



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Board of Commissioners Packet

May 21st, 2026

5:00 p.m. - Regular Meeting

LOCATION CHANGE: Carver Oaks Community Room
1595 Hartwell Dr., Carver, MN 55315





**CARVER COUNTY CDA
BOARD OF COMMISSIONERS**

Agenda

Meeting Date: May 21, 2026

5:00 pm

**Carver Oaks Community Room –
1595 Hartell Dr, Carver, MN**

1. Call to Order by Chair

2. Roll Call

3. Audience

Anyone wishing to address the CDA Board on an item not on the agenda, or an item on the consent agenda, may notify Ellie Logelin (elliel@carvercda.org or 952-448-7715) and instructions will be given to participate during the meeting or provide written comments. Verbal comments are limited to five minutes.

4. Approval of Agenda

A. Approval of Agenda – May 21st, 2026, Regular Meeting Pg. 2

5. Approval of Meeting Minutes

A. Approval of Meeting Minutes – April 16th, 2026, Regular Meeting Pg. 4

6. Consent Agenda - All agenda items listed on the Consent Agenda are considered routine business and will be considered for approval by one motion. There will be no separate discussion of items unless requested to be removed by a Board Member. If removed, the item will be considered immediately following the adoption of the consent agenda.

A. Approval of May 2026 Dashboard Pg. 12

B. Approval of Write-Off of Past Tenant Balances for April 2026 Pg. 31

C. Approval of Record of Disbursements – April 2026 Pg. 33

7. Regular Agenda

A. Approval of the 2025 Audit Pg. 36

B. Compliance Overview Presentation

C. Approval of 2026 Community Growth Partnership Initiative Grant Awards Pg. 38

D. Approval of Lender Partners for 2026 Down Payment Assistance Program Pg. 119

E. Approval of the updated Travel/Mileage/Expense Reimbursement Policy Pg. 133

8. Information

A. Lisa Anderson, Carver County Commissioner

B. Nick, Koktavy, Assistant County Administrator Carver County

C. Staff Updates

i. Open Meeting Law and Ethics and Public Purpose Doctrine for Public Entities training

ii. June 30th – All Staff and Board event at Charlson Meadows

iii. July 28th - County Board work session on Levy

iv. September 1st - County Board meeting on Levy

9. Adjournment

For More Information, call 952-448-7715

**Carver County CDA Board meeting agendas are available online at:
<https://www.carvercda.org/about-ccda/board-of-commissioners/>**

Next Meeting:

CDA Board of Commissioners Regular Meeting

June 18th, 2026, at 5:00 pm

Carver Oaks Community Room – 1595 Hartwell Drive, Carver, MN 55315



Board of Commissioners
Meeting Minutes

Meeting Date: April 16, 2026

5:00 pm

Carver Oaks Community Room -
1595 Harwell Dr., Carver MN

Chair Celi Haga called the meeting to order at 5:01 p.m.

COMMISSIONER ROLL CALL:

Table with columns: Role, Name, Present (checkbox), Absent (checkbox). Rows include Chair (Celi Haga), Vice Chair (Sylvia MateKole), Secretary (Adam Teske), and two Commissioners (Troy Williams, Gretchen Oppriecht de Garcia).

CDA Staff in attendance:

Table with columns: Role, Name. Rows include Executive Director (Allison Streich), Director Finance (Brittany Larson), Director Comm. Development (Melodie Bridgeman), Director HR & Operations (Janette Meyer), Director Housing (Andra Willis), HR & Operations Specialist (Ellie Logelin).

Others in attendance:

- Lisa Anderson, Carver County Commissioner
Nick Koltavy, Assistant County Administrator - Carver County
Kathy Greiner, Rebuilding Together Minnesota
Tom Pfannenstiel, Rebuilding Together Minnesota

AUDIENCE

No audience members addressed the board.

26-31 Approval of Revised Agenda

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the revised agenda for the April 16, 2026, CDA Board meeting be approved as written.

Motion: Teske

Second: Williams

Ayes: 3

Nays: 0

Absent: 2

Abstain: 0

Table with columns: Name, Yes (checkbox), No (checkbox), Absent (checkbox), Abstain (checkbox). Row for Haga.

MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oppiecht de Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

26-32 Approval of Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the March 19, 2026, meeting be approved as written.

Motion: Teske

Second: Williams

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oppiecht de Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CONSENT AGENDA

26-33 Approval of the April 2026 Dashboard

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the April 2026 Dashboard is approved as written.

26-34 Approval of the Write-Off of Past Tenant Balances for March 2026

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the Past Tenant balance for March 2026 is hereby approved to be written off.

26-35 Approval of Record of Disbursements – March 2026

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the March 2026 Record of Disbursements is approved as written.

Motion: Williams

Second: Teske

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oppiecht de Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REGULAR AGENDA

26-36 Approval of Senior Home Repair Guidelines and Partnership with Rebuilding Together Minnesota
Melodie Bridgeman, Kathy Greiner, and Tom Pfannenstiel presented.

WHEREAS, the State of Minnesota enacted the Local Affordable Housing Aid (LAHA) program pursuant to Minnesota Statutes, Section 477A.35, as amended, to provide funding to metropolitan-area counties for qualifying affordable housing projects, as defined in Section 477A.35, subdivision 4; and

WHEREAS, Carver County (the “County”) is a direct recipient of Local Affordable Housing Aid funding; and

WHEREAS, the County has engaged the Carver County Community Development Agency (the “CDA”), based on its experience and expertise in housing assistance and development, to act as a subrecipient and agent of the County for the administration of LAHA funds; and

WHEREAS, maintaining safe, stable, and accessible housing for low-income senior homeowners is a critical housing need in Carver County, particularly to support aging in place and prevent housing instability; and

WHEREAS, the proposed Senior Home Repair Program will address this need by providing financial assistance to income-qualified senior homeowners for the repair or replacement of critical home systems and the installation of accessibility and fall-prevention improvements; and

WHEREAS, the CDA proposes to partner with Rebuilding Together Minnesota, a qualified nonprofit organization with demonstrated experience providing home repair services to low-income households, to implement the Senior Home Repair Program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY, as follows:

1. The Board hereby approves the Program Guidelines establishing the Carver County Senior Home Repair Program.
2. The Program shall provide 10-year deferred forgivable loans, not to exceed \$30,000 per eligible household, to income-qualified owner-occupied senior households and/or households including a person living with a disability.
3. Eligible uses of funds shall include repairs or replacement of critical home systems and accessibility improvements, consistent with Local Affordable Housing Aid requirements and the approved Program Guidelines.
4. The Board hereby authorizes the Executive Director to negotiate, execute, and administer a contract with Rebuilding Together Minnesota, in a form approved by the Agency’s legal counsel, to carry out the purposes of the Senior Home Repair Program.

Motion: Teske

Second: MateKole

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opprecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26-37 Approval of an Updated Not to Exceed for the CDA Office Expansion

Allison Streich presented.

WHEREAS, the Carver County Community Development Agency (herein called the CDA) accepted a Best Value bid for the CDA Office Expansion and Remodeling Project with Project One for a Not to Exceed of \$625,000;

WHEREAS, funds are available for this project as outlined in the Request for Action.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CDA that the Contracting Officer or his/her designee be authorized to sign Change Orders for the project, in an amount not to exceed \$707,764.

Motion: Oppriecht de Garcia

Second: MateKole

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26-38 Approval of Funds for Office Furniture Purchase for Office Expansion

Allison Streich presented.

WHEREAS, the CDA Board of Commissioners has approved an office expansion to support the operational needs of the organization; and

WHEREAS, the office expansion requires the purchase of additional office furniture to adequately furnish new and expanded workspace; and

WHEREAS, the acquisition of appropriate office furniture is necessary to ensure efficient operations, employee productivity, and a professional working environment; and

WHEREAS, sufficient funds are available from the reimbursement of project costs from the City of Chaska for the Ernst House project to cover this expense;

NOW, THEREFORE, BE IT RESOLVED that the CDA Board hereby approves the expenditure of an amount not to exceed \$75,000 for the purchase of office furniture necessary to support the office expansion; and

BE IT FURTHER RESOLVED that staff is authorized to procure said office furniture in accordance with applicable purchasing policies and procedures.

Motion: Teske

Second: Oppriecht de Garcia

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26-39 Approval of Redemption of Limited Tax Obligation Bonds

Allison Streich presented.

Carver County Community Development Agency (the “CDA”) issued its \$420,000 Limited Tax Obligation Bonds, Series 2000 (the “Series 2000 Bonds”); and

WHEREAS, the Series 2000 Bonds are dated January 18, 2000 and were issued pursuant to an authorizing resolution of the CDA dated January 13, 2000 (the “Original Resolution”); and

WHEREAS, pursuant to the Original Resolution, the CDA has the option to redeem the outstanding principal amount of the Series 2000 Bonds prior to maturity; and

WHEREAS, the CDA’s financial advisor has advised the CDA that it would be to the CDA’s benefit to redeem the outstanding Series 2000 Bonds prior to maturity;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Carver County Community Development Agency as follows:

1. The Executive Director of the CDA is hereby authorized to take all actions and execute all documents necessary to effectuate the redemption of the Series 2000 Bonds at the earliest practicable date.

Motion: Williams

Second: MateKole

	Ayes: 5	Nays: 0	Absent: 0	Abstain: 0
	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opprecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion to Close the CDA Offices on June 30th, 2026, for All Staff and Board Event

Allison Streich Presented

Motion: Teske

Second: MateKole

	Ayes: 5	Nays: 0	Absent: 0	Abstain: 0
	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opprecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26-40 Approval Authorizing Permanent Financing for Carver Place

Allison Streich presented.

The Board of Commissioners (the “Board of Commissioners”) of Carver County Community Development Agency, a public body corporate and politic of the State of Minnesota (the “CCFDA”), the sole member of CCCDA Carver Place GP LLC, a Minnesota limited liability company (the “General Partner”), the general partner of CCCDA Carver Place LP, a Minnesota limited partnership (the “Partnership”), hereby adopts the resolutions set forth below with respect to the authorization of the following actions of the CCCDA, the General Partner, and the Partnership:

MHFA LMIR Loan

WHEREAS, the Partnership is obtaining a Low and Moderate Income Rental Program Loan from the Minnesota Housing Finance Agency (“MHFA”) in connection with the low-income multifamily housing development known as Carver Place located in the City of Carver, Minnesota, legally described on Schedule 1 attached hereto (the “Project”) in the approximate amount of \$4,625,000 (the “MHFA LMIR Loan”).

WHEREAS, the Board of Commissioners has determined that it is in the best business and pecuniary interest of the CCCDA, the General Partner, and/or the Partnership to obtain the MHFA LMIR Loan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes and approves the following actions on behalf of the CCCDA, the General Partner and/or the Partnership:

1. To borrow money and obtain other credit or financial accommodations, in the amount of the MHFA LMIR Loan from MHFA; and
2. To discount, sell, assign, transfer, mortgage, or pledge, or create security interests in, the real property, goods, instruments, documents of title, securities, chattel paper, accounts, contract rights or other intangibles or any other property now or hereafter owned by the Partnership, either absolutely, with or without recourse, for such consideration as any officer of the General Partner may deem to be appropriate or as security for the payment of the MHFA LMIR Loan;
3. To execute, deliver and perform any and all documents, contracts and instruments pertaining to the MHFA LMIR Loan (collectively the "MHFA LMIR Loan Documents") the terms and conditions of which shall be acceptable to the General Partner, which acceptance shall be evidenced by the General Partner's signing of said MHFA LMIR Loan Documents in the name of and on behalf of, the General Partner and the Partnership;
4. Without limiting the generality of the preceding resolutions, to cause the CCCDA and the General Partner to guaranty the Partnership's obligations with respect to certain obligations of the Partnership to MHFA, if applicable; and
5. To do such other acts and things, make such other agreements and execute and deliver such other contracts or writings as such officer may deem to be appropriate in connection with any of the foregoing.

RESOLVED FURTHER, that any one officer of the CCCDA and any one manager of the General Partner, including Allison Streich, Shanika Bumphurs, or Brittany Larson, the Executive Director, Deputy Director, and Finance Director of the CCCDA, respectively, and the President, Vice President/Secretary and Vice President/Treasurer of the General Partner, respectively (each an "Authorized Signatory"), is authorized and directed on behalf of CCCDA, the General Partner, and/or the Partnership to execute and deliver on behalf of the CCCDA, the General Partner and/or the Partnership any and all documents, contracts and instruments in connection with the MHFA LMIR Loan.

RESOLVED FURTHER, that the foregoing resolutions are in addition to, and do not limit and shall not be limited by, any resolutions heretofore or hereafter adopted by or on behalf of the CCCDA, the General Partner, or the Partnership for the conduct of the business necessary to enable the execution of any and all documents in connection with the MHFA LMIR Loan (the "Resolved Matter") and the foregoing resolutions shall continue in force until express written notice of their prospective rescission or modification as to future transactions that have not been undertaken or committed for has been received by the parties to the Resolved Matter.

RESOLVED FURTHER, that any one Authorized Signatory be and is authorized and directed on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to approve, execute, and deliver any documents that may be required with respect to the Resolved Matter on behalf of the CCCDA, the General Partner, and/or the Partnership as applicable.

RESOLVED FURTHER, that any and all actions regarding the Resolved Matter by or on behalf of the CCCDA, the General Partner, and/or the Partnership prior to the adoption of these resolutions be and are in all respects ratified, approved, and confirmed.

RESOLVED FURTHER, that each of the lenders herein described is authorized to rely on the continuing force and effect of these Resolutions until receipt by such party at its principal office of notice in writing from the CCCDA, the General Partner, and/or the Partnership, as applicable, of any amendments or alterations hereof.

RESOLVED FURTHER, to the extent required by the various counterparties referenced herein associated with the Resolved Matter, that any one Authorized Signatory be and is authorized and directed on behalf of the CCCDA any time hereafter and without further action by or authority or direction from the Board of Commissioners to revise the dollar amounts as they are listed herein and to add, amend, or replace the lists of documents provided in this Resolution, so long as such actions do not result in a material change to the Resolved Matter as they have been approved by the Board of Commissioners.

Motion: Oppriecht de Garcia

Second: Teske

Ayes: 5

Nays: 0

Absent: 0

Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INFORMATION - Carver County Updates

Carver County Commissioner Anderson provided an update.

- Commissioner Anderson provided an update on upcoming elections, the upcoming budget, and conversations that were held about the Chaska DMV.

Carver County Assistant County Administrator Kocktavy provided an update.

- Nick Kocktavy provided an update on the Chaska library.

INFORMATION – Staff Updates

All CDA staff and Board members will complete Fair Housing training online by the end of April.

July 28th, 2026: County Board Work Session with Carver County CDA to discuss 2027 Levy

September 1st, 2026: County Board meeting for Carver County CDA 2027 Levy approval

Brittany Larson provided an update on CDA audits.

Melodie Bridgeman provided an update on the Carver County Community Land Trust homes, the Down Payment Assistance program, and a panel that she presented on.

Andra Willis provided an update on staffing, Carver Oaks lease up, and an upcoming Management and Occupancy Review (MOR) at Waybury.

Ellie Logelin provided an update on the CDA marketing and upcoming Board trainings.

Allison Streich presented at the Chaska Rotary on April 16th and will be presenting at the Chanhassen Commission on Aging on April 17th. Allison Streich provided an update on Permanent Supportive Housing, the MN NAHRO Spring Conference, and the Affordable Housing Summit (June 4th). Allison also expressed her appreciation to CDA staff.

A conversation was held on how Board members should navigate receiving phone calls specific to the CDA and CDA business, and that inquiries should be redirected to the Executive Director.

ADJOURNMENT

26-41 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, May 21st, 2026.

Motion: Oppriecht de Garcia

Second: MateKole

Ayes: 5

Nays: 0

Absent: 0

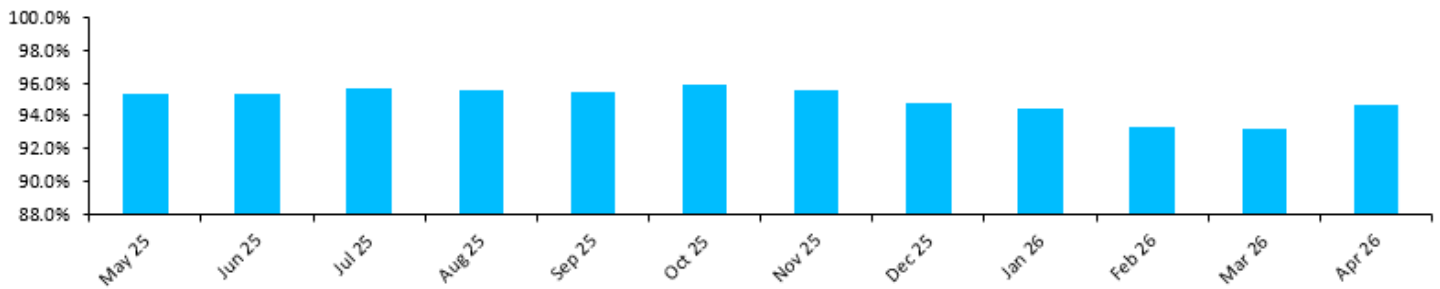
Abstain: 0

	Yes	No	Absent	Abstain
Haga	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MateKole	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oppriecht de Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The CDA Board meeting adjourned at 6:02 p.m.

HOUSING UPDATES



2026 Capital Improvement Projects in Process:

Property	Improvement Project	Status and Tentative Schedule
Brickyard	<ul style="list-style-type: none"> Exterior Work-patio Office Remodel 	<ul style="list-style-type: none"> Contractor selected, start date pending Project One is the contractor. Project started in April, on schedule, anticipated to be completed in July.
Bluff Creek	<ul style="list-style-type: none"> Deck Repairs 	<ul style="list-style-type: none"> 5 new decks being installed, project almost complete, anticipated to be complete by end of May.
Carver Homes	<ul style="list-style-type: none"> 1385 Marigold 110 W 2nd Street and 100 State Ave. 	<ul style="list-style-type: none"> Siding project in progress, completion date anticipated 6/1. Received structural engineer reports, nothing needed for 110 State St, structural work is needed on 110 W. 2nd, we would like the project to start in May of 2026.
All Properties	<ul style="list-style-type: none"> Office Upgrades 	<ul style="list-style-type: none"> Still gathering proposals to install Dutch doors and video doorbell monitors in onsite offices.

Staffing:

- We hired a new Compliance Specialist, Kriisten will join the Compliance team starting May 21st.

Miscellaneous Updates:

- Carver Oaks:**
We currently have thirty-three (**33**) units leased with twenty-four (**24**) occupied!! The property is operating on a six (**6**) month lease-up schedule.
- The Management and Occupancy Review (MOR) with MN Housing for Waybury on May 4th went well, we are waiting for final report.

- **HOTMA Implementation: January 2027**

The Housing Opportunity Through Modernization Act of 2016 (HOTMA) is now scheduled to take effect on January 1st, 2027. This regulation will impact compliance and operations across our Rural Development, Section 8, and Low-Income Housing Tax Credit (LIHTC) properties.

- **NSPIRE-V: February 2027**

HUD extended the mandatory compliance date for the new voucher inspection protocol, NSPIRE-V, to February 1st, 2027, to give additional time to implement the requirements effectively. This extension also applies to HQS changes from both the NSPIRE and HOTMA final rules.

SPECIAL PROGRAMS

Program	Grant Term	# Units Under Contract	% Under Contract
Bridges	7/1/25-6/30/27	15	100%
Bridges RTC	7/1/25-6/30/27	2	100%
Housing Trust Fund	10/1/25-9/30/27	10	120% (13 units) Will reduce to 10 units as no additional households will be added.
CoC PSH	8/1/25-7/31/26	14	93% (13 units) not adding anyone new

Resident Services

Presentations 2026

Agency	Property	Number of Residents
Fraud and Scams-MN Aging Pathways	Centennial	16
	Waybury	7
	Crossings	18
	Oak Grove	7
SW Prime	Centennial	9
	Waybury	14
Help at Your Door	Centennial	3
	Waybury	9
WeCAB	Centennial	1
	Waybury	12
	Crossings	7
	Spruce	1
	Trail's Edge	3
	Carver Oaks	1
	Carver Place	2
SmartLink	Centennial	4
	Waybury	4
	Carver Place	0
	Carver Oaks	1
	Crossings	Scheduled for May 28th
	Spruce	Scheduled for May 28th
	Trail's Edge	Scheduled for May 28th
	Oak Grove	Scheduled for May 28th

2026 YTD

# of residents/clients	Mobile food shelf participants	Energy Assistance/SNAP Program Application assistance
5	34 on avg/month	3

CDA SERVICES BY COMMUNITY

The table below lists the main CDA services and number of participants or units for each Carver County Community. Numbers are updated on a quarterly basis (or are noted accordingly). Information on this table will be updated on a quarterly basis.

Quarter 2 Reporting:

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Community Growth Partnership Initiative (Projects Awarded 2016 - 2026)	NextStage	Land Trust Units	Housing Rehab (Single Family and Multifamily Rental)
Carver	17	9	9	6	3	3		
Chanhassen	45	59	20	2	7	10		
Chaska	145	183	174	24	4	11	32	2
Cologne			3	2	3	1	1	
Hamburg								
Mayer			10		4	2	3	
New Germany				1	5			
NYA	3	47	10	1	7	4		3
Victoria		3	3		7	2	1	
Waconia	13	119	51	7	6	2	11	
Watertown	2		34		7	4	3	7
Townships					5			
Other						8		
TOTAL	225	420	314	43	62	46	51	12

FINANCE

FINANCE				
		April 2026 YTD Actual	April 2026 YTD Budget	Variance
CDA	Revenue	6,639,771	6,492,091	147,680
	Expenses	4,216,580	4,740,377	523,797
	Cash Balance	5,742,123		

		April 2026 YTD Actual	April 2026 YTD Budget	Variance
Properties	Revenue	3,565,599	3,526,129	39,470
	Expenses	2,352,219	2,440,820	88,601
	Cash Balance	3,540,286		

Revenue Recapture collected through April

Note-Write-off amounts and collected amounts may not be from the same year.

