ 359,109	33%	0%
INTEREST EXPENSE	\$ 128,148	\$ 98,415	\$ 83,265	-35%	-15%
RESERVE/REPLACE/CAP EX EXPENSE	\$ 28,403	\$ 17,150	\$ 17,150	-40%	0%
CONTRIBUTIONS FROM PLY TOWNE SQ	\$ -	\$ -	\$ -		
TOTAL OTHER EXPENSES:	\$ 427,163	\$ 474,674	\$ 459,524	8%	-3%
NET INCOME:	\$ 427,380	\$ 245,235	\$ 265,244	-38%	8%
PERCENT OF INCOME	29%	17%	18%	-37%	6%
CASHFLOW ADJUSTMENTS:					
DEPRECIATION	\$ 270,612	\$ 332,623	\$ 332,623	23%	0%
AMORTIZATION		\$ 26,486	\$ 26,486		
RESERVE/REPLACE/CAP EX EXPENSE	\$ 28,403	\$ 17,150	\$ 17,150	-40%	0%
PRINCIPAL ON DEBT	\$ (470,000)	\$ (495,000)	\$ (515,000)	10%	4%
NET CASHFLOW:	\$ 256,395	\$ 126,494	\$ 126,503	-51%	0%
TRANSFER TO RESERVE REPLACEMENT	\$ 72,000	\$ 80,000	\$ 80,000	11%	0%
TRANSFER TO OPERATING RESERVE	\$ 184,395	\$ 46,494	\$ 46,503	-75%	0%

VICKSBURG CROSSING

2027 BUDGET Draft

95 INDEPENDENT UNITS - rentable, 96 constructed

95 INDEPENDENT UNITS - rentable, 96 constructed													BUDGET 2026	
	MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
UNITS OCCUPIED		92	92	91	92	92	92	92	92	93	92	93	93	92
PERCENTAGE OCCUPIED		97%	97%	96%	97%	97%	97%	97%	97%	98%	97%	98%	98%	97%
INCOME														
APARTMENT RENTAL REVENUE		111,838	111,993	110,543	111,993	111,958	111,958	111,838	111,958	113,613	111,958	113,493	113,613	1,346,756
APARTMENT RENTAL REVENUE-COUNTY		2,087	2,087	2,087	2,087	2,087	2,087	2,087	2,087	2,087	2,087	2,087	2,087	25,044
HRA SUBSIDY-TAX LEVY		0	0	0	0	0	0	0	0	0	0	0	0	0
GARAGE RENTAL		4,420	4,420	4,420	4,420	4,420	4,420	4,420	4,420	4,420	4,420	4,420	4,420	53,040
GUEST SUITE REVENUE		150	150	150	150	150	150	225	225	150	150	150	225	2,025
APPLICATION FEE REVENUE		35	35	70	35	35	70	35	35	70	35	35	70	560
TRANSFER FEE REVENUE		750	0	0	0	0	0	750	0	0	0	0	0	1,500
INVESTMENT INCOME		1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	21,000
MISCELLANEOUS REVENUE		290	290	290	290	290	290	290	290	290	290	290	290	3,480
TOTAL INCOME		121,320	120,725	119,310	120,725	120,690	120,725	121,395	120,765	122,380	120,690	122,225	122,455	1,453,405