Property:	Written off:	Collected:	Notes:
Lake Grace	(\$9,232)	\$5,090	Write-off reversed from 2025 in 2026 per auditors
Carver Homes	\$9,206	\$46,183	
Bluff Creek	\$7,998	\$231	
Brickyard			
Centennial Hill			
Hilltop	\$18	\$183	
Oak Grove	\$795		
Trails	\$1,306	\$4,504	
Crossings			
Waybury	\$1,043	\$729	
Windstone		\$4,390	
Total:	\$11,134	\$61,310	

Other Finance updates

Consolidated YTD revenues for the CDA through April were \$6,639,771 and expenses were \$4,216,580. **Net Operating Income was \$2,423,191, 38.33% over budget primarily due to employee salaries and benefits and not being fully staffed.** YTD Revenues for the properties were \$3,565,599 and expenses were \$2,352,219. **Net Operating Income was \$1,213,380, 11.80% over budget.**

COMMUNITY DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT) Total Units	51
Total resales YTD	1
# of families helped	85
Interest/Waiting list	87
Homebuyer Initiated Program Commitment	6
Re-purchase/Acquisition YTD	1

Notes:

Community Land Trust

The Community Land Trust (CLT) portfolio now includes **51 homes**. Homes to be added in 2026 include the following:

- 6721 Hopi Road, Chanhassen – Acquisition/Rehab partnership with Habitat for Humanity – closing scheduled June 25, 2026
- HIP Home – location TBD

Community Growth Partnership Initiative (CGPI)

The following two previous years' CGPI grants were relinquished:

- City of Chaska 2025 Community Development grant of \$100,000 for EDCO Industrial Development - project not moving forward.
- Waconia Township 2023 Community Development grant of \$90,000 for Sovereign Estates – grant expiration.

BUSINESS DEVELOPMENT - NEXTSTAGE					
	Q2 2025	Q3 2025	Q4 2025	Q1 2026	Total 4 Qtrs
Total Carver County Clients Assisted	11	14	2	19	46
# of Financing Events	1	3	0	4	8
Total Financing/Investment	\$356,600	\$1,281,100	\$831,100	\$617,500	\$3,086,300
New Business Starts	1	2	0	4	7
Business Expansions	0	3	0	1	4
New FT Jobs	0	19	1	7	27
New PT Jobs	0	6	0	10	16

MINNESOTA CITIES PARTICIPATION PROGRAM (MCP) – 2026 allocation is \$2,222,884 numbers through April 2026

	# Committed loans	Total \$	% of allocated funds
First Mortgage Loans	5	\$1,104,723	50%
Additional Start-up loans	0	\$ -	N/A
Step Up loans	3	\$960,241	N/A
Fix Up Loans	0	\$ -	N/A
Down Payment and Closing Cost Loans		\$102,600	88%
TOTALS	8	\$2,064,964	N/A

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2027 new assessments	Underway (anticipated 2027 assessment)	2026 Paid Off	Total active assessments
Applications	1	28	1	69

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

Year	Grant	City	Project	Budget
2025	Pre-Development	Victoria	Transportation	\$10,000
2025	Community Development	NYA	Apt. Building	\$100,000
2025	Community Development	Waconia	Well Abandonment	\$50,000

SOCIAL MEDIA & MARKETING

FACEBOOK* Carver County CDA					
	Q2 2025 CDA	Q3 2025 CDA	Q4 2025 CDA	Q1 2026	Totals
<i>Facebook Views</i>	972	6,149	9,598	19,598	36,317
<i>Total Engagement</i>	43	485	789	1,587	2,904
<i>Total New Followers</i>	+ 14	+ 23	+ 19	+ 43	+ 99
<i>Total Facebook Followers</i>	14	37	56	99	

*CDA Facebook created beginning of Q2 2025

CARVERCDA.ORG					
	Q2 2025 CDA	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Totals
<i>Views</i>	17,573	21,010	17,232	20,031	75,846
<i>Total Users</i>	5,245	5,732	7,007	7,079	25,063
<i>Top 3 Pages</i>	Carver County CDA, CDA Owned Properties, Rental Assistance Programs	Carver County CDA, CDA Owned Properties, DPA Program	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties	

LINKEDIN Carver County CDA					
	Q2 2025 CDA	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Totals
<i>LinkedIn Reach/Impressions</i>	8,154	9,148	9,043	13,407	39,752
<i>Total Activity (Reactions + Comments + Reposts)</i>	336	436	353	529	1,654
<i>Total New Followers</i>	+ 29	+ 28	+ 25	+ 22	+ 104
<i>Total LinkedIn Followers</i>	431	458	483	505	

Community Events

Carver County CDA

	Q3 2025	Q4 2025	Q1 2026	Totals
<i>Total Events* Attended/ Participated in as an Agency</i>	7		1	8
<i>List of Events*</i>	Chan. Business Expo Chaska River City Days (2) NYA Produce Market (2) Watertown Produce Market NNO @ Waconia		SW Chamber Health & Wellness Expo	
<i>Total Events* Hosted as an Agency</i>	4	4	3	11
<i>List of Events*</i>	Homestretch Course NNO @ 12 CDA Locations CP Ribbon Cutting/CDA 45 th Anniversary Event Chaska Yards Ribbon Cutting	CP Ribbon Cutting with SW Metro Chamber Trunk or Treat @ TES Homestretch Course Loucks Presentation	Chaska Yards Open House What Home Means to Me Poster Contest Events (5 locations) CO Ribbon Cutting & Open House Event	

*Began tracking at end of Q3 2025

UPCOMING EVENTS:


OPEN HOUSE

Join us for the grand opening of the newest Carver County Community Land Trust home with partner remarks, refreshments, and tours. Program to begin around 12:15 pm.


Monday, June 8
11:30 am to 1:30 pm

6721 HOPI ROAD, CHANHASSEN, MN


Thank you partners:




**CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY**



**Twin Cities
Habitat
for Humanity®**



**CARVER COUNTY
COMMUNITY
LAND TRUST**
A program of the Carver County
Community Development Agency



CITY OF CHANHASSEN
A COMMUNITY FOR LIFE

DEPUTY DIRECTOR REPORT

Emergency Rental Assistance (ERA) Update:

We closed our Emergency Rental Assistance Program on April 30th. To date, CCCDA received 83 applications requesting a total of \$189,554.15 in assistance, with \$149,576.41 distributed to landlords and utility providers. Of the 83 applications, 63 were approved, 9 were withdrawn, and 11 were denied. Of the approved applications, 37 households were at risk of eviction and 19 were at risk of utility disconnection.

Although the program was temporary, it provided much needed assistance to households at risk of losing housing or essential utilities and supported housing stability within the community. As application volume declined and additional rental assistance resources became available within the County, we felt it made sense to end the program. We are grateful that we were able to provide meaningful support to households experiencing financial hardship and contribute to overall housing stability within the community.

Outsourcing On-Call Maintenance Update:

We have moved forward with implementing a phased approach to outsourcing after-hours (on-call) maintenance services and officially began utilizing Tuk Technical as our on-call vendor on May 4, 2026. The transition reflects ongoing efforts to support staff while maintaining reliable after-hours coverage for residents.

Tuk Technical has experience working with both public and private housing organizations. Prior to implementation, Tuk staff participated in property walks alongside maintenance staff to become familiar with our sites, buildings, and operations. We also hosted resident meetings at several multi-family properties to provide information about the transition, answer questions, and review after-hours maintenance procedures. Residents from scattered site properties were invited to attend these meetings as well.

The transition is being phased in beginning with multi-family and scattered site properties. During the initial rollout, maintenance staff continue to support calls alongside the vendor to help ensure a smooth transition and address any operational adjustments during the onboarding period.

We will continue to be intentional about communication with residents, process clarity, and overall service quality throughout implementation and will provide updates to the Board as we progresses.

Organic Waste (Composting) Partnership Update:

CCCDA continues to partner with Carver County Environmental Services on the implementation of an organic waste/composting initiative at select properties. The program is supported through a county grant and is intended to expand community composting efforts.

Since the last update, we also hosted resident meetings at participating properties to provide information about the program, answer questions, and discuss expectations moving forward. Environmental Services will continue providing training and support for both staff and residents throughout implementation. We are currently working through final logistics and anticipate compost bins being placed at participating properties in June to officially begin the initiative.

There is no direct cost to the CDA for participation, and the program will remain flexible to ensure it is a good fit for participating properties.

SharePoint/Yardi Implementation:

We are currently working with Yardi on implementing SharePoint integration with our property management software system. This initiative is intended to help improve document management, internal communication, workflow processes, and overall accessibility of information.

As part of the implementation process, I will be attending a 3-day training session beginning May 27 to learn how to build and manage a SharePoint site tailored to the agency's operational needs. With support from Ellie, we plan to develop a functional SharePoint platform that will support centralized document storage, internal workflows, process tracking, forms, communications, and collaboration across departments.

We anticipate this implementation will help create more consistent internal processes, improve organization and accessibility of records, and support long-term operational efficiency. Staff will continue working through planning and development as the project progresses and will provide updates to the Board along the way.

EXECUTIVE DIRECTOR REPORT

The Coffee with the Boss is scheduled for Friday, May 22, and will be held at the Carver Place community room. The topic will be Trail's Edge Senior. We will walk through the project and the funding that made it possible.

The office expansion project is well underway. We continue to anticipate a three-month construction timeline, with plans to be fully moved into the expanded space in July. We look forward to completing this project and the added functionality it will provide.

I will be attending the Minnesota NAHRO Spring Symposium from May 17–20 at Sugar Lake Lodge. Joining me are Christen Bruns (Assistant Director of Housing), Susan Ortner-Roghair (Property Manager), and Kurt Johnson (Maintenance Technician). This conference provides a valuable opportunity for professional development and networking. I will also be presenting during a session on marketing and social media, as well as facilitating a roundtable discussion.

Carver Place was selected as a finalist in the Affordable Housing – Suburban category for the Minnesota Real Estate Journal awards. While the project did not receive the final award, we are honored to have been nominated by our architectural firm. Melodie and Shanika attended the event on May 7 in recognition of this achievement.

Also on May 7, I attended the annual fundraiser for a nonprofit organization where I serve on the board. I invited CDA staff to attend, offering to cover the cost for one attendee through a drawing. Two staff members ultimately joined me, and it was a great opportunity for engagement and connection outside of our organization.

On May 9, I presented on the CDA and our programs at a Chanhassen Communities of Belonging event. It was a valuable opportunity to engage in meaningful conversation with community members and answer questions about our work. A recording of the event will be shared with the Board once it becomes available.

I am scheduled to attend the New Germany City Council meeting on June 2, where I will provide an overview of the CDA, our programs, and the recently acquired New Germany property.

Also on June 2, I will present to the County Board regarding the Trail's Edge Senior project, including a request to release committed funding, as well as provide updates on Carver Oaks and Carver Place.

Finally, we have begun preparations for the 2027 budget and levy process. The proposed 2027 budget and levy request will be presented to the Board at the July meeting.

April 14, 2026

Chairman Tim Scott
Senate Committee on Banking, Housing,
and Urban Affairs
534 Dirksen Senate Office Building
Washington, DC 20510

Ranking Member Elizabeth Warren
Senate Committee on Banking, Housing,
and Urban Affairs
534 Dirksen Senate Office Building
Washington, DC 20510

Chairman French Hill
House Financial Services Committee
2129 Rayburn House Office Building
Washington, DC 20515

Ranking Member Maxine Waters
House Financial Services Committee
4340 O'Neill House Building
Washington, DC 20515

Dear Chairman Scott, Ranking Member Warren, Chairman Hill, and Ranking Member Waters,

We, the 205 undersigned organizations, write to you at a pivotal moment for our nation's housing policy. As the Senate and House negotiate the final contours of a comprehensive housing supply and affordability package, we strongly urge you to include the entirety of the Rural Housing Service (RHS) Reform Act (S. 1260/H.R. 4957), as included in the 21st Century ROAD to Housing Act, in any final legislation. The RHS Reform Act is the result of years of significant bipartisan consensus-building and represents a critical opportunity to modernize the U.S. Department of Agriculture's (USDA) Rural Housing Service programs.

Rural America is essential to our nation. One of every 12 jobs in the American economy is connected in some way to what happens in rural America. It's one of the few parts of our economy that still has a trade surplus. And rural places launch over half of our small businesses. Yet rural communities encounter unique housing supply and affordability barriers — aging infrastructure, limited access to local capacity and financing, and a lack of resources for maintenance and modernization. Contrary to the perception of many, housing supply and affordability are crises for rural residents. Rural housing units increased by only 1 percent between 2013 and 2023, compared to a 10 percent increase in non-rural counties. And fully 37 percent of all rural households are housing cost-burdened.

For decades, USDA's RHS has been a lifeline for families, seniors, and workers in rural areas, investing in both rental and homeownership programs that have been flagship examples of successful public-private partnership in action. The RHS Reform Act would provide the RHS with tested tools to address the preservation of its critical multifamily portfolio; authorize successful pilot programs; modernize the single-family housing programs; and improve USDA's internal infrastructure, technology, and reporting. Some of the most urgently needed modernizations within USDA's suite of housing programs are those that address the preservation of the nearly 400,000 Section 515

multifamily rental homes, which are rapidly being lost from the affordable housing supply as their mortgages mature and they lose the associated rental assistance. The RHS Reform Act would create new pathways for public-private partnerships by authorizing the “decoupling” of Section 515 mortgages and the associated Section 521 rental assistance, which has been piloted through appropriations. Preserving existing affordable rental housing is a critical component of increasing the rural housing stock given that in recent years, aging housing units are being lost in rural places at nearly the same rate that new units are being constructed.

We urge you to include the entirety of the RHS Reform Act as part of any final housing package, sending a clear message that rural voices matter and that Congress is committed to closing the housing gap for all Americans. This bill has robust bipartisan support in both chambers, has been the centerpiece of several hearings in both chambers, and has the support of a broad coalition of rural stakeholders.

Thank you for your leadership and your commitment to addressing our nation’s housing supply and affordability challenges. We stand ready to support your efforts and look forward to working together to enact policies that truly serve the needs of rural America.

Sincerely,

National Organizations

Housing Assistance Council
Coalition on Human Needs
Corporation for Supportive Housing
Council for Affordable and Rural Housing
Enterprise Community Partners
Habitat for Humanity International
Housing Partnership Network
LeadingAge
Local Initiatives Support Corporation (LISC)
National Association of Affordable Housing Lenders (NAAHL)
National Association of Housing and Redevelopment Officials (NAHRO)
National Affordable Housing Management Association
National Alliance to End Homelessness
National American Indian Housing Council (NAIHC)
National Association of Local Housing Finance Agencies
National Association of REALTORS®
National Council of State Housing Agencies (NCSHA)
National Housing Conference
National Housing Law Project
National Leased Housing Association
National Low Income Housing Coalition (NLIHC)
National Multifamily Housing Council

National NeighborWorks Association
 National Rural Housing Coalition
 National Association of Home Builders
 Partners for Rural Transformation
 PHADA
 REALTORS Land Institute
 ROC USA
 Rural Community Assistance Corporation (RCAC)
 RuralOrganizing.org
 SAHF
 Up for Growth Action

State and Local Organizations

IV Veta	Alabama
Service 2 Sumter	Alabama
Verde Valley Community Development Organization	Arizona
Western Arizona Council of Governments	Arizona
HouseAboutit Community and Economic Development Agency	Arkansas
Visibility Outreach Touch Engage South Arkansas (VOTE SoAR)	Arkansas
WE Center WE Build	Arkansas
City of Stamps, Arkansas	Arkansas
Communities Unlimited, Inc.	Arkansas
Allied Argenta, LLC	California
Bellevue Partners	California
California Center for Rural Policy at Cal Poly Humboldt	California
California Coalition for Rural Housing	California
California Housing Partnership	California
Community Housing Improvement Program (CHIP)	California
Five Rivers Loan Fund, Inc.	California
House Farm Workers!	California
Peoples Opportunity Fund	California
People's Self-Help Housing	California
Prosper Real Estate	California
Self Help Home Improvement Project	California
Self-Help Enterprises	California
Step Forward Communities	California
Western Center on Law & Poverty	California
Coachella Valley Housing Coalition	California
Synergy Communion Development Corporation	California
Affordable Housing Consultants	Colorado
CRHDC	Colorado
Habitat for Humanity of Archuleta County	Colorado

MHDC	Delaware
NeighborGood Partners, Inc.	Delaware
Loving Hands for the Needy, Inc	Florida
St. Johns Housing Partnership	Florida
Timberhill Enterprises LLC	Florida
Alexandria Development	Georgia
Self-Help Housing Corporation of Hawaii	Hawaii
NeighborWorks Boise	Idaho
Housing Action Illinois	Illinois
Rebuilding Together Henry County	Illinois
Habitat for Humanity of Warrick Co.	Indiana
Habitat for Humanity Kansas	Kansas
Interfaith Housing and Community Services Inc.	Kansas
Transition Plus, Assc. Veteran Training Center	Kansas
Fahe	Kentucky
Frontier Housing	Kentucky
Highlands Housing Corporation	Kentucky
Family Resources of New Orleans	Louisiana
New Orleans Real Estate Brokers Association	Louisiana
Open Doors Louisiana	Louisiana
Rebuilding Together New Orleans	Louisiana
POSE CDC	Louisiana
The Genesis Fund	Maine
ThruSight	Maryland
Ascension OZ Advisors, LLC	Massachusetts
Northern Homes Community Development Corporation	Michigan
PK Companies	Michigan
Cinnaire Lending Corporation	Michigan
Aspen Blue	Minnesota
Carver County CDA	Minnesota
Children's Hope Intl. and R&R Family Ctrs	Minnesota
City of Aurora, Minnesota	Minnesota
City of Bemidji, Minnesota	Minnesota
City of Floodwood, Minnesota	Minnesota
Clare Housing	Minnesota
CoNorth	Minnesota
Cook County MN Housing and Redevelopment Authority	Minnesota
D.W. Jones, Inc.	Minnesota
East Metro Civic Alliance	Minnesota
Ely Economic Development Authority	Minnesota
Greater Minnesota Housing Fund	Minnesota

Housing Justice Center	Minnesota
Integrated Community Solutions, Inc	Minnesota
Koochiching Economic Development Authority	Minnesota
Metropolitan Interfaith Council on Affordable Housing (MICAHA)	Minnesota
Midwest Minnesota Community Development Corporation	Minnesota
Minnesota Housing Partnership	Minnesota
North St. Louis County Habitat for Humanity	Minnesota
Project for Pride in Living	Minnesota
Rebuilding Together Minnesota	Minnesota
Region Five Development Commission	Minnesota
Rice County Habitat for Humanity	Minnesota
Saint Paul & Minnesota Foundation	Minnesota
Simpson Housing Services	Minnesota
Southwest MN Housing Partnership	Minnesota
Southwestern Minnesota Opportunity Council	Minnesota
Three Rivers Community Action	Minnesota
Tubman	Minnesota
Walker Construction Inc.	Minnesota
We Are Your Neighbors Speakers Bureau	Minnesota
BridgeCom LLC	Mississippi
Community Students Learning Center	Mississippi
Community Support	Mississippi
Covenant Faith Outreach Ministries Inc. Covenant CDC	Mississippi
Renaissance Community Loan Fund	Mississippi
Law Office of Gary Rhoades	Missouri
Marceline Industrial Development Authority	Missouri
NeighborWorks Great Falls	Montana
Nebraska Appleseed	Nebraska
Financial Wellness Institute	New Jersey
Triple C Housing, Inc.	New Jersey
Medius Inc.	New Mexico
Tierra del Sol Housing Corp.	New Mexico
Barb Lamphere Consulting	New York
Cattaraugus Community Action, Inc.	New York
Greater Syracuse Tenants Network	New York
Hudson Valley Housing Development Fund Company, Inc.	New York
Nahath Enterprise Limited	New York
PathStone Corporation	New York
RUPCO	New York
Rural Housing Coalition of New York	New York
Stoneleigh Housing, Inc.	New York

Four Square Community Action	North Carolina
Freedom Org	North Carolina
Housing Assistance Corporation	North Carolina
Mountain Projects, Inc.	North Carolina
Sandhills Community Action Program	North Carolina
Lewis & Clark Development Group	North Dakota
Red River CHDO	North Dakota
Rebuilding Together Fargo-Moorhead Area, Inc.	North Dakota
Advocates for Basic Legal Equality Inc.	Ohio
Community Action Commission of Fayette County	Ohio
Legal Aid Society of Southwest Ohio, LLC	Ohio
Under Gods Care	Oklahoma
Newberg Area Habitat for Humanity	Oregon
CASA of Oregon	Oregon
Habitat for Humanity La Pine Sunriver	Oregon
Common Roots	Pennsylvania
Crawford County Coalition on Housing Needs, Inc.	Pennsylvania
Threshold Housing Development, Inc.	Pennsylvania
UNA, A Nonprofit Corporation	Pennsylvania
Allendale County ALIVE	South Carolina
Dakota Resources	South Dakota
Grow South Dakota	South Dakota
Herreid Area Housing Development Inc.	South Dakota
Clinch River Habitat for Humanity	Tennessee
Creative Compassion, Inc.	Tennessee
Crossville Housing Authority	Tennessee
Jefferson County Habitat for Humanity	Tennessee
Tennessee's Community Assistance Corporation	Tennessee
Adults and Youth United Development Association, Inc.	Texas
Alliance of Border Collaboratives	Texas
AYUDA, INC	Texas
Carrizo Spring Housing Authority	Texas
cdcb	Texas
City of San Elizario, Texas	Texas
Harlingen Community Development Corporation	Texas
Marshall-Harrison County Public Facility Corporation	Texas
Organization for Disaster Relief	Texas
Texas LULAC #2	Texas
LULAC	Texas
Housing Authority of Southeastern Utah	Utah
Self-Help Homes	Utah

Twin Pines Housing Trust	Vermont
Vermont Housing and Conservation Board	Vermont
Appalachian Community Capital	Virginia
Blue Ridge Housing Network, Inc.	Virginia
Get RD Done Right!	Virginia
Habitat for Humanity of Franklin County	Virginia
Southside Outreach Group, Inc.	Virginia
Bayside Housing & Services	Washington
Community Frameworks	Washington
Heritage Ranch Inc.	Washington
Housing Lopez	Washington
Office of Rural & Farmworker Housing	Washington
Highland Community Builders	West Virginia
Southern Appalachian Labor School	West Virginia
Wisconsin Council for Affordable and Rural Housing (WI-CARH)	Wisconsin
Wisconsin Indigenous Housing and Economic Development Corporation	Wisconsin
UMOS	Wisconsin



Board of Commissioners

Request for Board Action

Meeting Date: May 21, 2026

Agenda number: 6B

DEPARTMENT: Housing

FILE TYPE: Consent Agenda

TITLE: Approval of Write-Off of Past Tenant Balances for April 2026

PURPOSE/ ACTION REQUESTED: Approve write-off of Past Tenant Balances

SUMMARY: The Carver County CDA’s policy is to write off past tenant balances that have been submitted to MN Revenue Recapture and was approved by the CDA Board. When a past tenant moves out with a balance, the tenant has 10 business days to contact the CDA to either pay the balance in full or set up a repayment agreement. If the past tenant does not contact the CDA, the balance due is submitted to MN Revenue recapture. The CDA will “write-off” the past balance in Yardi once it has been submitted to MN Revenue Recapture. Any former resident that has been submitted to MN Revenue Recapture due to that past balance will remain there until such time as that balance is paid or the six-year statute of limitations has passed.

RECOMMENDATION: Staff recommend approval of the write-off of past tenant balances.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the Past Tenant balance for April 2026 is hereby approved to be written off.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Past tenant balances

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Andra Willis, Director of Housing

Author: Andra Willis, Director of Housing

Tenant Unpaid Charges

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
lakegrc				
Resident 1				
	Past	DAMAGE	\$2,607.58	\$95.10
Total For Resident 1			\$2,607.58	\$95.10
trails				
Resident 2				
	Past	DAMAGE	\$3,317.38	\$0.00
	Past	RENT	\$2,368.95	\$447.97
Total For Resident 2			\$5,686.33	\$447.97
waybury				
Resident 3				
	Past	DAMAGE	\$211.07	\$508.93
Total For Resident 3			\$211.07	\$508.93
Total			\$8,504.98	\$1,052.00



Board of Commissioners

Request for Board Action

Meeting Date: May 21, 2026

Agenda number: 6C

DEPARTMENT: Finance

FILE TYPE: Consent Agenda

TITLE: Approval of Record of Disbursements - April 2026

PURPOSE/ ACTION REQUESTED: Approve Record of Disbursements for April 2026

SUMMARY: In April 2026, the Carver County Community Development Agency (CDA) had \$1,904,026 in disbursements and \$185,419 in payroll expenses. Attachment A provides the breakdown of disbursements. Additional detail is available from the Finance Department.

RECOMMENDATION: Staff recommends approval of the Record of Disbursements for April 2026.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the April 2026 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

Attachment A: Record of Disbursements - April 2026

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment

Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Brittany Larson, Director of Finance

Author: Brittany Larson, Director of Finance

**Carver County CDA
Record of Disbursements
For the Month of April 2026**

	Date	Amount		Total
CDA	04/02/26	\$73,138		
	04/09/26	\$479,229	(1)	
	04/15/26	\$26,146		
	04/22/26	\$49,331		
	04/29/26	\$243,828	(2)	
				<hr/>
				\$871,672
Properties	04/02/26	\$254,615	(3)	
	04/09/26	\$160,869	(4)	
	04/15/26	\$87,220		
	04/22/26	\$287,277		
	04/29/26	\$242,373	(5)	
				<hr/>
				\$1,032,354
Total April 2026 Disbursements				<hr/> \$1,904,026 <hr/>
April 2026 Payroll				
	04/08/26	\$91,140		
	04/22/26	\$94,279		
				<hr/>
				<hr/> \$185,419 <hr/>

Disbursement detail is available in the Finance Office

- (1) State Farm Annual Insurance Premiums - \$314,658**
- (2) City of Chanhassen Community Growth Partnership - \$100,000
City of Watertown Community Growth Partnership - \$100,000**
- (3) State Farm - PH - Insurance - \$44,427
State Farm - Waybury - Insurance - \$55,005
State Farm - Windstone - Insurance - \$34,036
US Bank - Waybury - Bond Payments - \$34,818**
- (4) Minnesota Housing Finance Agency -Carver Place - Loans 1270564 and 1270563 - \$40,776
Minnesota Housing Finance Agency -Carver Oaks - Loans - \$32,427.71**
- (5) Merchants Capital - Trails Edge South - Mortgage Payment - \$33,340**



Board of Commissioners

Request for Board Action

Meeting Date: May 21, 2026

Agenda number: 7A

DEPARTMENT: Finance

FILE TYPE: Regular Agenda

TITLE: Approval of the 2025 Audit

PURPOSE/ ACTION REQUESTED: Approve and accept the CDA 2025 audit

SUMMARY: Abdo completed the 2025 CDA audit and is attending the board meeting to present it.

RECOMMENDATION: Approval of the 2025 CDA audit.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

WHEREAS, the Carver County Community Development Agency (herein called the “CDA”) entered into a services contract for the 2025 Audit to be completed by ABDO and

WHEREAS, it is required that the Carver County Community Development Agency provide via a contract a yearly audit, and

NOW, THEREFORE, BE IT RESOLVED BY THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY BOARD OF COMMISSIONERS to accept the 2025 Audit as presented by ABDO.

PREVIOUS BOARD ACTION

N/A

ATTACHMENTS

The 2025 CDA Annual Financial Report

BOARD GOALS

- Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

- Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Brittany Larson, Director of Finance

Author: Allison Streich, Executive Director



Board of Commissioners

Request for Board Action

Meeting Date: May 21, 2026

Agenda number: 7C

DEPARTMENT: Community Development

FILE TYPE: Regular Agenda

TITLE: Approval of 2026 Community Growth Partnership Initiative Grant (CGPI) Awards

PURPOSE / ACTION REQUESTED: Awarding of 2026 Community Growth Partnership Initiative (CGPI) Funds

SUMMARY: The Community Growth Partnership Initiative (CGPI) Program was established in 2016 by the Carver County Community Development Agency (CDA) to expand the tax base and enhance quality of life across the county. The program advances these goals through four specific strategies: Affordable Housing, Community Development, Redevelopment and Technology Assistance.

As part of the 2026 CDA budget, \$415,000 was allocated to the CGPI program. Ten percent of the funds (\$41,500) are reserved for Pre-Development grants, five percent of the funds (\$20,750) are reserved for Technology Assistance grants, and the balance of the funds (\$352,750) are available for Community Development grants. In addition, two previously awarded grants were relinquished due to the project not moving forward (City of Chaska 2025 Community Development grant of \$100,000 for EDCO Industrial Development) and grant expiration (Waconia Township 2023 Community Development grant of \$90,000 for Sovereign Estates.)

Any city or township of Carver County is eligible to apply for all of these types of funding; however, grants are limited to one (1) Pre-Development grant, one (1) Technology Assistance grant and one (1) Community Development grant per municipality per calendar year. Note the Pre-Development and Technology Assistance grants are funding on a pipeline basis.

In addition to the Waconia Pre-Development grant awarded at the March 19, 2026, Board meeting, we received two additional Pre-Development grants for new requests totaling \$20,000. We received one Technology Assistance grant application requesting \$875; and three Community Development applications requesting a total of \$300,000.

APPLICANT	PROJECT	TYPE	REQUEST
Chanhassen	SourceLink Client Relationship Management (CRM)	Technology Assistance	\$875

Norwood Young America	Historic Downtown Young America Beautification Project – Phase I Cultural Resource Review	Pre-Development	\$10,000
Laketown Township	Laketown Sanitary Sewer Project	Pre-Development	\$10,000
Chanhasen	West One Redevelopment	Community Development	\$100,000
Norwood Young America	Norwood Flats	Community Development	\$100,000
Watertown	The Hive Haus	Community Development	\$100,000

RECOMMENDATION: Based upon the review of CDA staff, the recommendations are to fund the one (1) Technology Assistance application totaling \$875, the one additional (1) Pre-Development application totaling \$10,000, and three (3) Community Development applications totaling \$300,000. Award recommendations include the following:

APPLICANT	PROJECT	TYPE	FUNDING AMOUNT
Chanhasen	SourceLink Client Relationship Management (CRM)	Technology Assistance	\$875
Norwood Young America	Historic Downtown Young America Beautification Project - Phase I Cultural Resource Review	Pre-Development	\$10,000
Chanhasen	West One Redevelopment	Community Development	\$100,000
Norwood Young America	Norwood Flats	Community Development	\$100,000
Watertown	The Hive Haus	Community Development	\$100,000

Staff recommends the Board not support the Pre-Development funding application from Lakeland Township for the Sanitary Sewer Project. While the project is well developed and provides clear environmental and community benefits, it does not align strongly with the program’s focus on early-stage, pre-development activities that advance affordable housing, redevelopment, or economic development. CGPI pre-development funding is intended to support early due diligence—such as feasibility analysis, site investigation, and initial planning—rather than ongoing or implementation-phase infrastructure investments.

This project has progressed beyond that stage, with feasibility established, outside funding secured, and implementation planning underway. Additionally, the project has received \$32,500 in prior CGPI funding (\$7,500 in 2019, \$7,500 in 2022, \$7,500 in 2023, and \$10,000 in 2025).

Given this prior investment and the project’s advancement, further funding would extend beyond the program’s intended catalytic role.

Staff values its partnership with Laketown Township and encourages future applications more closely aligned with program priorities.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

WHEREAS, the Carver County Community Development Agency (CDA) established the Community Growth Partnership Initiative (CGPI) program in 2016 to assist Carver County cities and townships in increasing their tax base and improving quality of life through redevelopment, community development, affordable housing, and technology assistance strategies; and

WHEREAS, the CGPI has an approved budget of \$415,000 in available grant funds for the fiscal year ending December 31, 2026; and

WHEREAS, Carver County cities and townships are eligible to apply for and receive one (1) Pre-Development grant of up to \$10,000, one (1) Technology Assistance grant of up to \$1,500, and one (1) Community Development grant of up to \$100,000 per calendar year; and

WHEREAS, by the April 30, 2026, application deadline, the CDA received two additional Pre-Development applications, one Technology Assistance application, and three Community Development applications from Carver County cities and townships; and

WHEREAS, the applications were reviewed by CDA staff based on threshold and competitive criteria; and

WHEREAS, based on CDA staff analysis, it is recommended that one Technology Assistance application, one Pre-Development grant application, and all three Community Development grant applications be approved for funding; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners as follows:

The following projects are awarded 2026 Community Growth Partnership Initiative funding, contingent upon the grantees meeting program guidelines and entering into grant agreements with the CDA in a form and content acceptable to the CDA Executive Director:

APPLICANT	PROJECT	GRANT SOURCE	FUNDING AMOUNT
Chanhassen	SourceLink Client Relationship Management (CRM)	Technology Assistance	\$875
Norwood Young America	Historic Downtown Young America Beautification Project – Phase I Cultural Resource Review	Pre-Development	\$10,000
Chanhassen	West One Redevelopment	Community Development	\$100,000
Norwood Young America	Norwood Flats	Community Development	\$100,000
Watertown	The Hive Haus	Community Development	\$100,000

PREVIOUS BOARD ACTION

CGPI Update - March 19, 2026

ATTACHMENTS

2026 CGPI Summary and Applications

BOARD GOALS

- Focused Housing Programs
 Collaboration
 Development/Redevelopment
 Financial Sustainability
 Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

- Inform and Listen
 Discuss
 Involve
 N/A

CONTACT

Department Head: Melodie Bridgeman, Director of Community Development

Author: Melodie Bridgeman, Director of Community Development

2026 CGPI Applications Received

Community Development Grant Applications

City	Project Name	CGPI Request	Leverage	Jobs Growth	Tax Base Increase	Project Description
Chanhassen	West One Redevelopment	\$ 100,000	\$ 1,400,000	50 FTE	\$ 1,361,400	Reinvestment and adaptive reuse of the West One Building, an underutilized commercial property located within downtown Chanhassen. The redevelopment effort includes substantial interior and exterior rehabilitation, tenant improvements, code compliance upgrades, and site modifications necessary to prepare the building for a new mix of community-serving small businesses including a coworking and community-use hub (Wonder Haus), a local coffee roastery and micro-café (Dandy Lion Coffee), professional office space (Hansen Builders), and creative studio space for local photographers, videographers, and media creators (Sky Candy Studios).
NYA	Norwood Flats Apartment Building	\$ 100,000	\$ 10,371,225	1 FTE	\$ 6,892,700	Funding for additional soil mitigation and upgrade of utilities to allow for the construction of Norwood Flats, a 43-unit, three-story workforce apartment building with garage on blighted city owned site.
Watertown	The Hive Haus	\$ 100,000	\$ 600,800	20 FTE	\$ 408,400	Redevelopment of a long vacant, underutilized medical building at 309 Jefferson Ave SW transforming it into a modern coworking and community hub. The project will create a place for entrepreneurs, remote workers, and small businesses to operate locally. The space will support 15–25 small businesses and contribute to the creation and retention of approximately 30–50 jobs. Beyond the workspace itself, Hive Haus will host night markets, food truck events, vendor opportunities, and community programming.
		\$ 300,000	\$ 12,372,025			

Pre-Development Grant Applications

City	Project Name	CGPI Request	Leverage	Project Description
NYA	Historic Downtown YA Beautification Project - Phase I Cultural Resource Review	\$ 10,000	\$ 32,292	Federal required Phase I study including architecture, history and archeological study for 2.2M Small Cities grant.
Laketown Township	Laketown Sanitary Sewer Project	\$ 10,000	\$ 25,000,000	Replacement of aging (over 45 years old) 201 shared sewer system to sanitary sewer for Laketown Township residents.
		\$ 20,000	\$ 25,032,292	

Technology Assistance Grant Applications

City	Project Name	CGPI Request	Leverage	Project Description
Chanhassen	Client Relationship Management (CRM) System	\$ 875	\$ 875	Support for SourceLink Client Relationship Management (CRM) platform subscription
		\$ 875	\$ 875	



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

2026 Chanhassen CGPI Technology Assistance Application

I. APPLICANT INFORMATION

Applicant	Organization: Contact Name: Address: Phone Number: Email: Authorized representative for execution of contract(s): Name: Title:
Project Request	Name of Project: Amount of funding request: \$ Total Project costs: \$

II. TECHNOLOGY ASSISTANCE PROJECT INFORMATION

Technology Type:	<input type="checkbox"/> Site Selection Software <input type="checkbox"/> Digital Marketing Tools <input type="checkbox"/> Business Intelligence/Economic Data Systems <input type="checkbox"/> Other:
Describe the specific technology you are purchasing. Include the vendor's name and the primary functions of the software.	

Describe the city/township's goals and needs for the software. Please explain why the software is needed.	
Who will lead the upkeep efforts of this software (i.e. City, Third-Party, etc.)?	
How will the city/township fund the ongoing subscription or maintenance costs?	
Estimated time for software implementation?	

Provide details of funding sources for the technology/software.

Source of Funds	Amount	Committed	Pending
	\$		
	\$		
Total:	\$		



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

**2026 Norwood Young
America CGPI
Pre-Development
Application**



I. APPLICANT INFORMATION

Applicant	Organization: City of Norwood Young America Contact Name: Karen Hallquist, Community & Ec Dev Director Address: 310 W Elm St, Box 59, NYA MN 55368 Phone Number: 952-467-1810 Email: economidev@cityofnya.com Authorized representative for execution of contract(s): Name: Andrea Aukrust Title: City Administrator
Project Request	Name of Project: Historic Downtown Young America Beautification Project. Phase I Cultural Resource Review Amount of funding request: \$ 10,000.00 Total Project costs: \$ 42,292.00

II. AREA OR SITE CONDITIONS

General location of Area (Property ID and/or Address):	Historic Downtown Young America Main Street, First Street NE, and adjacent roads
Legal Description of Site:	NA
Site Size (acres):	Approximately four (4) full city blocks
Define Boundary of plan area:	See attached SOW map
After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	<input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned
Post-redevelopment owners?	NA
Current Appraised or Assessed Value of the Plan Area properties:	NA

The CDA reserves the right to seek additional information after initial review of the application.



III. PRE-DEVELOPMENT PROJECT INFORMATION

<p>Type of Activity:</p>	<p><input type="checkbox"/> Market Analysis</p> <p><input type="checkbox"/> Concept Design</p> <p><input type="checkbox"/> Site Design</p> <p><input type="checkbox"/> Zoning Study</p> <p><input checked="" type="checkbox"/> Other: Phase I Cultural Resources Review including Archaeological and Architecture/History studies</p>
<p>Describe the type and scope of the Plan.</p>	<p>The City was awarded significant grant dollars - \$2.2M - from MN DEED Small Cities Streetscape program for the Historic Downtown Beautification Main Street Project, and Federal discretionary funds for failing infrastructure in neighboring areas. As required by the grants, the City contracted with Bolton & Menk for an environmental study which was reviewed by SHPO and deemed for further due diligence of a Phase I Cultural Resource Review including Architecture/History and Archeological Study for the area. If research and fieldwork indicate potential historical significance, a Phase II Evaluation will be completed.</p>
<p>Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.</p>	<p>Because there are significant grant dollars tied to the entire scope of work, the City's goal is to be able to satisfy SHPO and THPO requirements in order to proceed with constructing bidding by September 2026. The 2040 Comp Plan and Downtown Redevelopment Plan provide purposeful direction to prepare the community for growth with housing, commercial, and economic development. This SOW has been scheduled in a long-range Streets CIP and needs to be completed.</p>
<p>Describe the desired redevelopment project that will occur.</p>	<p>The completed project will positively effect the health, safety, and connectivity with new infrastructure, roads, and sidewalks. Historic Downtown Young America Main Street beautification/redevelopment part of the project will address ADA pedestrian ramps, light poles, trees, benches, flower pots, and garbage receptacles. The entire project conforms to the service goal of maintaining vibrant downtown areas.</p>
<p>Who will lead the planning efforts (i.e. City, Consultant, etc.)?</p>	<p>The City of NYA has contracted with Bolton & Menk for all planning efforts.</p>
<p>Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).</p>	<p>The City has worked with Kaeding Architecture and Bolton & Menk (B&M) for urban streetscape design work. B&M is contracted for all engineering work, environmental studies, and Cultural Resource Review. This includes working with all permitting agencies, SHPO, THPO, and MN DEED to satisfy all requirements.</p>
<p>Estimated time for Plan completion?</p>	<p>The Cultural Resources review is estimated to be completed by June - July 2026 to proceed with contractor bidding for the full project.</p>

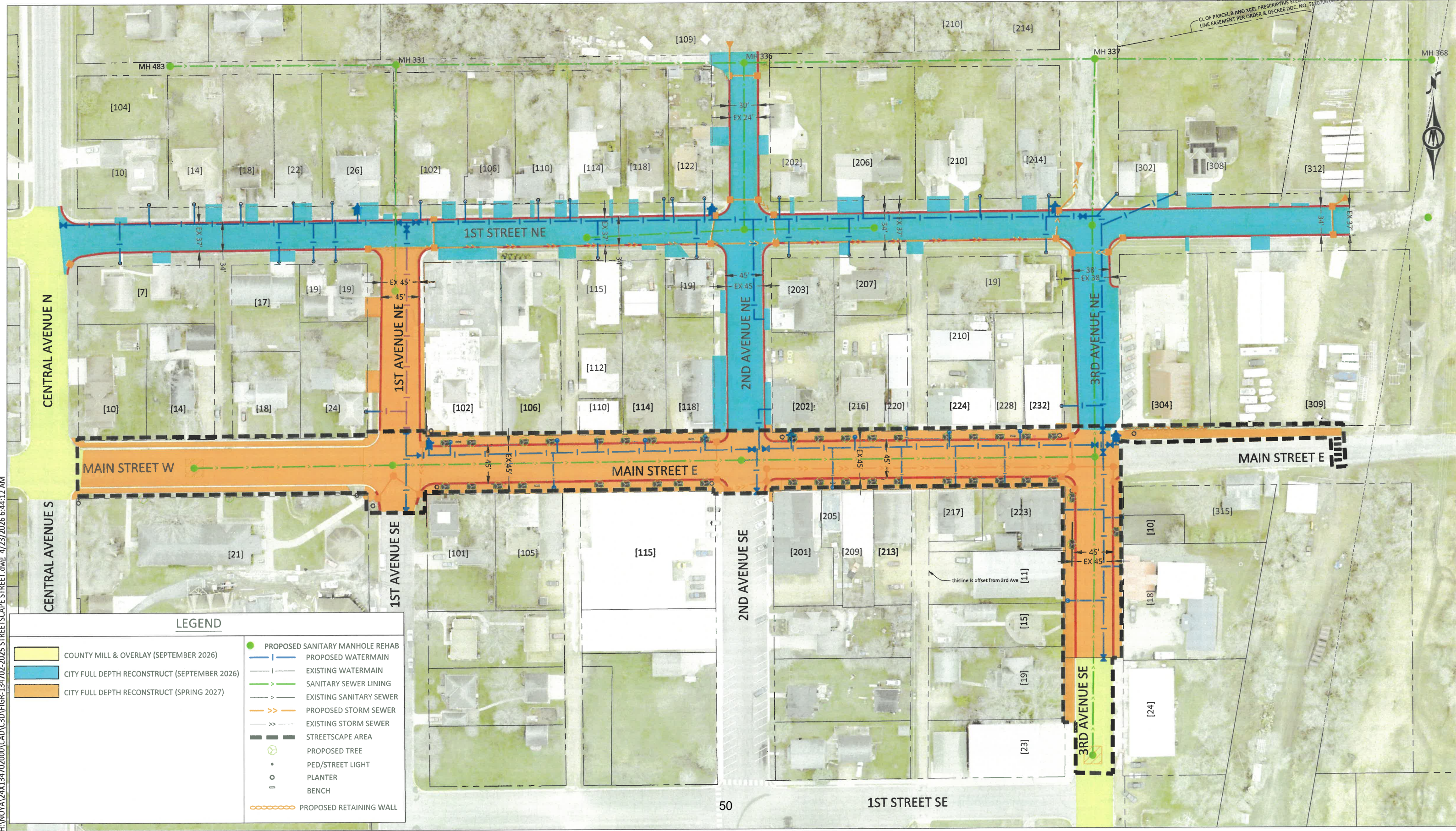
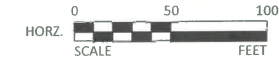
The CDA reserves the right to seek additional information after initial review of the application.



Provide details of funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
2026 Community Development Budget	\$ 32,292.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carver Co CDA CGPI	\$ 10,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$ 42,292.00		

The CDA reserves the right to seek additional information after initial review of the application.