VICKSBURG CROSSING

2027 BUDGET Draft

95 INDEPENDENT UNITS - rentable, 96 constructed

													BUDGET 2026
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
OPERATING EXPENSES													
PROPERTY ADMINISTRATION:													
MANAGER SALARIES	6,758	6,758	6,758	6,758	6,758	6,758	6,758	6,758	6,758	6,758	6,758	6,758	81,100
MAINTENANCE SALARIES	5,737	5,737	5,737	5,737	5,737	5,737	5,737	5,737	5,737	5,737	5,737	5,737	68,848
PAYROLL TAXES	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,996
HEALTH INSURANCE	1,170	1,170	1,170	1,170	1,229	1,229	1,229	1,229	1,229	1,229	1,229	1,229	14,508
WORK COMP INSURANCE	165	165	165	165	165	165	165	165	165	165	165	165	1,980
EMPLOYEE COSTS	10	10	10	10	10	10	10	10	10	10	10	10	120
SEMINARS/TRAINING	0	0	0	0	200	0	0	0	0	0	0	0	200
DATA PROCESSING	45	45	45	45	45	45	45	45	45	45	45	45	540
BANK CHARGES	195	195	195	195	195	195	195	195	195	195	195	195	2,340
DUES & SUBSCRIPTIONS	0		0	0	0	0	70	0	0	0	0	0	70
LICENSES, PERMITS	0	0	676	30	0	200	0	0	0	0	0	0	906
MILEAGE REIMBURSEMENT	10	10	10	10	10	10	10	10	10	10	10	10	120
POSTAGE/OVERNIGHT DELIVERY	10	10	10	10	10	10	10	10	10	10	10	10	120
PRINTING	20	20	20	20	20	20	20	20	20	20	20	20	240
MANAGEMENT FEES	5,241	5,241	5,241	5,241	5,241	5,241	5,241	5,241	5,241	5,241	5,241	5,241	62,887
LEGAL & OTHER PROFESSIONAL FEES	223	223	223	223	223	223	223	223	223	223	223	223	2,676
TELEPHONE EXPENSE	600	600	600	600	600	600	600	600	600	600	600	600	7,200
EQUIP REPAIRS/MAINT/LEASE	360	360	360	360	360	360	360	360	360	360	360	360	4,320
OFFICE SUPPLIES & EXPENSES	122	122	122	122	122	122	122	122	122	122	122	122	1,464
TOTAL PROPERTY ADMINISTRATION	21,666	21,666	22,342	21,696	21,924	21,924	21,794	21,724	21,724	21,724	21,724	21,724	261,634
RESIDENT SERVICES:													
RESIDENT SERVICE EXPENSES	260	350	310	350	750	310	350	835	310	975	350	2,100	7,250
MARKETING & LEASING:													
ADVERTISING	100	100	100	100	100	100	100	100	100	100	100	100	1,200
TOTAL MARKETING & LEASING	100	100	100	100	100	100	100	100	100	100	100	100	1,200
HOUSEKEEPING:													
CONTRACT LABOR	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	22,860
CLEANING SUPPLIES	158	158	158	158	158	158	158	158	158	158	158	158	1,896
TOTAL HOUSEKEEPING	2,063	2,063	2,063	2,063	2,063	2,063	2,063	2,063	2,063	2,063	2,063	2,063	24,756

VICKSBURG CROSSING

2027 BUDGET Draft

95 INDEPENDENT UNITS - rentable, 96 constructed

	BUDGET 2026												TOTALS
MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
BUILDING & GROUNDS:													
CONTRACT LABOR	625	625	625	625	625	625	625	625	625	625	625	625	7,500
CABLE TV EXPENSE	318	318	318	318	318	318	325	325	325	325	325	325	3,858
UTILITIES-ELECTRIC	2,000	2,000	2,000	2,000	2,000	3,725	3,725	3,725	3,725	2,420	2,000	2,000	31,320
UTILITIES-GAS	5,300	5,300	4,200	2,650	1,150	600	600	600	2,550	3,750	4,400	4,700	35,800
UTILITIES-WATER & SEWER	1,750	1,750	1,750	1,850	2,000	2,100	2,100	2,100	2,050	1,900	1,850	1,850	23,050
WATER SOFTENING EXPENSE	170	170	170	170	170	170	170	170	170	170	170	170	2,040
DOORS, KEYS & WINDOWS	75	75	75	75	75	75	75	75	75	75	75	75	900
FIRE SYSTEM SERVICE	1,800	275	275	1,250	275	275	275	2,400	275	275	275	275	7,925
LAWN CARE/SNOW REMOVAL	3,600	3,600	3,100	2,600	2,500	1,350	1,350	1,350	1,350	1,600	3,000	3,500	28,900
PEST CONTROL	0	0	182	90	0	182	90	0	182	0	182		908
TRASH REMOVAL	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	38,400
UNIT TURNOVER	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	51,000
ELEVATOR REPAIRS & MAINT	775	775	775	775	775	775	775	775	775	775	775	775	9,300
REPAIRS & MAINTENANCE	2,000	2,000	2,150	3,550	3,200	4,400	2,200	3,600	2,200	3,500	2,200	2,500	33,500
BUILDING & GROUNDS SUPPLIES	1,350	1,350	1,350	1,350	1,350	1,600	1,600	1,600	1,600	1,600	1,600	1,600	17,950
HVAC SUPPLIES & REPAIR	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	1,100	13,200
MISC UNBUDGETED BUILDINGS & GROUND	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
TOTAL BUILDING & GROUNDS	29,313	27,788	26,520	26,853	23,988	25,745	23,460	26,895	25,452	26,565	27,027	14,425	317,551
OTHER OPERATING EXPENSES													
PROPERTY & LIABILITY INSURANCE	3,956	3,956	3,956	4,100	4,100	4,100	4,100	4,200	4,200	4,200	4,200	4,200	49,268
PILOT (payment in lieu of taxes)	5,581	5,581	5,581	5,581	5,581	5,581	5,581	5,581	5,581	5,581	5,581	5,581	66,978
TOTAL OTHER OPERATING EXPENSES	9,537	9,537	9,537	9,681	9,681	9,681	9,681	9,781	9,781	9,781	9,781	9,781	116,246
TOTAL OPERATING EXPENSES	62,939	61,504	60,872	60,743	58,507	59,824	57,449	61,399	59,431	61,209	61,046	50,194	728,637
NET OPERATING INCOME / (LOSS)	58,381	59,221	58,438	59,982	62,183	60,901	63,946	59,366	62,949	59,481	61,179	72,261	724,768
OTHER EXPENSES:													
DEPRECIATION & AMORTIZATION EXPENSE	29,926	29,926	29,926	29,926	29,926	29,926	29,926	29,926	29,926	29,926	29,926	29,926	359,109
INTEREST EXPENSE	6,939	6,939	6,939	6,939	6,939	6,939	6,939	6,939	6,939	6,939	6,939	6,939	83,265
RESERVE/REPLACE/CAP EX EXPENSE	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	17,150
CONTRIBUTIONS FROM PLY TOWNE SQ	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL OTHER EXPENSES:	38,294	38,294	38,294	38,294	38,294	38,294	38,294	38,294	38,294	38,294	38,294	38,294	459,524
NET INCOME:	20,087	20,927	20,144	21,688	23,889	22,607	25,652	21,072	24,655	21,187	22,885	33,967	265,244
PERCENT OF INCOME	17%	17%	17%	18%	20%	19%	21%	17%	20%	18%	19%	28%	18%
CASHFLOW ADJUSTMENTS:													
DEPRECIATION	27,719	27,719	27,719	27,719	27,719	27,719	27,719	27,719	27,719	27,719	27,719	27,719	332,623
AMORTIZATION	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	2,207	26,486
RESERVE/REPLACE/CAP EX EXPENSE	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	1,429	17,150
PRINCIPAL ON DEBT	0	(515,000)	0	0	0	0	0	0	0	0	0	0	(515,000)
NET CASHFLOW:	51,442	(462,718)	51,499	53,043	55,244	53,962	57,007	52,427	56,010	52,542	54,240	65,322	126,503
TRANSFER TO RESERVE REPLACEMENT	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	80,000
TRANSFER TO OPERATING RESERVE													46,503