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LEGEND

- COUNTY MILL & OVERLAY (SEPTEMBER 2026)
- CITY FULL DEPTH RECONSTRUCT (SEPTEMBER 2026)
- CITY FULL DEPTH RECONSTRUCT (SPRING 2027)
- PROPOSED SANITARY MANHOLE REHAB
- PROPOSED WATERMAIN
- EXISTING WATERMAIN
- SANITARY SEWER LINING
- EXISTING SANITARY SEWER
- PROPOSED STORM SEWER
- EXISTING STORM SEWER
- STREETScape AREA
- PROPOSED TREE
- PED/STREET LIGHT
- PLANTER
- BENCH
- PROPOSED RETAINING WALL



CARVER COUNTY
COMMUNITY
DEVELOPMENT
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**2026 Laketown Township
CGPI
Pre-Development
Application**



I. APPLICANT INFORMATION	
Applicant	Organization: Laketown Township Contact Name: Leanne Kunze Address: 9530 Laketown Road Phone Number: 952-442-5278 Email: leanne@laketownmn.gov Authorized representative for execution of contract(s): Name: Pete Parris Title: Board Chair
Project Request	Name of Project: Laketown Sanitary Sewer Project Amount of funding request: \$ 10000 Total Project costs: \$ 25000000

II. AREA OR SITE CONDITIONS	
General location of Area (Property ID and/or Address):	various neighborhoods within the township - see attached map
Legal Description of Site:	residences
Site Size (acres):	various
Define Boundary of plan area:	please see attached map
After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?	<input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned
Post-redevelopment owners?	the residents own their properties, the township will own and maintain the sewer system
Current Appraised or Assessed Value of the Plan Area properties:	various

The CDA reserves the right to seek additional information after initial review of the application.



III. PRE-DEVELOPMENT PROJECT INFORMATION

<p>Type of Activity:</p>	<p><input type="checkbox"/> Market Analysis</p> <p><input type="checkbox"/> Concept Design</p> <p><input type="checkbox"/> Site Design</p> <p><input type="checkbox"/> Zoning Study</p> <p><input checked="" type="checkbox"/> Other: Replacement of our aging (over 45 years old) 201 shared sewer system to sanitary sewer for our residents.</p>
<p>Describe the type and scope of the Plan.</p>	<p>The public benefit is to have reliable sewer service, and to protect lakes, bodies of water, and groundwater within the township from sewage leakage due to the aging system. A construction design plan will be the next phase of this project, and is what these funds will be used for.</p>
<p>Describe the city's goals and needs for the Plan. Please explain why the Plan is needed.</p>	<p>The replacement of the entire system, moving from individual solids septic tanks, lift stations and piping to full sanitary sewer. The current system was put in place over 45 years ago to protect our lakes from leaking private septic systems. Over the past few years, while working toward the goal of replacement, we have done extensive sealing of lift stations to lessen inflow, infiltration and outflow. But this is just a temporary fix to part of the whole system. Septic solid tanks as well as piping and other components, are showing signs of aging, wear and breakdown.</p>
<p>Describe the desired redevelopment project that will occur.</p>	<p>replacement of the 201 shared sewer system that is over 45 years old to a sanitary sewer system connected to met sewer. Design of the system will be compatible with the 3 adjoining cities in the orderly annexation area for a seamless transition when the time comes.</p>
<p>Who will lead the planning efforts (i.e. City, Consultant, etc.)?</p>	<p>Township / Engineers</p>
<p>Identify any partners that will participate in the redevelopment of the Plan Area (developers, consultants, regulating/permitting agencies, etc.).</p>	<p>MPCA, State of MN, Federal Government, Carver County, Laketown Township Residents, City of Waconia, City of Chaska, City of Victoria, Bolton & Menk engineers</p>
<p>Estimated time for Plan completion?</p>	<p>Dependent on financing from the state. Initially we were going to do 1 phase, (2 years) then we split it into 2 phases (3-4 years) we made need to go to 3 phases (4-5 years) depending on bonding money received</p>

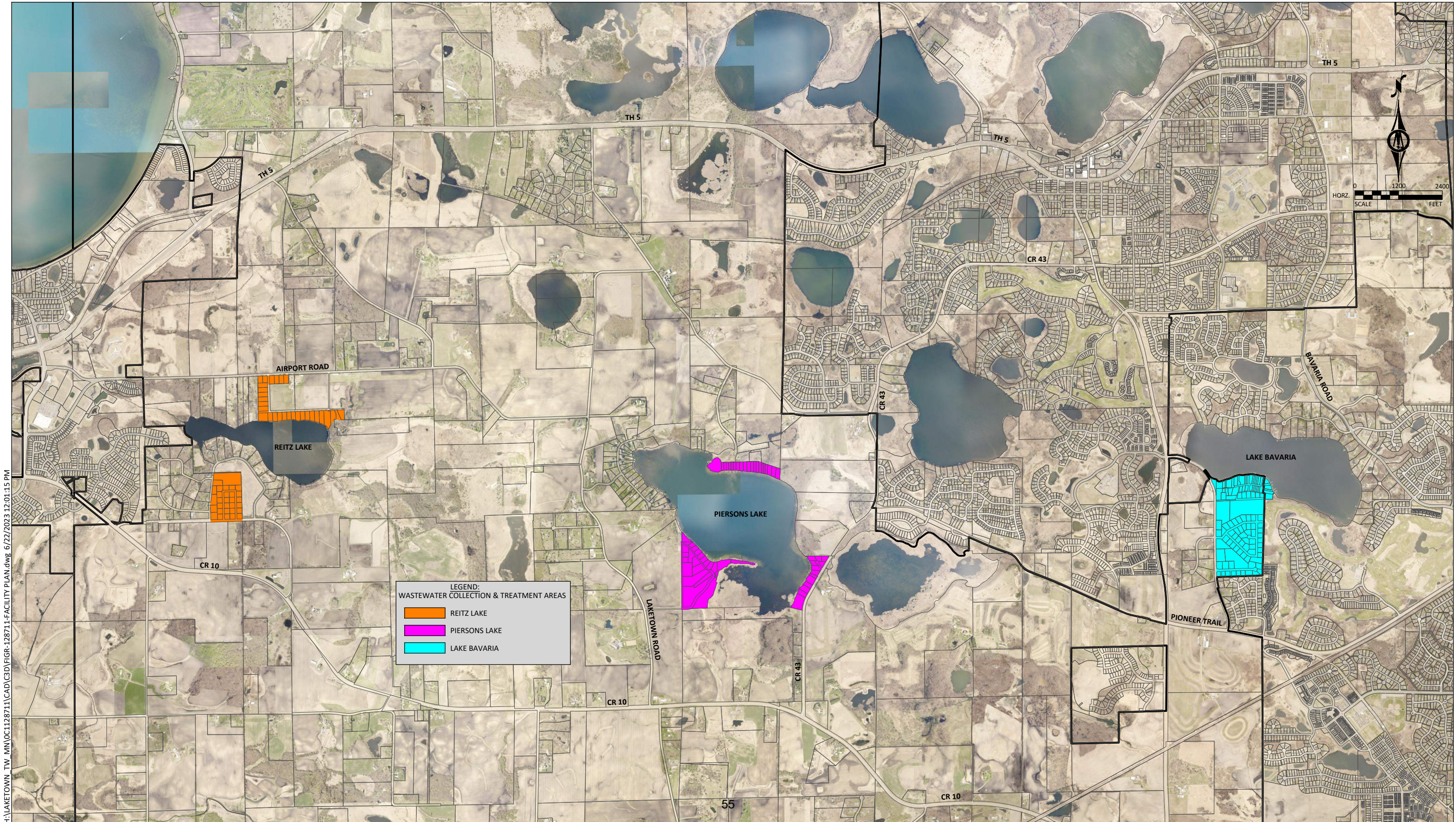
The CDA reserves the right to seek additional information after initial review of the application.



Provide details of funding sources for the Plan.

Source of Funds	Amount	Committed	Pending
State of Minnesota this is our 3rd time being included in the bonding bill, hopefully they will pass it	\$ 12800000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federal Government (FY2026)	\$ 2000000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Government (FY2027)	\$ 2000000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carver County	\$ 2500000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laketown 201 Residents	\$ 5200000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Laketown Township	\$ 500000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$ 25000000		

The CDA reserves the right to seek additional information after initial review of the application.



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CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

2026 Chanhassen CGPI Community Development Application

I. APPLICANT INFORMATION

Applicant	<p>Organization: City of Chanhassen Contact Name: Samantha DiMaggio Address: 7700 Market Blvd Phone Number: (952) 227-1148 Email: sdimaggio@chanhassenmn.gov Authorized representative for execution of contract(s): Name: Eric Maass Title: Community Development Director</p>
Project Request	<p>Name of Project: West One Redevelopment Amount of funding request: \$100,000 Total project costs: \$1,500,000</p>

II. AREA OR SITE CONDITIONS

General location of Area (Property ID and/or Address):	<p>7900 Kerber Blvd Chanhassen, MN 55317</p> <p>The West One building is behind the Carver County DMV in Chanhassen, centrally located between Arboretum Blvd, Target, and Cub Foods.</p>
Legal Description of Site:	SECTION 13 TOWNSHIP 116 RANGE 023 WEST ONE ADDITION LOT 001 BLOCK 001
Site Size (acres):	2.21
Number of Parcels:	1
Number of buildings on site:	1
Current Site Owner:	West One Properties LLC
Current appraised or assessed value of the Project Area properties:	\$1,638,600
Current property taxes of the Project Area properties	\$45,052.00

III. COMMUNITY DEVELOPMENT PROJECT INFORMATION

<p>Describe the city/township's goals and needs for the Project, including anticipated businesses, housing units, other proposed components, and the public benefit of the Project.</p>	<p>The City of Chanhassen's goal for this project is to support the reinvestment and revitalization of the West One Building, an underutilized commercial property located within the downtown area. Redevelopment of this site aligns with the City's broader economic development and downtown vibrancy objectives by repositioning an aging building to accommodate new community-serving businesses, improved tenant spaces, and modern code-compliant facilities.</p> <p>The proposed project would introduce a mix of small, locally owned businesses, including a coworking and community-use hub (Wonder Haus), a local coffee roastery and micro-café (Dandy Lion Coffee), professional office space (Hansen Builders), and creative studio space for local photographers, videographers, and media creators (Sky Candy Studios). Additional potential tenants such as wellness, fitness, childcare, and other neighborhood-serving businesses are being explored as part of future phases. No housing units are planned as part of this project.</p> <p>The city sees this redevelopment as an opportunity to strengthen downtown activation, support local entrepreneurship, and increase job creation within an existing structure that is well-positioned for adaptive reuse. The anticipated improvements, such as interior rehabilitation, exterior upgrades, site improvements, and building and zoning compliance updates, will help extend the useful life of the property while creating new community-oriented spaces. Public benefits include increased employment opportunities, enhanced access to local services and amenities, stronger foot traffic in the downtown area, and the revitalization of a centrally located building without the need for new land development.</p>
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<p>Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment.</p>	<p>The West One Building was originally constructed by the Hansen family and has historically been used to support their business operations, including Hansen Home Tech and several small service-oriented tenants. For many years, the building functioned as a multi-tenant commercial space with a mix of light-industrial, office, and specialty service uses permitted under the existing PUD. Leases were informal, and several tenants operated in the space for extended periods without major building upgrades or reinvestment.</p> <p>In 2023, following the retirement of one of the original owners and subsequent ownership consolidation, the remaining owner formalized lease requirements for all occupants. Most long-term tenants chose to relocate, resulting in significant turnover and leaving the building largely underutilized. This transition created an opportunity for reinvestment and redevelopment, as the property will require updates to meet current zoning, stormwater, accessibility, and building code standards before it can support new uses. At this time, there is no known or suspected environmental contamination, and no prior environmental cleanup activities or formal redevelopment attempts have been reported.</p> <p>The property owner is now working to reposition the building through interior and exterior rehabilitation, tenant improvements, and site upgrades to support new community-serving businesses and reactivate the space as part of downtown Chanhassen's broader revitalization efforts.</p>
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<p>Describe the Project including details on how it meets the objectives of the CGPI Program (i.e. prepare sites for redevelopment and implementation of an adopted Redevelopment Plan, produces affordable housing, and/or creates living wage jobs.)</p> <p><u>Attach location map, photos, current and projected site plans, renderings, and Redevelopment Plan, if applicable.</u></p>	<p>The proposed project involves the reinvestment and adaptive reuse of the West One Building, an underutilized commercial property located within downtown Chanhassen. The redevelopment effort includes substantial interior and exterior rehabilitation, tenant improvements, code compliance upgrades, and site modifications necessary to prepare the building for a new mix of community-serving small businesses. These improvements will modernize the structure, address long-deferred building and accessibility needs, and reposition the property for long-term economic use consistent with the City's downtown revitalization and economic development goals.</p> <p>The project supports the objectives of the CGPI Program by preparing a centrally located site for productive redevelopment and enabling new economic activity within an existing building. The introduction of Wonder Haus—a coworking and community-use hub—along with the expansion of Dandy Lion Coffee, relocation of Hansen Builders' offices, and development of creative studios for Sky Candy Studios will bring new employment and entrepreneurial opportunities downtown. These uses are expected to generate and retain living-wage jobs, increase foot traffic, and strengthen the local business ecosystem. Additional prospective tenants, including wellness and childcare services, will further expand community access to amenities without requiring new land development or extensive new infrastructure.</p> <p>While no housing units are proposed as part of this project, the redevelopment aligns with the CGPI's community development focus by activating an existing property, supporting local business expansion, fostering job creation, and enhancing vibrancy within the downtown core. By addressing extraordinary redevelopment costs related to rehabilitation, site improvements, and code compliance, CGPI funding would help accelerate the project timeline and ensure that the building can safely and effectively support its new uses.</p>
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<p>Describe the specific activities that are proposed to be funded with CGPI.</p>	<p>CGPI funds are proposed to support eligible redevelopment activities necessary to prepare the West One Building for new community-serving tenants and modern economic use. These activities include selective interior demolition of obsolete tenant spaces; rehabilitation and build-outs to accommodate job-creating uses such as the Wonder Haus coworking hub, Dandy Lion Coffee’s roastery expansion, Hansen Builders’ offices, and Sky Candy Studios’ creative workspace; and code-related upgrades, including accessibility, mechanical, electrical, and plumbing improvements required for occupancy.</p> <p>In addition, the project includes eligible site improvements such as sidewalk and public-facing enhancements that support the building’s activation as part of downtown Chanhassen’s commercial district. CGPI funds may also be used for environmental due diligence and any necessary soil or site remediation identified during redevelopment. These activities represent extraordinary costs that are critical to repositioning the underutilized property for productive reuse and ensuring long-term viability for current and future tenants.</p>
<p>After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?</p>	<p><input type="checkbox"/> Publicly owned <input checked="" type="checkbox"/> Privately owned</p>
<p>Post-redevelopment Site Owner(s):</p> <p><u><i>If end user has committed, attach documentation of commitment.</i></u></p>	
<p>Identify any other Project partners such as developers, consultants, and regulating/permitting agencies.</p>	

IV. ELIGIBLE ACTIVITIES

Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the “**Community Growth Partnership Initiative Policy and Procedures Guide**” for a description of the eligible activities.

	<u>Eligible Activity</u>	<u>Description</u>	<u>CGPI Funding Requested</u>
<input type="checkbox"/>	Property Acquisition		
<input type="checkbox"/>	Relocation Payments		
<input type="checkbox"/>	Clearance and Demolition		
<input type="checkbox"/>	Soil Corrections		
<input type="checkbox"/>	Historic Preservation		
<input checked="" type="checkbox"/>	Rehabilitation, Expansion, or Construction – Job Creation	Interior rehabilitation and tenant buildouts that support job-creating uses, including Wonder Haus coworking space, Dandy Lion Coffee roastery expansion, Hansen Builders’ relocation, and Sky Candy Studios’ creative production space.	\$100,000
<input type="checkbox"/>	Affordable Housing Development		
<input type="checkbox"/>	Public Infrastructure – Redevelopment Plan		

V. ACQUISITION AND RELOCATION ACTIVITIES

<p>If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated.</p>	<p>The project does not involve new property acquisition. The West One Building remains under the ownership of the Hansen family, who recently consolidated ownership through a private sale between family members. That transaction has already been completed, and no additional acquisitions are planned as part of this redevelopment effort.</p>
<p>When has/will the acquisition be completed?</p>	<p>Tenant relocation impacts are minimal. Several former tenants chose to vacate voluntarily after the ownership transition and the implementation of formal lease agreements, and no displacement assistance was required. Current tenants—You Can Dance, Dandy Lion Coffee, Hansen Builders, and Sky Candy Studios—are either remaining in place or coordinating their build-outs as part of the redevelopment plan. Any temporary accommodation needed during interior rehabilitation will be scheduled collaboratively with tenants to avoid business interruption, and no permanent relocation is anticipated.</p>
<p>Attach relocation plan, if applicable.</p>	<p>Because no involuntary relocations, federally triggered relocation requirements, or additional acquisitions are part of the project scope, a formal relocation plan is not required or applicable.</p>

VI. PROJECT ENVIRONMENTAL INFORMATION

<p>Has an environmental assessment been completed for the Redevelopment Project?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> No</p>
<p>If so, what level of investigation was done as part of the Redevelopment Project?</p>	
<p>Has the Redevelopment Project site been found or suspected to be contaminated?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste, or materials?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If yes, please describe information on the type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan.</p>	
<p>Describe the positive environmental impacts of the activities that are part of the Project.</p>	<p>The redevelopment is expected to result in several positive environmental impacts. By adaptively reusing an existing, underutilized building instead of new construction, the project avoids significant waste, reduces embodied carbon, and extends the life of a solid structure, a far more sustainable approach. Site and exterior improvements will incorporate updated stormwater management (improved drainage, parking resurfacing, and potential on-site treatment) to reduce runoff and improve water quality. Interior rehabilitation will replace outdated mechanical, electrical, and plumbing systems with higher-efficiency equipment, lowering overall energy use and bringing the building closer to current environmental standards.</p>

VII. HOUSING AFFORDABILITY INFORMATION

Indicate the number of housing units planned in the Project, if any. *Attach separate sheets if necessary.*

Unit Type	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices
Single Family				
Townhouse				
Apartments/Condominiums				
Duplexes				
Other:				

Is this a rental property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the owner accepting Tenant Based Rental Assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Will there be any mechanisms to ensure long-term affordability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe.	
Type of affordability funding received for project:	<input type="checkbox"/> Tax Credit Development <input type="checkbox"/> Other:

VIII. ECONOMIC BENEFITS

Projected appraised or assessed value of the site <i>after</i> redevelopment:	\$3,000,000 Pay Year: 2028
What will be the estimated property taxes after redevelopment?	\$ We are estimating between \$75,000-\$100,000 annually. Pay Year: 2028
Project the number of <u>new</u> jobs on the Project site created after redevelopment.	Total new jobs (FTEs only) = 50
Number of new jobs with wages greater than \$24.47 per hour	25
Project the number of jobs <u>retained</u> on the Project site after redevelopment.	Total retained jobs (FTEs only) = 20
Number of retained jobs with wages greater than \$24.47 per hour	20
<p>New employment opportunities are expected across several tenants, including Dandy Lion Coffee (5+ positions), Sky Candy Studios (5+ positions plus 3–4 interns), Wonder Haus (3+ positions and additional programming-related roles), Hansen Builders (5+ positions), Otto Painting (5 positions), You Can Dance (4+ positions), as well as future tenants. The coworking component will also support 30–40 members and generate flexible employment and contract opportunities through events and programming. Collectively, these uses are projected to create 50 new full-time equivalent (FTE) jobs—defined as positions requiring at least 2,080 annual hours—with 25 expected to exceed the CGPI living-wage threshold, in addition to retaining 20 existing FTEs. While the project aims to achieve predominantly living-wage job creation, estimates reflect a cautious and realistic approach given the number of emerging and early-stage businesses involved.</p>	

IX. PROJECT READINESS TO PROCEED

<p>Please provide a detailed timeline for the Project with all actions, phases, and anticipated dates for completion.</p>	<p>Demo and design work is already underway (painting, initial interior demolition, and professional plans with Blue Pencil Design and Civil Site completed).</p> <ul style="list-style-type: none"> • Parking lot and site improvements: within the next 1–2 months (pending city approval). • Wonder Haus build-out: construction begins July 2026, opens September/October 2026. • Hansen Builders relocation: open August 2026. • Dandy Lion Coffee roastery + café: open August/September and October 2026. • Sky Candy Studios, Otto Painting, and other tenants: September/October 2026. • Remaining future tenants: spring 2027. <p>All CGPI-funded activities will be completed well within the required 18-month window (most within 12 months).</p>
<p>Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:</p> <p><input type="checkbox"/> Comprehensive plan amendment: Status:</p> <p><input checked="" type="checkbox"/> Zoning amendments or variances: Status: PUD Amendment</p>	<p><input type="checkbox"/> Environmental review: Status:</p> <p><input type="checkbox"/> Market or feasibility study: Status:</p>
<p>If the activity that is to receive CGPI funding will not be completed in 12 months, please explain why. (NOTE: The CGPI program requires all CGPI-funded activities to be completed within a 18-month period.)</p>	

X. PROJECT BUDGET

Itemize all Project funding sources for the Activities identified as part of the Project.

You may attach a separate Project Sources and Uses Budget with your application.

Source of Funds	Amount	Committed	Pending
CGPI 2026 Request	\$ 100,000		
Owner Equity / Private Funding (\$100,000 already invested)	\$ 600,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tenant Investment (Wonder Haus + others)	\$ 450,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Tenant Investment (Sky Candy)	\$ 50,000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Private Investment (future TI, contingency)	\$ 300,000	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$ 1,500,000		

Itemize all Project uses/expenses for the Activities identified as part of including the CGPI requested activities.

Project Activities/Expenses	Amount	Funding Source
CGPI-Funded Rehabilitation	\$ 100,000	CGPI Request
Demo and Interior Rehab	\$ 250,000	Owner/Private Equity
Tenant Buildouts	\$ 500,000	Tenant Investment
(MEP) System Improvements	\$ 300,000	Owner/Private Equity
Site & Exterior Improvements	\$ 200,000	Owner/Private Equity
Code & Accessibility Upgrades	\$ 150,000	Owner/Private Equity
	\$	
Total:	\$ 1,500,000	

List any other funding sources that were sought or considered but not obtained, and briefly explain why



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

**2026 Norwood Young
America CGPI
Community Development
Application**



I. APPLICANT INFORMATION

Applicant	Organization: City of Norwood Young America Contact Name: Karen Hallquist Address: 310 W Elm St, PO Box 59, NYA MN 55368 Phone Number: 952-467-1810 Email: economicdev@cityofnya.com Authorized representative for execution of contract(s): Name: Andrea Aukrust Title: City Administrator
Project Request	Name of Project: Norwood Flats Amount of funding request: \$ 100,000.00 Total project costs: \$ 10,471,225.00

II. AREA OR SITE CONDITIONS

General location of Area (Property ID and/or Address):	Parcel A 58.0500700, Parcel B 58.0144550, and Area C 123 Reform Street N
Legal Description of Site:	Attached Exhibit A
Site Size (acres):	2.18 acres
Number of Parcels:	2
Number of buildings on site:	0
Current Site Owner:	NYA Investors, LLC
Current appraised or assessed value of the Project Area properties:	Assessed Value \$458,300
Current property taxes of the Project Area properties	\$0

The CDA reserves the right to seek additional information after initial review of the application.