VICKSBURG CROSSING
96-UNIT INDEPENDENT LIVING COMMUNITY
RENTAL INCOME PROJECTIONS - 2027

95 INDEPENDENT UNITS - rentable, 96 constructed

UNIT TYPE	NO. AVAILABLE	ACTUAL											
		Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
AFFORDABLE - ONE BEDROOM	33	33	33	33	33	33	33	33	33	33	33	33	33
1ST FL 1-BEDROOM UNIT A	6	6	6	6	6	6	6	6	6	6	6	6	6
1ST FL 1-BEDROOM UNIT C	2	2	2	2	2	2	2	2	2	2	2	2	2
1ST FL 1-BEDROOM/DEN UNIT C-2	2	2	2	2	2	2	2	2	2	2	2	2	2
1ST FL 2-BEDROOM UNIT D & D-2	4	3	4	4	4	4	4	3	3	4	3	3	4
1ST FL 2-BEDROOM UNIT E	2	1	1	1	1	1	1	1	1	1	1	1	1
2ND FL 1-BEDROOM UNIT A	5	5	5	5	5	5	5	5	5	5	5	5	5
2ND FL 1-BEDROOM UNIT C	2	2	2	2	2	2	2	2	2	2	2	2	2
2ND FL 1-BEDROOM/DEN UNIT C-2	2	2	2	2	2	2	2	2	2	2	2	2	2
2ND FL 2-BEDROOM UNIT D & D2	4	4	4	4	4	4	4	4	4	4	4	4	4
2ND FL 2-BEDROOM UNIT E-2	1	1	1	1	1	1	1	1	1	1	1	1	1
2ND FL 2-BEDROOM UNIT E	2	2	1	2	2	2	2	2	2	2	2	2	2
3RD FL 1-BEDROOM UNIT A	6	6	6	6	6	6	6	6	6	6	6	6	6
3RD FL 1-BEDROOM UNIT C	2	2	2	2	2	2	2	2	2	2	2	2	2
3RD FL 1-BEDROOM/DEN UNIT C-2	2	2	2	2	2	2	2	2	2	2	2	2	2
3RD FL 2-BEDROOM UNIT D & D2	4	3	4	4	4	3	3	3	4	4	4	4	4
3RD FL 2-BEDROOM UNIT E-2	2	2	1	1	1	2	2	2	2	2	2	2	2
3RD FL 2-BEDROOM UNIT E	1	1	1	1	1	1	1	1	1	1	1	1	1
4TH FL 1-BEDROOM UNIT A	6	6	6	6	6	6	6	6	6	6	6	6	6
4TH FL 1-BEDROOM UNIT C	2	2	2	2	2	2	2	2	2	2	2	2	2
4TH FL 1-BEDROOM/DEN UNIT C-2	2	2	2	1	2	2	2	2	2	2	2	2	2
4TH FL 2-BEDROOM UNIT E-2	1	1	1	1	1	1	1	1	1	1	1	1	1
4TH FL 2-BEDROOM UNIT E	2	2	2	1	1	1	1	2	1	1	1	2	1
	95	92	92	91	92	92	92	92	92	93	92	93	93
TOTAL UNITS OCCUPIED		92	92	91	92	92	92	92	92	93	92	93	93
PERCENTAGE OCCUPIED		97%	97%	96%	97%	97%	97%	97%	97%	98%	97%	98%	98%

UNIT TYPE	2026 Rent	MONTHLY RENT												
			Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
AFFORDABLE - ONE BEDROOM	\$930	\$955	\$31,515	\$31,515	\$31,515	\$31,515	\$31,515	\$31,515	\$31,515	\$31,515	\$31,515	\$31,515	\$31,515	\$31,515
1ST FL 1-BEDROOM UNIT A	\$1,225	\$1,250	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
1ST FL 1-BEDROOM UNIT C	\$1,235	\$1,260	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520
1ST FL 1-BEDROOM/DEN UNIT C-2	\$1,405	\$1,440	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880
1ST FL 2-BEDROOM UNIT D & D-2	\$1,615	\$1,655	\$4,965	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620	\$4,965	\$4,965	\$6,620	\$4,965	\$4,965	\$6,620
1ST FL 2-BEDROOM UNIT E	\$1,495	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535
2ND FL 1-BEDROOM UNIT A	\$1,225	\$1,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250
2ND FL 1-BEDROOM UNIT C	\$1,235	\$1,260	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520
2ND FL 1-BEDROOM/DEN UNIT C-2	\$1,405	\$1,440	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880
2ND FL 2-BEDROOM UNIT D & D2	\$1,615	\$1,655	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620
2ND FL 2-BEDROOM UNIT E-2	\$1,295	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335	\$1,335
2ND FL 2-BEDROOM UNIT E	\$1,495	\$1,535	\$3,070	\$1,535	\$3,070	\$3,070	\$3,070	\$3,070	\$3,070	\$3,070	\$3,070	\$3,070	\$3,070	\$3,070
3RD FL 1-BEDROOM UNIT A	\$1,225	\$1,250	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
3RD FL 1-BEDROOM UNIT C	\$1,235	\$1,260	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520	\$2,520
3RD FL 1-BEDROOM/DEN UNIT C-2	\$1,405	\$1,440	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880	\$2,880
3RD FL 2-BEDROOM UNIT D & D2	\$1,615	\$1,655	\$4,965	\$6,620	\$6,620	\$6,620	\$4,965	\$4,965	\$4,965	\$6,620	\$6,620	\$6,620	\$6,620	\$6,620
3RD FL 2-BEDROOM UNIT E-2	\$1,580	\$1,620	\$3,240	\$1,620	\$1,620	\$1,620	\$3,240	\$3,240	\$3,240	\$3,240	\$3,240	\$3,240	\$3,240	\$3,240
3RD FL 2-BEDROOM UNIT E	\$1,495	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535	\$1,535
4TH FL 1-BEDROOM UNIT A	\$1,235	\$1,260	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560	\$7,560
4TH FL 1-BEDROOM UNIT C	\$1,245	\$1,270	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540
4TH FL 1-BEDROOM/DEN UNIT C-2	\$1,415	\$1,450	\$2,900	\$2,900	\$1,450	\$2,900	\$2,900	\$2,900	\$2,900	\$2,900	\$2,900	\$2,900	\$2,900	\$2,900
4TH FL 2-BEDROOM UNIT E-2	\$1,585	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625	\$1,625
4TH FL 2-BEDROOM UNIT E	\$1,495	\$1,535	\$3,070	\$3,070	\$1,535	\$1,535	\$1,535	\$1,535	\$3,070	\$1,535	\$1,535	\$1,535	\$3,070	\$1,535
			\$113,925	\$114,080	\$112,630	\$114,080	\$114,045	\$114,045	\$113,925	\$114,045	\$115,700	\$114,045	\$115,580	\$115,700

HRA Capital Improvement Plan 2027-2036

Funding Source	Project Number	Request Title	Project Total	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	FY2035	FY2036	Total
850 - Plymouth Towne Square	HRA-XX-0003	Air Handler - PTS	58,750	14,980						13,560	30,210			58,750
	HRA-XX-0006	Asphalt - PTS	100,096	25,406		10,290						64,400		100,096
	HRA-XX-0002	Cooling - PTS	25,680	25,680										25,680
	HRA-26-0005	Boiler - PTS	164,160								164,160			164,160
	HRA-XX-0012	Flooring - PTS	123,551		117,359		2,585			3,607				123,551
	HRA-XX-0009	Furniture - PTS	105,736		68,364			9,416	12,992				14,964	105,736
	HRA-26-0002	Heater - PTS												
	HRA-33-0002	Heating - PTS	95,904				34,320	26,640	34,944					95,904
	HRA-XX-0001	Laundry - PTS	21,652			8,720	11,600	1,332						21,652
	HRA-30-0001	Lighting - PTS	39,271				15,900				17,100		6,271	39,271
	HRA-26-0003	Make-up air/exhaust - PTS	75,140	62,060		13,080								75,140
	HRA-28-0001	Painting - PTS	94,659		90,657								4,002	94,659
Total 850 - Plymouth Towne Square			904,599	128,126	276,380	32,090	64,405	37,388	47,936	17,167	211,470	64,400	25,237	904,599
851 - Vicksburg Crossing	HRA-XX-0004	Air Handler - VC	14,280			14,280								14,280
	HRA-29-0001	Caulking - VC	82,011			72,891					9,120			82,011
	HRA-25-0002	Cooling - VC	14,825									9,315	5,510	14,825
	HRA-XX-0011	Asphalt - VC	99,305	10,101	71,984				10,950		6,270			99,305
	HRA-XX-0010	Flooring - VC	101,827	7,262	5,023	3,350					86,193			101,827
	HRA-XX-0005	Furniture - VC	60,612		47,412		13,200							60,612
	HRA-33-0001	Lighting - VC	25,357							25,357				25,357
	HRA-XX-0007	Make-up Air/Exhaust - VC	58,850	58,850										58,850
	HRA-26-0001	Painting Common Area - VC	56,448						56,448					56,448
	HRA-31-0001	Roof - VC	325,500					325,500						325,500
	HRA-XX-0008	Water heater - VC	62,310		22,470	13,080	13,200			13,560				62,310
Total 851 - Vicksburg Crossing			901,325	76,213	146,889	103,601	26,400	325,500	67,398	38,917	101,583	9,315	5,510	901,325
Total			\$ 1,805,924	\$ 204,339	\$ 423,269	\$ 135,691	\$ 90,805	\$ 362,888	\$ 115,334	\$ 56,084	\$ 313,053	\$ 73,715	\$ 30,747	\$ 1,805,924