III. COMMUNITY DEVELOPMENT PROJECT INFORMATION

<p>Describe the city/township’s goals and needs for the Project including anticipated businesses, housing units, other proposed components, and the public benefit of the Project.</p>	<p>The City's goal for the Norwood Flats project is to redevelop a vacant, underutilized, and contaminated downtown site into a high-quality, 43-unit multi-family housing development that meets identified housing and economic development needs. The project addresses the City's growing demand for rental housing, particularly for workforce households, young professionals, and seniors, as identified in local and regional housing studies. The development also includes an affordability component.</p> <p>The development will increase residential density in the downtown, supporting existing businesses and creating demand for additional retail and service-oriented uses. By bringing new residents into the core, the project will strengthen the local economy, increase property values, and enhance the overall vitality of the downtown district.</p> <p>The public benefit includes improved environmental conditions through site cleanup, expanded housing options across income levels, support for local employers through workforce housing availability, and long-term economic growth through increased tax base and reinvestment in existing infrastructure.</p>
<p>Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment.</p>	<p>Since the 1930s, the site has undergone several uses and ownership changes. Initially, it was primarily undeveloped or used for agriculture. From the mid-1950s to the early 1990s, it was used for agricultural chemical and fertilizer storage and distribution. During this time, Oak Grove Dairy also utilized part of the site for truck parking, constructing a garage in 1979.</p> <p>In 1991, the site changed ownership, and by 2000, operations related to dairy processing began to decline. Parcel B was acquired by the NYA Economic Development Authority (EDA) and Carver County Housing Authority in 2000, while Parcel A was purchased by NYA EDA in 2006. In 2004, Oak Grove Dairy ceased operations, and by 2010, its adjoining facility was demolished to make way for the current Oak Grove Residence, a mixed-use redevelopment project constructed in partnership with the NYA EDA and Carver Co HRA.</p> <p>Since 2010, the site has served as a gravel-covered storage area with limited outdoor use, including material staging for various purposes. The substandard building for indoor storage was removed in June 2025.</p>

The CDA reserves the right to seek additional information after initial review of the application.



<p>Describe the Project including details on how it meets the objectives of the CGPI Program (i.e. prepare sites for redevelopment and implementation of an adopted Redevelopment Plan, produces affordable housing, and/or creates living wage jobs.)</p> <p><u>Attach location map, photos, current and projected site plans, renderings, and Redevelopment Plan, if applicable.</u></p>	<p>The Norwood Flats project will redevelop a vacant, underutilized downtown parcel into a multi-family housing development, directly supporting CGPI objectives to prepare sites for redevelopment. Public investment will support site preparation activities, including environmental remediation and soil correction, making the site viable for new construction.</p> <p>This project aligns with the City's 2040 Comprehensive Plan by advancing Economic Development Goal #3 and Housing Goal #1. Redevelopment will strengthen the downtown core, increase property values, and support economic gardening by reinvesting in existing properties. The project will expand housing supply with units that serve workforce households, including a meaningful affordability component—20% of units will be leased to households earning at or below 50% of area median income—while also supporting local employers such as Ridgeview Medical Center, Sackett Waconia, and Central Public Schools that have identified a need for quality rental housing.</p> <p>The project will also serve as a catalyst for additional redevelopment in the surrounding area by increasing demand for local businesses, improving infrastructure, and attracting new private investment. By increasing residential density and activity in the downtown, the project supports long-term economic stability and continued revitalization in Norwood Young America.</p>
<p>Describe the specific activities that are proposed to be funded with CGPI.</p>	<p>Eligible activities include soil correction and remediation, consisting of excavation, removal, and off-site disposal of contaminated soils, as well as placement of clean fill to establish required soil buffers. Funding will also support site clearance of remaining site features to prepare the property for construction. In addition, CGPI funds will assist with public infrastructure improvements, including utility upgrades, site grading, and related improvements necessary to support the new residential development.</p>
<p>After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?</p>	<p><input type="checkbox"/> Publicly owned</p> <p><input checked="" type="checkbox"/> Privately owned</p>
<p>Post-redevelopment Site Owner(s):</p> <p><u>If end user has committed, attach documentation of commitment.</u></p>	<p>NYA Investors, LLC</p>
<p>Identify any other Project partners such as developers, consultants, and regulating/permitting agencies.</p>	<p>City of Norwood Young America (seller/planning/permitting), NYA Investors, LLC (owner of property), Community Asset Development Group (developer), Bolton & Menk, Ehlers Advisors, Kutack & Rock Atty, CCWMO, 101 Development, Met Council, Braun Intertec, LHB, DDK Construction, Haugo GeoTech Services, Hokanson Appraisal, MN DEED Redevelopment</p>

The CDA reserves the right to seek additional information after initial review of the application.



IV. ELIGIBLE ACTIVITIES

Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the “**Community Growth Partnership Initiative Policy and Procedures Guide**” for a description of the eligible activities.

	<u>Eligible Activity</u>	<u>Description</u>	<u>CGPI Funding Requested</u>
<input checked="" type="checkbox"/>	Property Acquisition	NYA EDC sold the land to NYA Investors for \$1 as a Redevelopment TIF District	\$
<input type="checkbox"/>	Relocation Payments		\$
<input checked="" type="checkbox"/>	Clearance and Demolition	Demolition and clearance of a substandard building on the premises **completed**	\$
<input checked="" type="checkbox"/>	Soil Corrections	Site grading, excavation and disposal of impacted soil, import of clean soil	\$ 50,000.00
<input type="checkbox"/>	Historic Preservation		\$
<input checked="" type="checkbox"/>	Rehabilitation, Expansion, or Construction – Job Creation	Community and economic development improvements to expand the local tax base, create jobs, and enhance the vitality of Historic Downtown Norwood	\$
<input checked="" type="checkbox"/>	Affordable Housing Development	20% of the units leased to households at or below 50% of the median income One Bedroom (17) \$1,510 One bedroom with den (4) \$1,590 2 bedroom 2 bath (22) \$1,800	\$
<input checked="" type="checkbox"/>	Public Infrastructure – Redevelopment Plan	Utility upgrading and related improvements for the redevelopment of an underutilized, blighted, and contaminated downtown city lot.	\$ 50,000.00

The CDA reserves the right to seek additional information after initial review of the application.



V. ACQUISITION AND RELOCATION ACTIVITIES

If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated.	NA - lot is vacant
When has/will the acquisition be completed?	NYA Investors, LLC purchased the land on February 20, 2026.
Attach relocation plan, if applicable.	NA

VI. PROJECT ENVIRONMENTAL INFORMATION

Has an environmental assessment been completed for the Redevelopment Project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/> No
If so, what level of investigation was done as part of the Redevelopment Project?	GeoTechnical Study, Phase I ESA, Phase II ESA, RAP, Soil Vapor Investigation, VMS Design
Has the Redevelopment Project site been found or suspected to be contaminated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste, or materials?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan.	Environmental investigations by Braun Intertec identified shallow soil contamination across the site, methane in soil vapor beneath most of the building footprint, and limited groundwater impacts in the northwest portion. A Response Action Plan and addendum outline cleanup measures, including excavation and off-site disposal of contaminated soil beneath the building and removal of 2 - 4 feet of impacted soil in parking and green space areas to create clean soil buffers. Debris-impacted soils will be removed or consolidated on-site. A vapor mitigation system, along with trench backfill standards and barriers, will prevent vapor migration and ensure safe redevelopment.
Describe positive environmental impacts of the activities that are part of the Project.	The project will create positive environmental impacts by removing contaminated soils and reducing exposure risks to human health and the environment. Cleanup activities will improve soil and groundwater conditions, while clean soil buffers and a vapor mitigation system will prevent future contamination migration. Economic gardening of this vacant site into housing limits pressure to develop undeveloped land. Overall, the project will enhance environmental quality while supporting sustainable, long-term community and economic growth.

The CDA reserves the right to seek additional information after initial review of the application.



VII. HOUSING AFFORDABILITY INFORMATION

Indicate the number of housing units planned in the Project, if any. *Attach separate sheets if necessary.*

Unit Type	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices
Single Family				
Townhouse				
Apartments/Condominiums	43		43	One bedroom (17) - \$1,510 One bedroom w/den (4) - \$1,590 Two bedroom, Two bath (22) -
Duplexes				\$1,800 Average \$1,666 (2026)
Other:				

Is this a rental property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the owner accepting Tenant Based Rental Assistance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Will there be any mechanisms to ensure long-term affordability?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe.	The developers have a proven history of providing multi-family housing solutions designed to meet the unique needs of the community. This project relies on innovative financing to make naturally occurring affordable workforce housing possible.
Type of affordability funding received for project:	<input type="checkbox"/> Tax Credit Development <input type="checkbox"/> Other:

The CDA reserves the right to seek additional information after initial review of the application.



VIII. ECONOMIC BENEFITS

Projected appraised or assessed value of the site after redevelopment:	\$ 7,351,000.00 Pay Year: 2027
What will be the estimated property taxes after redevelopment?	\$ 132,062.00 Pay Year: 2027
Project the number of <u>new</u> jobs on the Project site created after redevelopment.	Total new jobs (FTEs only) = 1
Number of new jobs with wages greater than \$24.47 per hour	1
Project the number of jobs <u>retained</u> on the Project site after redevelopment.	Total retained jobs (FTEs only) = 0
Number of retained jobs with wages greater than \$24.47 per hour	0

IX. PROJECT READINESS TO PROCEED

Please provide detailed timeline for the Project with all actions, phases, and anticipated dates for completion.	May 2026 - Groundbreaking May - July 2026 - Soil Mitigation/Grading/Infrastructure July - Aug 2026 - Foundation/Framing/Vapor System Install Aug 2026 - May 2027 - Construction May - June 2027 - Post Vapor System Sampling Dec 2026 - Jan 2027 - RAP Implementation Reporting April 2027 - Issuance of NFA
<p>Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:</p> <p><input checked="" type="checkbox"/> Comprehensive plan amendment: Status: completed</p> <p><input checked="" type="checkbox"/> Zoning amendments or variances: Status: completed</p>	<p><input checked="" type="checkbox"/> Environmental review: Status: completed</p> <p><input checked="" type="checkbox"/> Market or feasibility study: Status: Housing study - completed</p>
If the activity that is to receive CGPI funding will not be completed in 12 months, please explain why. (NOTE: The CGPI program requires all CGPI-funded activities to be completed within a 18-month period.)	Only force majeure could change the project schedule.

The CDA reserves the right to seek additional information after initial review of the application.



X. PROJECT BUDGET

Itemize all Project funding sources for the Activities identified as part of the Project.

You may attach a separate Project Sources and Uses Budget with your application.

Source of Funds	Amount	Committed	Pending
CGPI 2026 Request	\$ 100,000.00		
	\$	<input type="checkbox"/>	<input type="checkbox"/>
See Attached	\$ 10,371,225.00	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$ 10,471,225.00		

Itemize all Project uses/expenses for the Activities identified as part of including the CGPI requested activities.

Project Activities/Expenses	Amount	Funding Source
Soil Corrections/Construction Activity	\$ 100,000.00	CGPI Request
	\$	
See Attached	\$ 10,371,225.00	
	\$	
	\$	
	\$	
	\$	
Total:	\$ 10,471,225.00	

List any other funding sources that were sought or considered but not obtained, and briefly explain why

Norwood Flats – Sources and Use Budget

Construction Activity	Cost	Source of Funds (List individually)	Date Funds Committed
Acquisition & Land Appraisal	\$490,800	Land Subsidy/TIF/Loan	February 2026
Demolition, Utilities, & Soil Correction	\$238,500	DEED Redevelopment Grant	May 2025
Soil Corrections/Construction Activity	\$100,000	Carver County Community Growth Partnership Initiative Grant	May 2025
Demolition, Utilities & Soil Correction	\$841,050		February 2026
Residential Building	\$7,640,990	Mortgage	February 2026
Permits/Fees	\$9,000	Investor Equity	May 2026
Professional Services	\$156,400	Tax Increment Financing Note	February 2026
Financing Costs	\$350,875	Deferred Developer Fee Equity	February 2026
Developer Fee (Deferred)	\$490,000	Developer Cost	February 2026
Developer Fee	\$80,000	Developer Cost	February 2026
Working Capital	\$135,000	Developer Cost	February 2026
Soil Corrections/Construction Activity	\$100,000	Carver County Community Growth Partnership Initiative Grant	Pending
Total	\$10,471,225		



**BRAUN
INTERTEC**

the science you build on
11001 Hampshire Avenue S
Minneapolis, MN 55438
952.995.2000
braunintertec.com

Project No:
B2404636.02

Drawing No:
Fig1_SiteLocation

Drawn By: SL
Date Drawn: 6/5/2025
Checked By: CK
Last Modified: 1/13/2026

Norwood Flats

123 Reform Street

Norwood Young America, Minnesota

Site Location Map

Figure 1



Photograph #5	123 Reform St. N., Norwood Young America, MN	B2404636
Date:	June 5, 2024	BRAUN INTERTEC
Direction:	South from northeast corner of Site	
Subject:	East side of Site and Site building	



Photograph #6	123 Reform St. N., Norwood Young America, MN	B2404636
Date:	June 5, 2024	BRAUN INTERTEC
Direction:	Southwest from northeast corner of Site	
Subject:	Site with concrete slab	




Photograph #9	123 Reform St. N., Norwood Young America, MN	B2404636
Date:	June 5, 2024	BRAUN INTERTEC
Direction:	Northeast	
Subject:	Pile with bituminous debris on north side of Site	




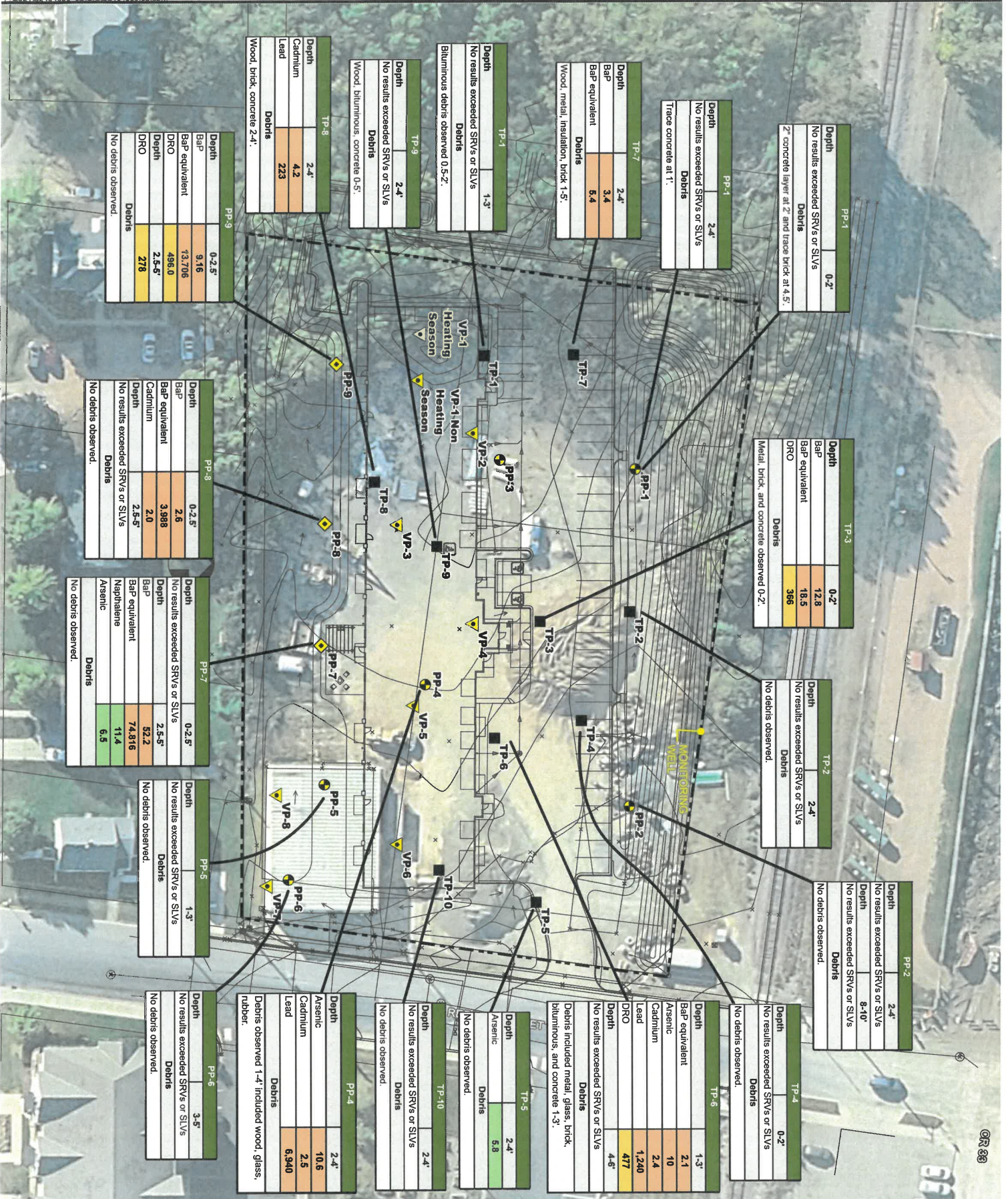
Photograph #10	123 Reform St. N., Norwood Young America, MN	B2404636
Date:	June 5, 2024	BRAUN INTERTEC
Direction:	East from northwest corner of storage yard	
Subject:	Piles on north end of Site	



Photograph #11	123 Reform St. N., Norwood Young America, MN	B2404636
Date:	June 5, 2024	
Direction:	Southeast from northwest corner of storage yard	
Subject:	Site	



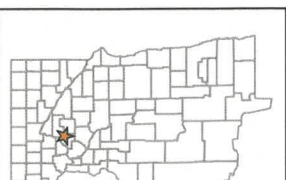
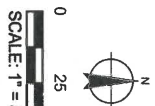
Photograph #12	123 Reform St. N., Norwood Young America, MN	B2404636
Date:	June 5, 2024	
Direction:	South from northwest corner of storage yard	
Subject:	West end of Site	

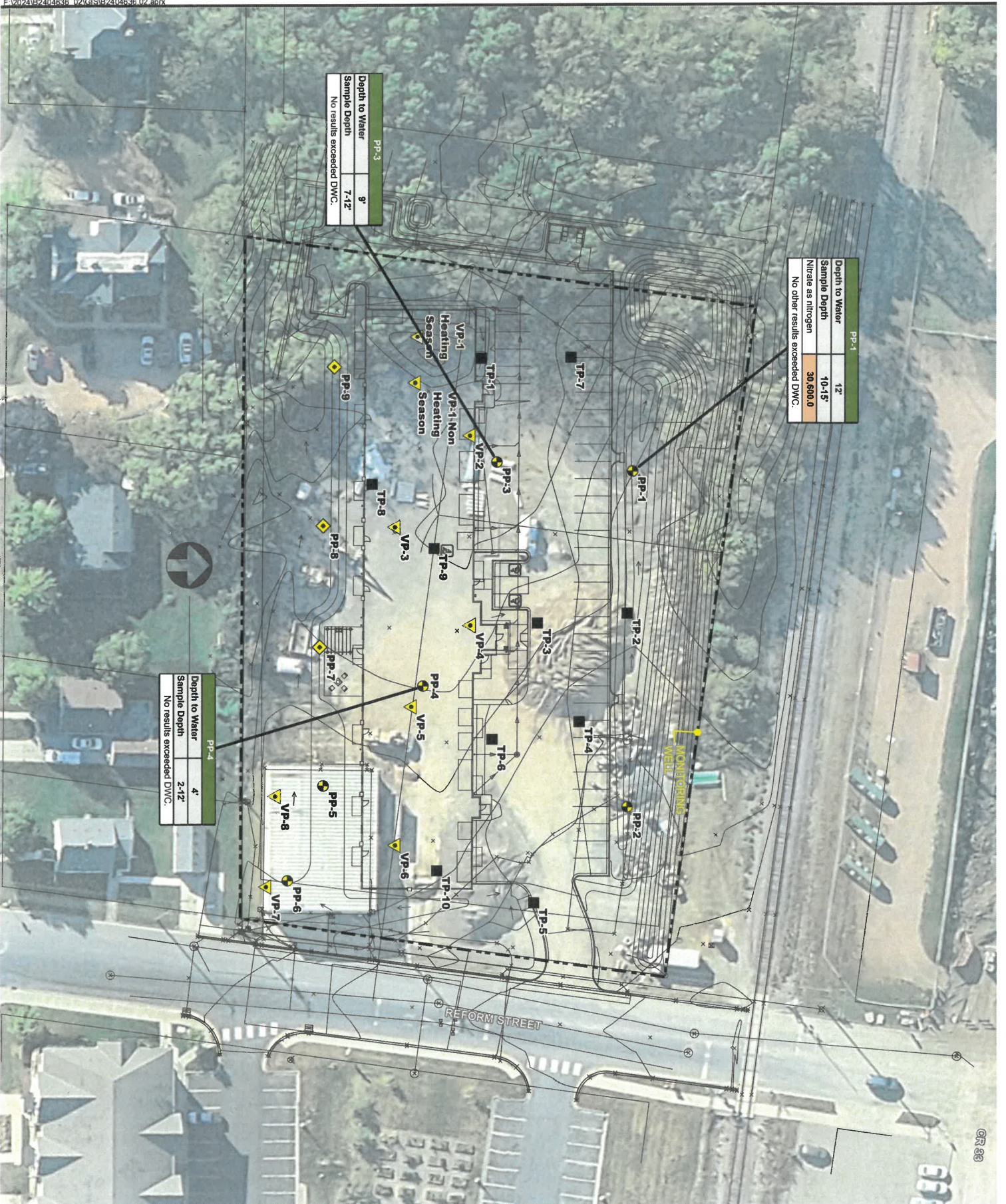


- Direct-Push Boring
- Soil Boring
- Test Pit
- Soil Vapor Probe
- Approximate Site Bk

NOTES

Minnesota Pollution Control Agency updated March 2024 and SLVs up Analytical results are in milligrams Indicated depths are feet below ground BAP Equivalent = Benzene, toluene, xylene calculated based on the concentration of carcinogenic PAHs. DRO = Diesel Range Organics SILV = Soil Leaching Value SRV = Soil Reference Value Exceeds Residential/Recreational Exceeds SILV Exceeds 100 mg/kg for DRO/SRV





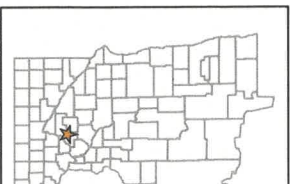
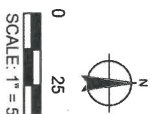
PP-1	
Depth to Water	12'
Sample Depth	10-15'
Nitrate as nitrogen	30,600.0
No other results exceeded DWL.	

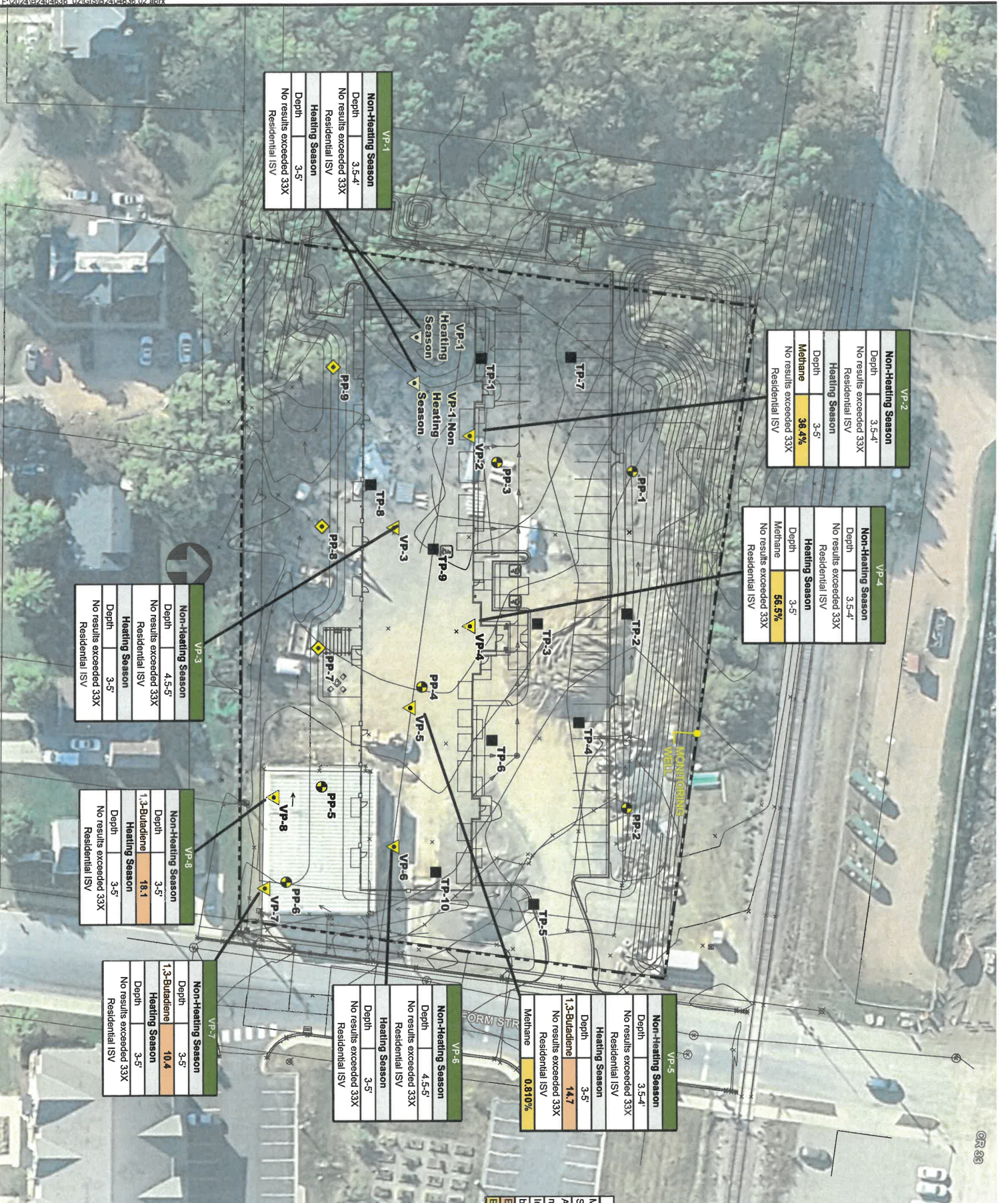
PP-3	
Depth to Water	9'
Sample Depth	7-12'
No results exceeded DWL.	

PP-4	
Depth to Water	4'
Sample Depth	2-12'
No results exceeded DWL.	

- Direct-Push Boring
- Soil Boring
- Test Pit
- Soil Vapor Probe
- Approximate Site Boundary

NOTES
 Results are in micrograms per liter.
 Indicated depths are feet below ground surface.
 DWL = Drinking Water Criteria
 Exceeds Drinking Water Criteria





VP-2	
Non-Heating Season	
Depth	3.5-4'
No results exceeded 33X Residential ISV	
Heating Season	
Depth	3-5'
Methane	36.4%
No results exceeded 33X Residential ISV	

VP-4	
Non-Heating Season	
Depth	3.5-4'
No results exceeded 33X Residential ISV	
Heating Season	
Depth	3-5'
Methane	56.5%
No results exceeded 33X Residential ISV	

VP-3	
Non-Heating Season	
Depth	4.5-5'
No results exceeded 33X Residential ISV	
Heating Season	
Depth	3-5'
No results exceeded 33X Residential ISV	

VP-8	
Non-Heating Season	
Depth	3-5'
1,3-Butadiene	18.1
Heating Season	
Depth	3-5'
No results exceeded 33X Residential ISV	

VP-7	
Non-Heating Season	
Depth	3-5'
1,3-Butadiene	10.4
Heating Season	
Depth	3-5'
No results exceeded 33X Residential ISV	

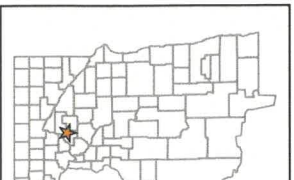
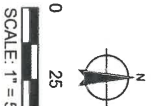
VP-6	
Non-Heating Season	
Depth	4.5-5'
No results exceeded 33X Residential ISV	
Heating Season	
Depth	3-5'
No results exceeded 33X Residential ISV	

VP-5	
Non-Heating Season	
Depth	3.5-4'
No results exceeded 33X Residential ISV	
Heating Season	
Depth	3-5'
1,3-Butadiene	14.7
No results exceeded 33X Residential ISV	
Methane	0.810%

VP-4	
Non-Heating Season	
Depth	3.5-4'
No results exceeded 33X Residential ISV	
Heating Season	
Depth	3-5'
No results exceeded 33X Residential ISV	

- ◆ Direct-Push Boring
- Soil Boring
- Test Pit
- ▲ Soil Vapor Probe
- Approximate Site Boundary

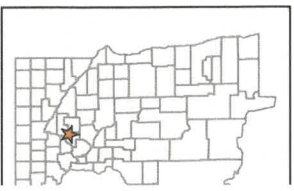
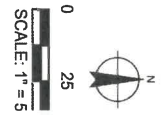
NOTES
 Minnesota Pollution Control Agency Screening Values (SVs) were updated. Analytical results presented in millimeter (µg/m³). Indicated depth is feet below ground surface. Exceeds 33X Residential ISV Exceeds MPCA Methane Action Level





QR 388

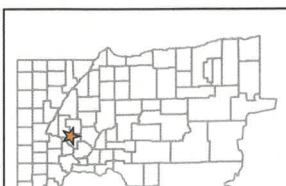
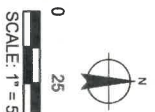
- ◆ Direct-Push Boring
- Soil Boring
- Test Pit
- ▼ Soil Vapor Probe
- Approximate Site Bx





QR 38

- ◆ Direct-Push Boring
- Soil Boring
- ▲ Test Pit
- Soil Vapor Probe
- Approximate Site Bx





Depth	0-2'
No results exceeded SRVs or SLVs	
Debris	2' concrete layer at 2' and trace brick at 4.5'.

Depth	0-2'
BAP	12.8
BAP equivalent	18.5
DRO	366
Debris	Metal, brick, and concrete observed 0-2'.

Depth	2-4'
No results exceeded SRVs or SLVs	
Debris	No debris observed.

Depth	2-4'
No results exceeded SRVs or SLVs	
Depth	8-10'
No results exceeded SRVs or SLVs	
Debris	No debris observed.

Depth	0-2'
No results exceeded SRVs or SLVs	
Debris	No debris observed.

Depth	1-3'
BAP equivalent	2.1
Arsenic	10
Cadmium	2.4
Lead	1,240
DRO	477
Depth	4-5'
No results exceeded SRVs or SLVs	
Debris	Debris included metal, glass, brick, bituminous, and concrete 1-3'.

Depth	2-4'
Arsenic	5.8
Debris	No debris observed.

Depth	2-4'
No results exceeded SRVs or SLVs	
Debris	No debris observed.

Depth	2-4'
Arsenic	10.6
Cadmium	2.5
Lead	6,340
Debris	Debris observed 1-4' included wood, glass, rubber.

Depth	3-5'
No results exceeded SRVs or SLVs	
Debris	No debris observed.

Depth	1-3'
No results exceeded SRVs or SLVs	
Debris	No debris observed.

Depth	0-2.5'
BAP	2.6
BAP equivalent	3.988
Cadmium	2.0
Depth	2.5-5'
No results exceeded SRVs or SLVs	
Debris	No debris observed.

Depth	0-2.5'
BAP	2.6
BAP equivalent	3.988
Cadmium	2.0
Depth	2.5-5'
No results exceeded SRVs or SLVs	
Debris	No debris observed.

Depth	0-2.5'
BAP	9.16
BAP equivalent	13,706
DRO	496.0
Depth	2.5-5'
DRO	278
Debris	No debris observed.

Depth	2-4'
Cadmium	4.2
Lead	223
Debris	Wood, brick, concrete 2-4'.

Depth	2-4'
No results exceeded SRVs or SLVs	
Debris	Wood bituminous concrete 0-5'.

Depth	1-3'
No results exceeded SRVs or SLVs	
Debris	Bituminous debris observed 0.5-2'.

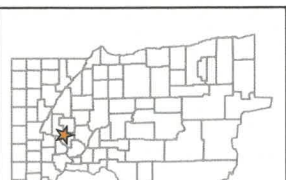
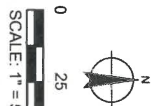
Depth	2-4'
BAP	3.4
BAP equivalent	5.4
Debris	Wood, metal, insulation, brick 1-5'.

Depth	2-4'
No results exceeded SRVs or SLVs	
Debris	Trace concrete at 1'.

- Direct-Push Boring
- Soil Boring
- Test Pit
- Soil Vapor Probe
- Chemical Impacts a
- Debris Containing S
- Approximate Site B

NOTES

Minnesota Pollution Control Agency updated March 2024 and SLVs of Analytical results are in milligrams Indicated depths are below ground level BAP Equivalent = Benzene/Polycyclic aromatic hydrocarbons (PAHs) calculated based on the concentration of carcinogenic PAHs. DRO = Diesel Range Organics SLV = Soil Leaching Value SRV = Soil Reference Value Exceeds Residential/Recreational Exceeds SLV Exceeds 100 mg/kg for DRO/SRV





NORWOOD FLATS

NORWOOD YOUNG AMERICA, MN



PROJECT TEAM:

OWNER/DEVELOPER: COMMUNITY ASSET DEVELOPMENT GROUP
24 PARK AVE. S., SUITE 102
CHASKA, MN 55318
PHONE: (612) 703-5104
E-MAIL: david@collegedesign.com
CONTACT: DAVID MAJCHERZAK

GENERAL CONTRACTOR: DDK CONSTRUCTION
2700 CHASKA BLVD
CHASKA, MN 55318
PHONE: (612) 703-5104
E-MAIL: info@ddkconstruction.com
CONTACT: TIM HELLAND

ARCHITECT: COLE GROUP ARCHITECTS
24 PARK AVE. S., SUITE 102
CHASKA, MN 55318
PHONE: (612) 703-5104
E-MAIL: david@collegedesign.com
CONTACT: DAVID MAJCHERZAK

STRUCTURAL ENGINEER: HERZOG ENGINEERING, L.L.C.
18 SOUTH RIVERSIDE AVENUE
SPRING LAKE PARK, MN 55432
PHONE: (612) 200-7512
E-MAIL: info@herzog-engineering.com
CONTACT: JOSH HERZOG, P.E.

CIVIL ENGINEER: SCHULTZ ENGINEERING & DESIGN
18 SOUTH RIVERSIDE AVENUE
SPRING LAKE PARK, MN 55432
PHONE: (612) 200-7512
E-MAIL: info@herzog-engineering.com
CONTACT: BRIAN SCHULTZ, P.E.

MECHANICAL ENGINEER: DESIGN BUILD DEFERRED SUBMITTAL

PLUMBING ENGINEER: DESIGN BUILD DEFERRED SUBMITTAL

ELECTRICAL ENGINEER: DESIGN BUILD DEFERRED SUBMITTAL

FIRE ALARM ENGINEER: DESIGN BUILD DEFERRED SUBMITTAL

FIRE SPRINKLER ENGINEER: DESIGN BUILD DEFERRED SUBMITTAL

DRAWING LOG

PERMIT SET ISSUED - MAY 28TH, 2025

▲			
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SHEET INDEX

CIVIL:

- CI STANDARD NOTES AND SPECIFICATIONS
- CI1 STANDARD DETAILS
- CI2 DEMOLITION & REMOVALS PLAN
- CI3 GRADING & STANDARD NOTES
- CI4 SUIPP - STANDARD DETAILS
- CI5 UTILITY AND PAVING PLAN
- CI6 PUBLIC SIDEWALK PLAN

STRUCTURAL:

- S200 GENERAL STRUCTURAL NOTES
- S200 FOUNDATION PLAN - AREA 'A'
- S200 SECOND FLOOR FRAMING PLAN - AREA 'A'
- S200 THIRD FLOOR FRAMING PLAN - AREA 'A'
- S200 ROOF FRAMING PLAN - AREA 'A'
- S200 SHEAR WALL SCHEDULE 1 DETAILS
- S200 FRAMING DETAILS
- S200 FRAMING DETAILS
- S200 FRAMING DETAILS

ARCHITECTURAL:

- A001 COVER SHEET & SHEET INDEX PROJECT TEAM
- A000 BUILDING CODE SUMMARY
- A01 SITE DETAILS
- L00 LANDSCAPE PLAN AND DETAILS
- A00A FIRST FLOOR PLAN - AREA 'A'
- A00B SECOND FLOOR PLAN - AREA 'A'
- A00C THIRD FLOOR PLAN - AREA 'A'
- A00D ROOF PLAN - AREA 'A'
- A00E UNIT PLANS B1, B2, B3, C1
- A00F ACCESSIBILITY DETAILS
- A00G EXTERIOR ELEVATIONS 1, 2, 3
- A00H EXTERIOR ELEVATIONS 4, 5
- A00I TYPICAL VERTICAL CURB AND GUTTER SECTIONS
- A00J STAIR AND ELEVATOR SECTIONS
- A00K TYPICAL BUILDING DETAILS
- A00L TYPICAL BUILDING DETAILS
- A00M TYPICAL MANUFACTURED STONE DETAILS
- A00N TYPICAL MANUFACTURED STONE DETAILS
- A00O HORIZONTAL ASSEMBLIES
- A00P MISCELLANEOUS UL DETAILS

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NORWOOD FLATS - 43 UNIT APARTMENT DEVELOPMENT
 DEVELOPER/OWNER: COLLEGE GROUP ARCHITECTS, INC.
 PROJECT LOCATION: CHASKA, MN
 PHONE: (612) 703-5104

COLLEGE GROUP ARCHITECTS, INC.
 24 PARK AVENUE, SUITE 102
 CHASKA, MN 55318
 PHONE: (612) 703-5104
 E-MAIL: david@collegedesign.com

PERMIT SET
 DATE: MAY 28, 2025
 DRAWING NO.: 2025-001



**SCHULTZ ENGINEERING
& SITE DESIGN**

18101 INDEPENDENCE AVENUE, SUITE 200
 SARELL, MINNESOTA 55377
 PHONE: (763) 333-1800
 www.schultzeng.com

I HEREBY CERTIFY THAT THIS PLAN,
 PREPARED BY ME OR UNDER MY DIRECT
 SUPERVISION AND THAT I AM A DULY
 LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

[Signature]
 BRIAN J. SCHULTZ, PE
 LICENSE NO. 43179
 DATE: 08/27/2025

NO.	DATE	DESCRIPTION
1	07/21/2025	Per City comments dated 06/18/25 and 07/10/25. Revisions dated 07/07/25
2		
3		
4		

SCHULTE ENG. PROJECT NO.: 25009
 ISSUE DATE: 08/27/2025
 DRAWN BY: NES
 REVIEWED BY: BJS
 DESIGN, AUG 2025

CIVIL SHEET INDEX
 C1 - STANDARD NOTES & SPECIFICATIONS
 C2 - STANDARD DETAILS
 C3 - REMOVALS PLAN
 C4 - GRADING PLAN
 C5 - SITE PLAN
 C6 - SITE PLAN
 C7 - SITE PLAN
 C8 - SITE PLAN
 C9 - SITE PLAN
 C10 - PUBLIC REVENUE PLAN
 C11 - UTILITIES MANAGEMENT PLAN

**NORWOOD FLATS
41-UNIT APARTMENTS**

NORWOOD YOUNG
 AMERICA, MN

**DEMOLITION &
REMOVALS PLAN**



C4

DEMOLITION AND REMOVAL NOTES:

- DURING ALL DEMOLITION OPERATIONS THE CONTRACTOR SHALL BE CAREFUL TO AVOID ANY DAMAGE EXISTING TO ADJACENT PROPERTIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NORWOOD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NORWOOD. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF NORWOOD.
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25009.dwg



**SCHULTZ ENGINEERING
& SITE DESIGN**

18 LOUISEBORG AVENUE, SUITE 230
SARTEL, MINNESOTA 55377
PHONE: (612) 333-1830
FAX: (612) 333-1830
www.schultzeng.com

I HEREBY CERTIFY THAT THIS PLAN,
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND IN ACCORDANCE WITH
THE ENGINEERING AND SURVEYING
ACT OF THE STATE OF MINNESOTA

BRAND J. SCHULTZ, PE
LICENSE NO.: 41329
DATE: 08/27/2025

NO.	DATE	DESCRIPTION
1	07/21/2025	Per City comments COMMENTS: 01/25/25 and 02/10/25. DATE: 07/21/25
2		
3		
4		

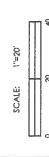
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ISSUE DATE: 05/27/2025
DRAWN BY: NES
REVIEWED BY: BJS
DESIGN: CIVIL ENGINEERING & SITE
DISCIPLINE: PAVING

CIVIL SHEET INDEX
C1 - STANDARD NOTES & SPECIFICATIONS
C2 & C3 - STANDARD DETAILS
C4 - STANDARD FINISHES
C5 - GRADING PLAN
C6 - SITEWORK PLAN
C7 - SWPP - STANDARD DETAILS
C8 - SWPP - PLAN VIEW
C9 - PUBLIC SERVICE PLAN
C10 - PUBLIC SERVICE PLAN
C11 - UTILITY AND PAVING PLAN

**NORWOOD FLATS
41-UNIT APARTMENTS**

NORWOOD YOUNG
AMERICA, MN

**UTILITY & PAVING
PLAN**



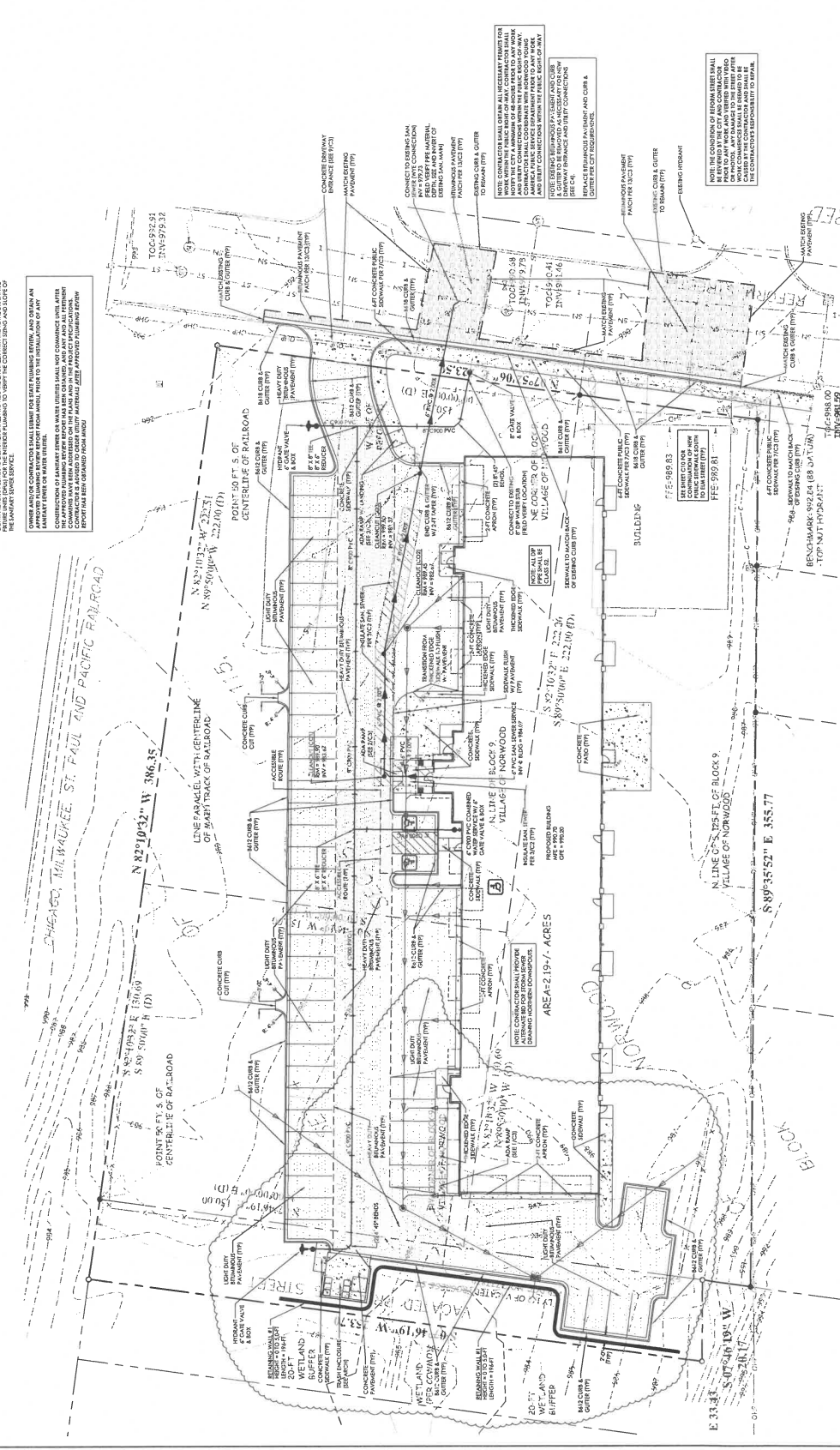
C9

UTILITIES AND SURFACING NOTES:

1. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY.
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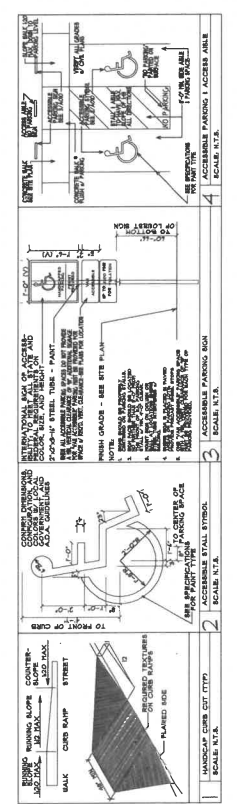
WATER AND SANITARY SERVICES:

1. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY.
2. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY. ALL UTILITIES SHALL BE DEPTH TO THE CENTERLINE OF THE UTILITY.
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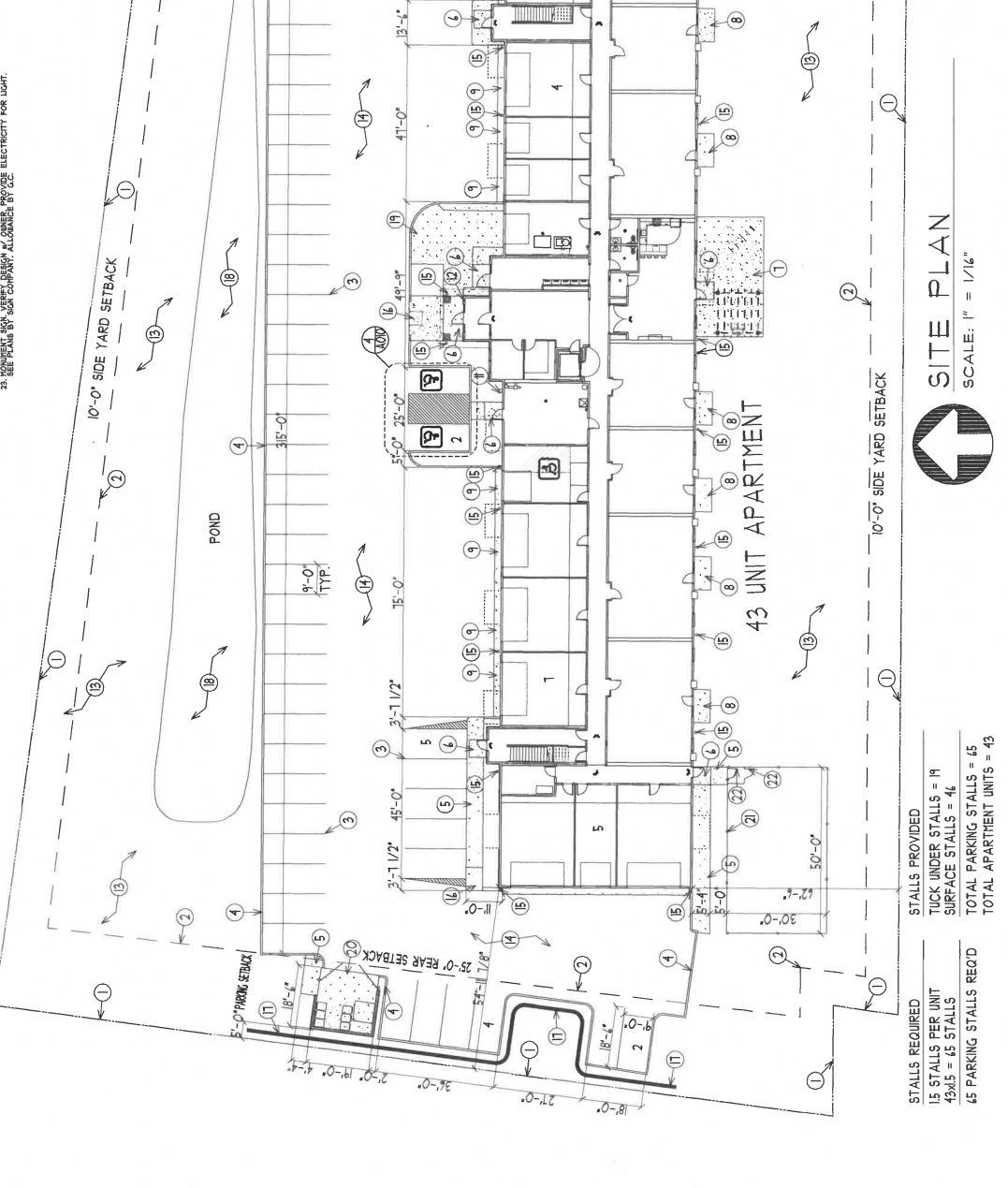
KITCHEN	UNIT MIX				TOTAL S.F.	%	TOTAL
	1ST FLR.	2ND FLR.	3RD FLR.	4TH FLR.			
A B2 (1 BED)	2	1	1	1	410 S.F.	3.125%	21
B B1 (1 BED)	0	2	2	4	188 S.F.	1.456%	16
B B3 (1 BATH)	3	4	1	1	941 S.F.	7.254%	22
B C1 (2 BATH)	0	1	1	2	944 S.F.	7.254%	22
TOTAL	5	5	5	10	2443 S.F.	19.089%	61

- SITE PLAN NUMBER NOTES:**
1. BRIDGE DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF SEASIDE, CALIFORNIA, BRIDGE DESIGN AND CONSTRUCTION SPECIFICATIONS.
 2. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.
 3. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.
 4. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.
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 17. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.
 18. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.
 19. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.
 20. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.
 21. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.
 22. CONCRETE SHALL BE 4000 PSI STRENGTH WITH 4% STEEL FIBERS.



1ST FLOOR UNITS: 18
 2ND FLOOR UNITS: 18
 3RD FLOOR UNITS: 18
 4TH FLOOR UNITS: 15
TOTAL UNITS: 69

IMPROVEMENTS: 27' X 5000 SQ. FT. - 135000 SQ. FT.
 2 BEDROOMS: 27' X 5000 SQ. FT. - 135000 SQ. FT.
 15 STALLS UNDER CROBT - 15 X 400 SQ. FT. - 6000 SQ. FT.
 15' TOP RAMP - 30' X 60' - 1800 SQ. FT.



43 UNIT APARTMENT

10'-0" SIDE YARD SETBACK
25'-0" FRONT SETBACK
5'-0" REAR SETBACK
3'-0" PARKING SETBACK

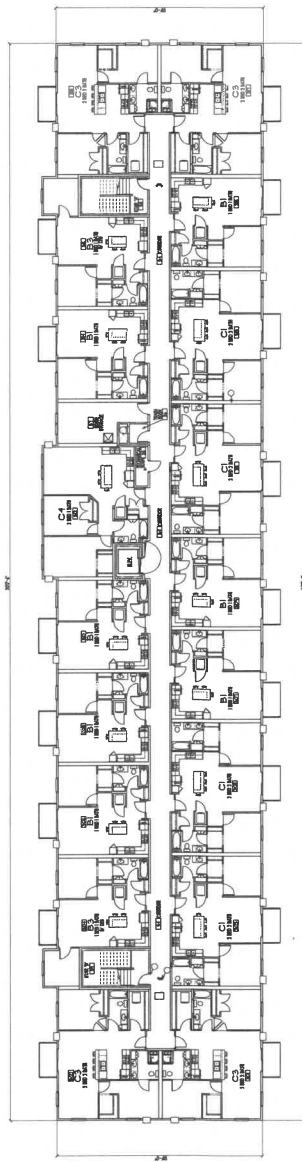
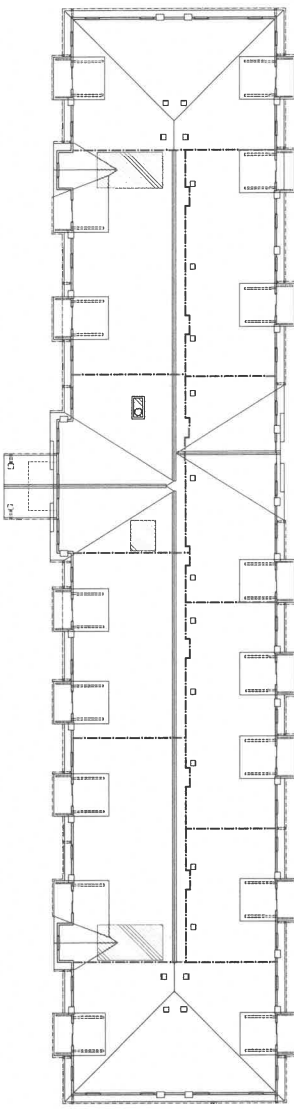
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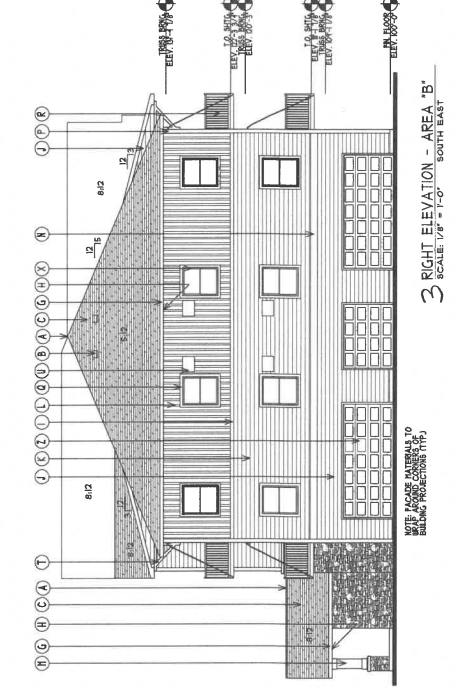
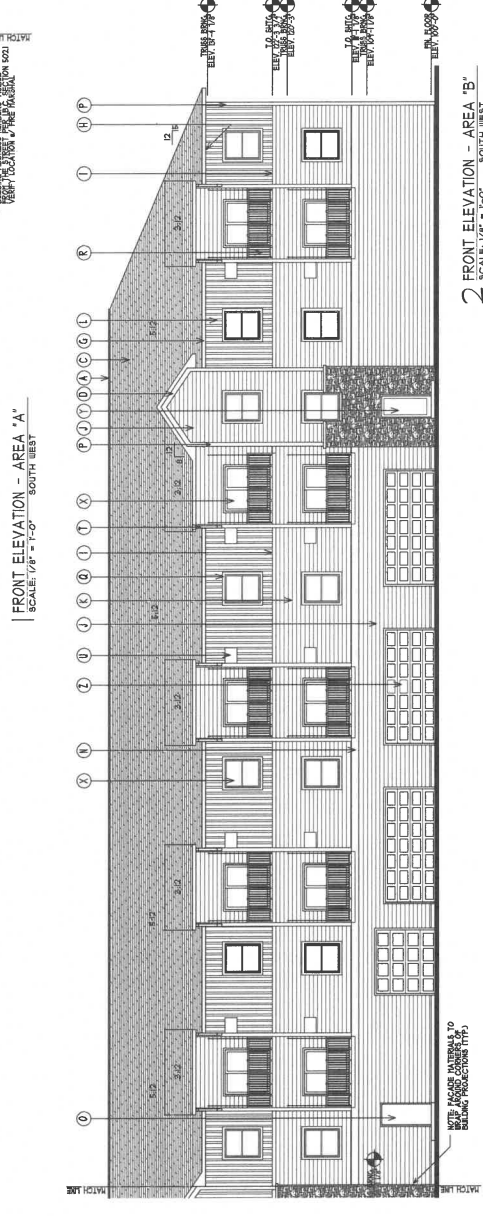
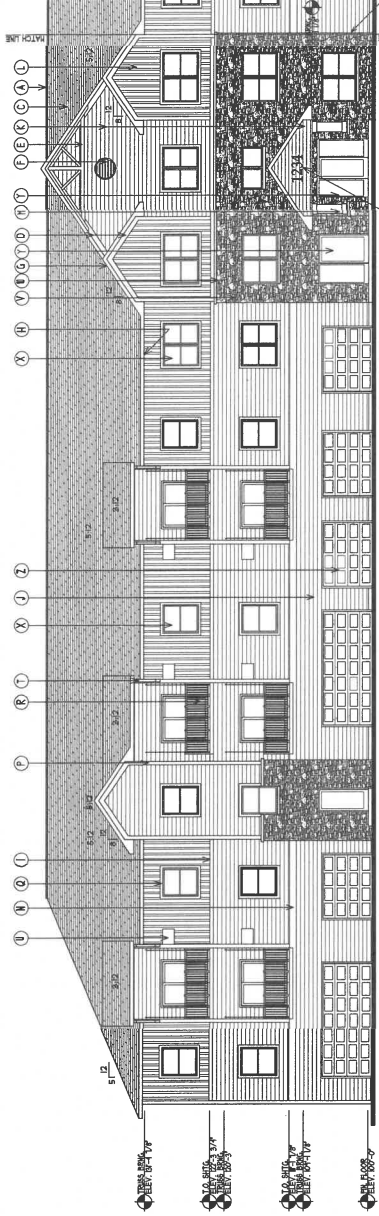
STALLS PROVIDED
 TUCK UNDER STALLS = 19
 SURFACE STALLS = 46
TOTAL PARKING STALLS = 65

STALLS REQUIRED
 15 STALLS PER UNIT
 43x15 = 645 STALLS
65 PARKING STALLS REQ'D

TOTAL APARTMENT UNITS = 43

APARTMENT	UNIT MIX				TOTAL S.F.	%	TOTAL
	1ST FLR.	2ND FLR.	3RD FLR.	TOTAL			
B1 (1 BED, 1 BATH)	2	1	1	4	470 S.F.	9.25%	21 = 48.15%
A B2 (1 BATH)	1	0	1	1	470 S.F.	2.25%	
B3 (1 BED, DEN)	0	2	2	4	1668 S.F.	9.25%	
B4 (2 BED)	3	4	4	11	945 S.F.	25.5%	
C3 (2 BATH)	1	4	4	9	1022 S.F.	21%	22 = 51.25%
B5 (2 BED, 1 BATH)	0	1	1	2	944 S.F.	4.15%	
TOTAL	7	18	18	43			



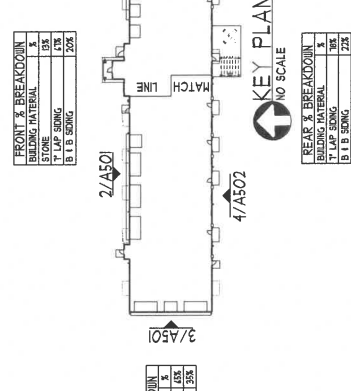


EXTERIOR MATERIAL SCHEDULE

KEY / ITEM	MANUFACTURER	COLOR
A	CONCRETE ROZE VERT WITH RELATIVE GREEN	WASH BRICKS
B	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
C	SPRINKLED BRICKS	WASH BRICKS
D	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
E	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
F	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
G	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
H	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
I	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
J	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
K	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
L	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
M	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
N	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
O	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
P	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
Q	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
R	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
S	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
T	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
U	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
V	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
W	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
X	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
Y	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS
Z	PRE-FINISHED ALUM. VERT WITH SAND RELATIVE GREEN	WASH BRICKS

TOTAL % BREAKDOWN

BUILDING MATERIAL	%
STONE	58
T LAP SIDING	17%
B I B SIDING	23%



FRONT % BREAKDOWN

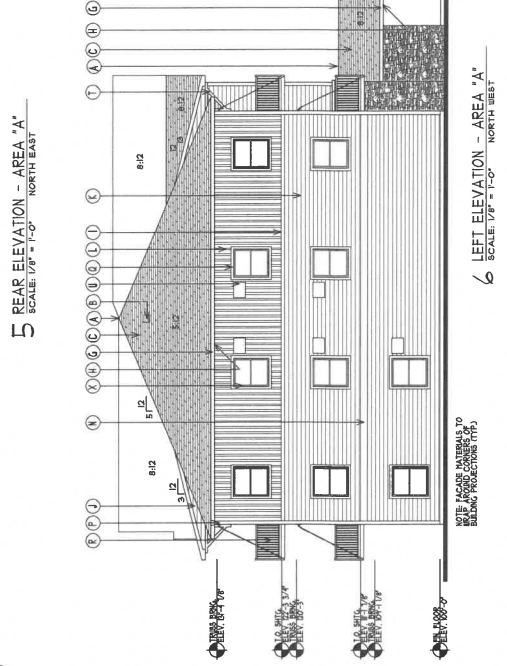
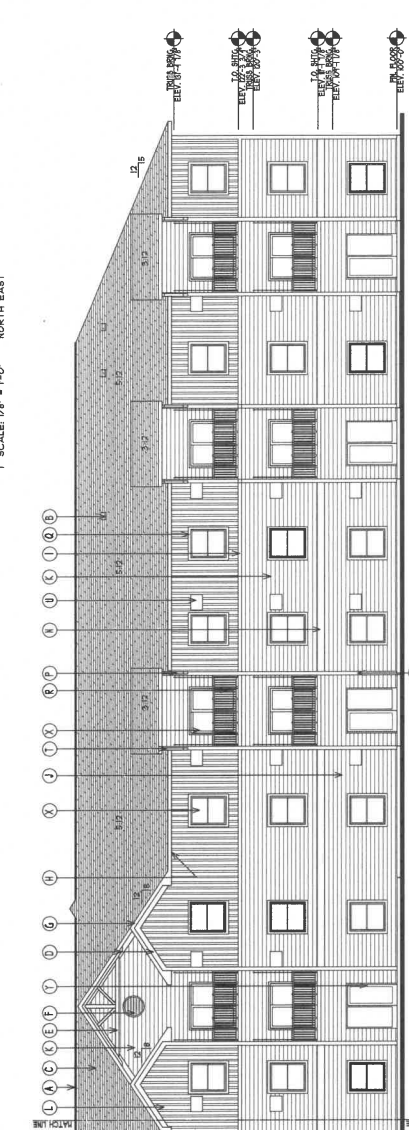
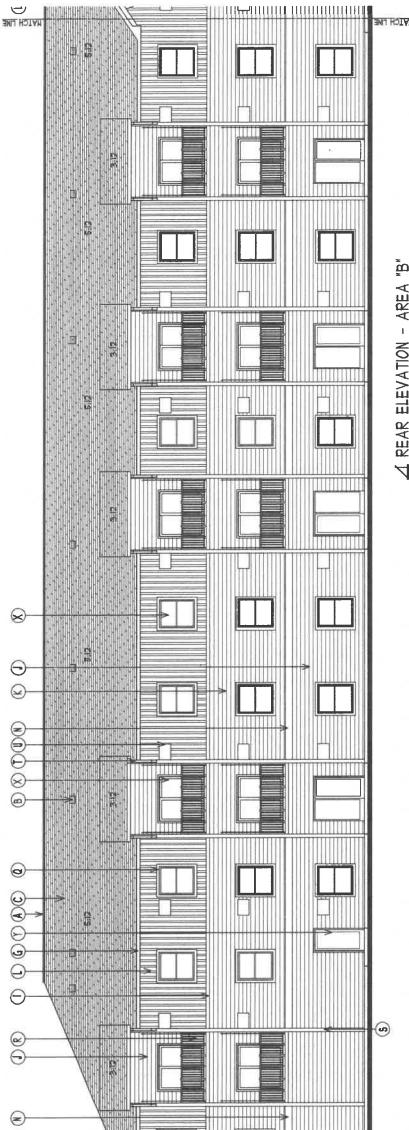
BUILDING MATERIAL	%
STONE	58
T LAP SIDING	17%
B I B SIDING	23%

LEFT % BREAKDOWN

BUILDING MATERIAL	%
T LAP SIDING	17%
B I B SIDING	23%

RIGHT % BREAKDOWN

BUILDING MATERIAL	%
T LAP SIDING	17%
B I B SIDING	23%



EXTERIOR MATERIAL SCHEDULE:

KEY	ITEM	MANUFACTURER	COLOR
A	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
B	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
C	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
D	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
E	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
F	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
G	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
H	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
I	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
J	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
K	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
L	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
M	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
N	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
O	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
P	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
Q	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
R	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
S	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
T	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
U	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
V	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
W	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
X	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
Y	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES
Z	1" x 6" SHIP LAP SIDING	W.A.	MATCH BRIDGES

NOTE: ALL MANUFACTURERS, COLORS AND FINISHES TO BE VERIFIED WITH OWNER.

TOTAL % BREAKDOWN

BUILDING MATERIAL	%
STONE	5%
1" LAP SIDING	12%
B 1 B SIDING	23%

FRONT % BREAKDOWN

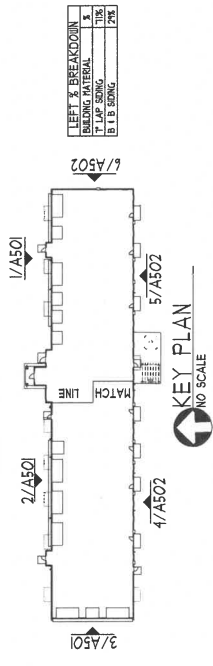
BUILDING MATERIAL	%
STONE	5%
1" LAP SIDING	12%
B 1 B SIDING	23%

LEFT % BREAKDOWN

BUILDING MATERIAL	%
STONE	5%
1" LAP SIDING	12%
B 1 B SIDING	23%

REAR % BREAKDOWN

BUILDING MATERIAL	%
STONE	5%
1" LAP SIDING	12%
B 1 B SIDING	23%



COLE GROUP ARCHITECTS, INC. reserves the right to make any changes to these drawings without notice. These drawings are not to be used for construction without the written consent of Cole Group Architects, Inc. or its duly authorized representative. The drawings are not to be used for construction without the written consent of Cole Group Architects, Inc. or its duly authorized representative. The drawings are not to be used for construction without the written consent of Cole Group Architects, Inc. or its duly authorized representative.



CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

2026 Watertown CGPI Community Development Application



I. APPLICANT INFORMATION

Applicant	Organization: Honeybee Enterprises Contact Name: Dana Dziuk Address: 309 Jefferson SW, Watertown MN 55388 Phone Number: 612-702-2269 Email: Dana@LeeLynConstruction.com Authorized representative for execution of contract(s): Name: Dana Dziuk Title: Owner
Project Request	Name of Project: The Hive Haus Amount of funding request: \$ 100,000.00 Total project costs: \$ 700,800.00

II. AREA OR SITE CONDITIONS

General location of Area (Property ID and/or Address):	308 Jefferson SW Watertown, MN 55388
Legal Description of Site:	ALL OF OUTLOT 62 & SELY 50' OF SWLY 165' OF OUTLOT 63 SUBDIVISIONNAME CITY OUTLOTS OF WATERTOWN (C) SUBDIVISIONCD 85075 SECTION 05 TOWNSHIP 117 RANGE 025
Site Size (acres):	1.34
Number of Parcels:	1
Number of buildings on site:	1
Current Site Owner:	Honeybee Enterprises (owned by Dana Dziuk)
Current appraised or assessed value of the Project Area properties:	\$531,600
Current property taxes of the Project Area properties	2026 Taxes are \$6,562.00; 2025 Taxes were: 6,552.00

The CDA reserves the right to seek additional information after initial review of the application.



III. COMMUNITY DEVELOPMENT PROJECT INFORMATION

<p>Describe the city/township's goals and needs for the Project including anticipated businesses, housing units, other proposed components, and the public benefit of the Project.</p>	<p>Watertown has been quietly carrying a gap that most small towns know well — a lack of flexible, accessible space where people can work, gather, and build something together. Residents are driving to other communities for meeting rooms, event venues, and even a quick lunch since the town's only fast food option closed this year. That kind of outflow doesn't just cost convenience; it pulls economic activity out of the community.</p> <p>The Hive Haus project addresses that directly. By converting a vacant medical building that has been empty for 6 years at 309 Jefferson Ave SW into a modern coworking and community hub, the project creates a place for entrepreneurs, remote workers, and small businesses to operate locally — and gives families and community groups a welcoming, affordable space to meet without leaving town.</p> <p>The space will support 15–25 small businesses and contribute to the creation and retention of approximately 30–50 jobs. Beyond the workspace itself, Hive Haus will host night markets, food truck events, vendor opportunities, and community programming that brings people together and keeps economic activity in Watertown. No housing units are included, but the project advances broader community development goals by revitalizing an underutilized property, growing the local tax base, and restoring the kind of uptown vibrancy that makes a small town worth staying in.</p>
<p>Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment.</p>	<p>The property at 309 Jefferson Ave SW was built in 1976 and served as a medical office building for decades, most recently housing Lakeview Clinic. When Lakeview chose to develop a new facility elsewhere, the building has sat fully vacant with no redevelopment activity for over SIX years. The structure is now functionally obsolete for its original use, leaving the site as an underperforming asset in a visible uptown location. There are environmental concerns due to no working HVAC units upon purchase which caused a mold issue. In addition to this, I believe there was also mold production over time from lack of proper insulation and a bad roof, which has created massive water intrusion problems. All of these issues have lead to a significant mold issue in the building. This project is the first serious effort to reposition the building for productive community use.</p>

The CDA reserves the right to seek additional information after initial review of the application.



<p>Describe the Project including details on how it meets the objectives of the CGPI Program (i.e. prepare sites for redevelopment and implementation of an adopted Redevelopment Plan, produces affordable housing, and/or creates living wage jobs.)</p> <p><u>Attach location map, photos, current and projected site plans, renderings, and Redevelopment Plan, if applicable.</u></p>	<p>The Hive Haus project repositions a vacant, functionally obsolete building into an active economic contributor — directly aligned with the CGPI's community development objective of creating living-wage employment and enhancing the commercial vitality of city centers.</p> <p>The rehabilitation will create flexible coworking space, private offices, shared amenities, and dedicated meeting and event areas capable of serving 20–30 businesses. The project is projected to support the creation of 20 new full-time equivalent positions and the retention of 20 existing positions, all at or above the living wage threshold of \$24.47/hour.</p> <p>Watertown currently lacks accessible, modern meeting and gathering space. Residents and organizations regularly travel outside the community to access what Hive Haus will provide locally — meeting rooms, event space, and community programming including food truck events, night markets, and vendor opportunities. This is not a nice-to-have; it's a gap that costs the community economic activity every week.</p> <p>While the project does not include affordable housing, it strengthens the local economic base that supports housing stability and long-term community health.</p>
<p>Describe the specific activities that are proposed to be funded with CGPI.</p>	<p>CGPI funding will support the rehabilitation and redevelopment of the existing building to convert it into a functional coworking and community space. Activities include interior demolition and renovation to create flexible workspaces, offices, and meeting areas.</p> <p>Funding will also be used for necessary building upgrades, including mechanical, electrical, and accessibility improvements, as well as minor site enhancements such as lighting and exterior improvements to support community use.</p> <p>These activities will enable the property to be repositioned for productive economic use and support small business growth and job creation.</p>
<p>After redevelopment is completed, will properties in the Plan Area be publicly or privately owned?</p>	<p><input type="checkbox"/> Publicly owned</p> <p><input checked="" type="checkbox"/> Privately owned</p>
<p>Post-redevelopment Site Owner(s):</p> <p><u>If end user has committed, attach documentation of commitment.</u></p>	<p>Honeybee Enterprises (owned by Dana Dziuk)</p>
<p>Identify any other Project partners such as developers, consultants, and regulating/permitting agencies.</p>	<p>Dana Dziuk Lee Lyn Construction City of Watertown Dan Tolsma</p>

The CDA reserves the right to seek additional information after initial review of the application.



IV. ELIGIBLE ACTIVITIES

Please check all activities that apply, briefly describe the activity, and provide the dollar amount requested for the activity. Please see the “**Community Growth Partnership Initiative Policy and Procedures Guide**” for a description of the eligible activities.

	<u>Eligible Activity</u>	<u>Description</u>	<u>CGPI Funding Requested</u>
<input checked="" type="checkbox"/>	Property Acquisition	It was a personal cash investment of \$71,893.90 to aquire the building at closing.	\$
<input type="checkbox"/>	Relocation Payments		\$
<input checked="" type="checkbox"/>	Clearance and Demolition	I have already spent \$36K+ on demo costs and have additional remediation work to go for mold problem	\$
<input type="checkbox"/>	Soil Corrections		\$
<input type="checkbox"/>	Historic Preservation		\$
<input checked="" type="checkbox"/>	Rehabilitation, Expansion, or Construction – Job Creation	Roofing, Windows, Doors, Insulation, Mechanicals (HVAC, Plumbing, Electrical), Parking Lots, Finishes	\$ 100,000.00
<input type="checkbox"/>	Affordable Housing Development		\$
<input type="checkbox"/>	Public Infrastructure – Redevelopment Plan		\$

The CDA reserves the right to seek additional information after initial review of the application.



V. ACQUISITION AND RELOCATION ACTIVITIES

If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated.	Not applicable
When has/will the acquisition be completed?	8/13/2025
Attach relocation plan, if applicable.	Not Applicable

VI. PROJECT ENVIRONMENTAL INFORMATION

Has an environmental assessment been completed for the Redevelopment Project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> No
If so, what level of investigation was done as part of the Redevelopment Project?	
Has the Redevelopment Project site been found or suspected to be contaminated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste, or materials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan.	Not Applicable
Describe positive environmental impacts of the activities that are part of the Project.	By activating a long-vacant commercial building, the project removes a source of economic stagnation from a visible uptown location. Shared coworking models inherently reduce resource consumption — many businesses served by Hive Haus have temporary or part-time office needs and would otherwise lease dedicated space they occupy only partially. Consolidating those needs into one efficiently used facility reduces energy use, infrastructure demand, and commute-related emissions for workers who can now operate closer to home.

The CDA reserves the right to seek additional information after initial review of the application.



VII. HOUSING AFFORDABILITY INFORMATION

Indicate the number of housing units planned in the Project, if any. *Attach separate sheets if necessary.*

Unit Type	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices
Single Family				
Townhouse				
Apartments/Condominiums				
Duplexes				
Other:				

Is this a rental property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the owner accepting Tenant Based Rental Assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Will there be any mechanisms to ensure long-term affordability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe.	
Type of affordability funding received for project:	<input type="checkbox"/> Tax Credit Development <input type="checkbox"/> Other:

The CDA reserves the right to seek additional information after initial review of the application.



VIII. ECONOMIC BENEFITS

Projected appraised or assessed value of the site <i>after</i> redevelopment:	\$ 940,000.00 Pay Year: 2028
What will be the estimated property taxes after redevelopment?	\$ 25,000.00 Pay Year: 2028
Project the number of <u>new</u> jobs on the Project site created after redevelopment.	Total new jobs (FTEs only) = 20
Number of new jobs with wages greater than \$24.47 per hour	20
Project the number of jobs <u>retained</u> on the Project site after redevelopment.	Total retained jobs (FTEs only) = 20
Number of retained jobs with wages greater than \$24.47 per hour	20

IX. PROJECT READINESS TO PROCEED

Please provide detailed timeline for the Project with all actions, phases, and anticipated dates for completion.	See attached
Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:	
<input type="checkbox"/> Comprehensive plan amendment: Status:	<input type="checkbox"/> Environmental review: Status:
<input checked="" type="checkbox"/> Zoning amendments or variances: Status: ReZoning was Completed in 2025	<input type="checkbox"/> Market or feasibility study: Status:
If the activity that is to receive CGPI funding will not be completed in 12 months, please explain why. (NOTE: The CGPI program requires all CGPI-funded activities to be completed within a 18-month period.)	Not Applicable

The CDA reserves the right to seek additional information after initial review of the application.



X. PROJECT BUDGET

Itemize all Project funding sources for the Activities identified as part of the Project.

You may attach a separate Project Sources and Uses Budget with your application.

Source of Funds	Amount	Committed	Pending
CGPI 2026 Request	\$ 100,000.00		
Construction Loan	\$ 120,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Private Funding	\$ 453,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
Total:	\$ 673,000.00		

Itemize all Project uses/expenses for the Activities identified as part of including the CGPI requested activities.

Project Activities/Expenses	Amount	Funding Source
Renovation Work	\$ 100,000.00	CGPI Request
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total:	\$ 100,000.00	

List any other funding sources that were sought or considered but not obtained, and briefly explain why

The CDA reserves the right to seek additional information after initial review of the application.

Phase 1: Existing Conditions + Assessment

Scope:

- Full building walkthrough
- Structural review (walls, roof, foundation)
- MEP evaluation:
 - HVAC system condition
 - Electrical panel capacity
 - Plumbing condition
- Safety Assessment

Phase 2: Concept Design + Layout Planning

Scope:

- Space planning:
 - Open co-working zones
 - Small Temp Offices
 - Large Anchor Offices
 - Meeting/Event Rooms
 - Entry/lobby flow
- Test multiple layout options
- Early code considerations:
 - Occupancy classification
 - Egress paths
 - ADA compliance

Key Decision Point:

Lock in layout direction BEFORE detailed design

Deliverable:

Concept floor plan(s)

Phase 3: Schematic Design + Budget Alignment

Scope:

- Refine layout
- Identify:
 - Walls to remove vs keep
 - New walls to build
- Preliminary MEP approach
- Rough construction cost estimate

Key Risk Control:

If cost is too high → simplify NOW, not later

Deliverable:

Schematic plans + rough cost range

Phase 4: Permitting + Construction Documents

Scope:

- Finalize drawings:
 - Architectural
 - Electrical

- Mechanical
- Plumbing
- Code compliance finalized
- Submit for permits

Deliverable:

- 👉 Approved permit set

CONSTRUCTION PHASES

Phase 5: Site Prep + Selective Demolition

Scope:

- Remove:
 - Non-load-bearing walls
 - Old finishes (flooring, ceilings, cabinets)
- Protect structural elements
- Temporary utilities if needed

Important:

- 👉 Do NOT over-demo—keep what saves money

Phase 6: Environmental Remediation

Scope:

- Mold remediation
- Asbestos abatement (if present)
- Air quality control

Deliverable:

- 👉 Clearance testing / documentation

Phase 7: Structural + Framing

Scope:

- Frame new walls (offices, rooms)
- Reinforce any structural changes
- Adjust openings (doors, corridors)
- Install new roof – include any modification to front elevations with new parapets or canopy.
- Install new doors and windows where necessary

Phase 8: Building Systems (MEP Rough-In)

Electrical:

- New circuits for offices + co-working
- Lighting rough-in
- Data/low voltage pathways

HVAC:

- Modify or replace system as needed – Lower level new system completely, upstairs new duct work
- Ensure coverage for:
 - Open workspace
 - Offices
 - Meeting rooms

Plumbing:

- Update restrooms
- Add/adjust any fixtures
- Determine best route with exiting lift station
- Determine life left in existing water heater

Phase 9: Insulation + Air Sealing

Scope:

- Insulate exterior walls (if opened)
- Sound insulation in office walls (optional but valuable)
- Seal gaps for energy efficiency

Phase 10: Drywall + Interior Finishes

Scope:

- Drywall install + finish
- Paint
- Ceiling systems (drop or exposed)
- Flooring (durable + cost-effective)

Phase 11: Fixtures, Lighting, and Final MEP

Scope:

- Install lighting fixtures
- Electrical devices (outlets, switches)
- Plumbing fixtures
- HVAC final connections

Phase 12: Exterior + Site Work

Scope:

- Exterior lighting
- Signage installation
- Food truck power (if included)
- Basic landscaping / gathering areas
- Tree removal – including infected ash trees along Hwy 25

Phase 13: Punch List + Final Inspections

Scope:

- Fix incomplete or incorrect work
- Final building inspections

- Code compliance verification

Phase 14: Furnishing + Activation

Scope:

- Furniture install (desks, tables, etc.)
- Branding (signage, bulletin boards)
- Set up event areas

Phase 15: Occupancy + Soft Opening

Goal: Start using the space

Scope:

- Certificate of Occupancy (CO)
- Soft launch (test operations)
- Gather feedback before full rollout



Board of Commissioners

Request for Board Action

Meeting Date: May 21, 2026

Agenda number: 7D

DEPARTMENT: Community Development

FILE TYPE: Regular Agenda

TITLE: Approval of Lender Partners for 2026 Down Payment Assistance Program

PURPOSE/ ACTION REQUESTED: Approval of selected lender partners for participation in the 2026 Down Payment Assistance (DPA) Program and First-Generation Set-Aside based on the completed RFP process.

SUMMARY: The Carver County CDA issued a Request for Proposals (RFP) on April 20, 2026, to identify qualified mortgage lenders to support administration and delivery of the 2026 Down Payment Assistance (DPA) Program and First-Generation Set-Aside.

As of the May 14, 2026 submission deadline, the CDA received four (4) lender proposals, reflecting strong market interest in supporting affordable homeownership opportunities in Carver County. CDA staff conducted a comprehensive evaluation of all submissions using a standardized scoring matrix, with results summarized in the attached evaluation table for Board review.

Through this process, the CDA seeks to establish a network of high-performing lending partners that leverage CDA resources alongside their own mortgage products, financial incentives, and borrower support services to expand access, enhance borrower experience, and maximize limited public funding.

In 2026, the CDA anticipates deploying approximately \$1.25 million in DPA funding, allocated at 60% for Standard DPA (first-time homebuyers) and 40% for the First-Generation Set-Aside. Both programs utilize deferred, forgivable loan structures designed to reduce upfront barriers and support long-term homeownership and generational wealth creation.

Given finite resources, the RFP prioritized lenders demonstrating measurable financial benefits to borrowers—such as interest rate reductions, lender credits, and fee waivers—as well as strong outreach to underserved populations and commitment to long-term success.

Proposals were evaluated using a 100-point scoring framework aligned with CDA priorities:

Financial Benefit to Borrower (30 points)

Experience & Qualifications (25 points)

Commitment to Buyer Readiness & Mission (20 points)

Administrative Capacity (15 points)

Local Presence (10 points)

All four proposals met the minimum qualifications outlined in the RFP and demonstrated the ability to successfully originate compliant mortgage products in coordination with CDA assistance. Based on both quantitative scoring and qualitative review, staff recommends approval of all four lenders to participate in the 2026 program. This approach allows the CDA to:

- Provide homebuyer choice in selecting a lender based on financial and service needs
- Leverage a broader range of lender-provided incentives and mortgage products
- Expand access to homeownership across multiple borrower segments, including underserved and first-generation households
- Reduce program risk through diversification of lending partners
- Maximize the overall reach and impact of limited DPA resources

Each selected lender provides unique strengths that contribute to the overall success of the program, including high-volume lending capacity, targeted outreach to underserved populations, community-based education and counseling, and local market presence.

The selected lenders collectively provide a balanced mix of strengths, including:

1. Bell Bank – Strong program experience, operational capacity, and consistent financial benefits
2. Sunrise Banks, N.A. – Mission-driven approach with specialized outreach to underserved and ITIN borrowers
3. Old National Bank – Local presence and additional lending capacity with strong community reinvestment experience
4. Guild Mortgage – High-touch, education-focused approach for first-time and first-generation buyers

RECOMMENDATION: Based on the evaluation of submitted proposals and the scoring results summarized in the attached evaluation table, staff recommends approval of the following lender partners for participation in the 2026 Down Payment Assistance Program and First-Generation Set-Aside:

- Bell Bank

- Sunrise Banks, N.A.
- Old National Bank
- Guild Mortgage Company (Bridget Ische)

Approval of all four lenders will establish a diverse and complementary network of lending partners, allowing borrowers to select the lender that best meets their needs while maximizing program flexibility, accessibility, and impact.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

WHEREAS, the Down Payment Closing Cost Assistance Program (DPA) was created in January 2025, with the addition of the First-Generation Set-Aside added in November 2025 to create affordable homeownership opportunities for both first-time and first-generation homebuyers in Carver County as identified as a high priority need in the Carver County Housing Study prepared by Maxfield in 2024; and

WHEREAS, CDA staff have administered the first round of DPA program and desire to create partnerships with mortgage lenders to assist in the administration of the DPA and First-Generation Set-Aside programs; and

WHEREAS, there is a need to further increase access to affordable housing by providing financial support and generational wealth creation to eligible first-time and first-generation homebuyers in Carver County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY as follows:

The Carver County CDA approves the selection of Bell Bank, Sunrise Banks N.A., Old National Bank, and Guild Mortgage Company (Bridget Ische), as lending partners for the administration of the 2026 Carver County CDA Down Payment Assistance Program and First-Generation Set-Aside to provide financing for qualified first-time homebuyers for down payment assistance.

PREVIOUS BOARD ACTION

DPA Guidelines Approval - May 2025

Updated DPA Guidelines & First-Generation Set-Aside - November 2025

ATTACHMENTS

2026 Lender RFP Evaluation Table and Summary

2026 DPA Lender RFP

BOARD GOALS

Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Melodie Bridgeman, Director of Community Development

Author: Melodie Bridgeman, Director of Community Development

2026 DPA Lender RFP Evaluation Summary & Scoring

The Carver County CDA issued a Request for Proposals (RFP) to identify qualified mortgage lenders to participate in the 2026 Down Payment Assistance (DPA) Program and First-Generation Set-Aside. A total of four (4) proposals were received by the May 14, 2026 deadline. All proposals were reviewed for completeness and evaluated by three CDA staff members (Director of Finance, Director of Community Development, Community Development Specialist) using a standardized scoring matrix aligned with CDA program priorities.

Evaluation Criteria (100 Points Total)

Criteria	Description	Max Points
Experience & Qualifications	Experience with affordable housing programs, CDA familiarity, and organizational capacity	25
Financial Benefit to Borrower	Interest rate reductions, lender credits, fee waivers, and measurable cost savings	30
Administrative Capacity	Ability to coordinate DPA loans, meet timelines, and ensure compliance	15
Commitment to Buyer Readiness & Mission	Financial coaching, education, and outreach to first-time and underserved buyers	20
Local Presence	Physical presence and engagement within Carver County	10
TOTAL		100

Scoring Summary

Below represent the average scores from the CDA staff reviewers.

Lender	Experience (25)	Financial Benefit (30)	Admin Capacity (15)	Readiness & Outreach (20)	Local (10)	Total Score
Bell Bank	25	28	15	20	7	95
Sunrise Banks, N.A.	25	27	13	18	7	90

Old National Bank	25	22	15	18	10	90
Guild Mortgage (B. Ische)	20	26	10	17	6	79

Evaluation Summary by Proposer

Bell Bank

Bell Bank demonstrated the strongest overall submission, with extensive experience administering CDA programs and a well-defined operational workflow. The proposal included clear, quantifiable borrower benefits, such as a \$2,500 grant, reduced mortgage insurance, and no origination fees.

Strengths: Proven program experience, strong financial offerings, high administrative capacity

Considerations: Limited local presence within Carver County

Sunrise Banks, N.A.

Sunrise Banks provided a strong, mission-driven proposal with a focus on expanding access to underserved populations. The proposal included lender credits ranging from \$2,000 to \$5,000 and the ability to serve ITIN borrowers, which expands program reach.

Strengths: Strong financial incentives, equity-focused lending, unique borrower access

Considerations: Less demonstrated CDA-specific experience compared to some peers

Old National Bank

Old National Bank demonstrated strong institutional experience and local presence in Carver County, along with a high level of community reinvestment activity.

Strengths: Local branch presence, strong CRA performance, solid lending experience

Considerations: Limited lender-provided financial incentives relative to other proposals

Guild Mortgage (Bridget Ische)

Bridget Ische of Guild Mortgage presented a highly relationship-based approach with a strong emphasis on buyer education, coaching, and long-term readiness. The proposal demonstrated extensive experience working with first-time and first-generation buyers and layering multiple assistance programs.

Strengths: High-touch borrower support, strong community outreach, flexible program layering

Considerations: Financial benefits less clearly quantified; smaller-scale operational model

Overall Findings

- All four lenders met the minimum qualifications and demonstrated the ability to originate compliant first mortgage loans in coordination with CDA DPA assistance.
- Proposals varied in approach, with strengths across:
 - Financial incentives
 - Outreach to underserved populations
 - Operational capacity
 - Borrower education and coaching
- No single lender fully satisfies all program priorities; however, collectively the four lenders provide complementary strengths.

Conclusion

Based on scoring and qualitative evaluation, CDA staff determined that all four lenders are well-qualified to participate in the 2026 DPA Program and First-Generation Set-Aside.

Selecting all four lenders:

- Enhances borrower choice
- Maximizes leveraged financial benefits
- Expands access to diverse borrower populations
- Reduces program risk through multiple partners

Staff Recommendation: Approve all four lenders to participate in the 2026 program.



2026 Carver County CDA DOWN PAYMENT ASSISTANCE PROGRAM

Request for Proposal: Lender Participation in the 2026 Carver County CDA Down Payment Assistance (DPA) Program and First-Generation Set-Aside (First-