To: Housing and Redevelopment Authority

Prepared by: Steven Schmidt, Housing Manager

Reviewed by: Grant Fernelius, CED Director

Item: **HRA Updates**

1. Action Requested:

No action is needed at this time. This is provided for informational purposes.

2. Background:

Development Updates

See link to our website on development activity:

[Development Docket | City of Plymouth, MN \(plymouthmn.gov\)](https://plymouthmn.gov/development-docket)

General Updates

Melrose Apartments

A public hearing was held at the May 26 city council meeting to receive public comment on the issuance of Housing Revenue Bonds to assist in financing the construction of an affordable multifamily rental housing project. The Melrose apartments consist of an approximately 321,710 square-foot apartment community located at 5905 Sycamore Lane N (part of The Boulevard redevelopment project). The Melrose is a 212-unit building with a mix of 1,2,3 and 4-bedroom units and will be 100% affordable for households earning up to 60% of area median income, including 4 units of deeper affordability at 30% Area Median Income (AMI). No comments were received at the public hearing and favorable comment was received from Met Council. The financial process for the bond issuance closed on July 7th, 2026 and construction is expected to begin in September.

Plymouth Colony

Staff received notice that Outreach Development Corporation is moving forward with the

acquisition of Plymouth Colony. The 126-unit multifamily property was included in the Plymouth 4d program for 2027 will be 100% affordable for families at 60% AMI and below. The acquisition will take place in mid-August.

Bring it Home

Housing staff continue working to verify eligibility and assign preference points for placement on the Bring it Home waitlist. Staff have contacted 170 of the 200 applicants selected through the waitlist lottery. To date, Plymouth has issued 9 vouchers and approved its first Request for Tenancy Approval (RTA) for lease up August 1st.

City Council Study Session (July 14th)

On July 14th, the City Council held a study session and discussed two topics. The first was an update from the developers of The Boulevard project (Roers Companies and Scannell Properties) on the status of the project and requests related to the affordability levels for the final two phases of the project, as well as tax increment financing assistance and other potential development incentives for some of the remaining commercial development.

The second topic was an update on discussions that staff has been having with developers over the past few months on development opportunities in City Center; the south-east quadrant of I-494 and Highway 55; and the area around Station 73 (County Road 73 and Highway 55). The most promising feedback has centered on City Center and in particular the area in front of the LifeTime Fitness. The city owns the parking lot surrounding the fitness center and adjacent Plymouth Ice Center and has been looking at opportunities to build residential, ground floor commercial and public parking in this location. A link to the meeting packet can be found here:

[City Council Packet 07-14-2026 Special](#)

HRA / Housing Commission Transition

Staff continues to work with the City Attorney on a transition plan for HRA governance. At the joint City Council/HRA meeting in May, the Council requested that staff develop a plan to modify the HRA's bylaws to have the City Council officially serve as the HRA Board. The goal is to complete this transition by the end of the year. A second step would involve the creation of a new housing commission (formal title to be determined) and appoint the current roster of HRA members to the new commission. The mission, roles and responsibilities of the new commission would be determined by council and adopted by ordinance. Staff will share more information later this summer.

HRA Commission

The next HRA meeting is scheduled for Thursday August 27, 2026.

3. Budget Impact:

N/A

4. Attachments:

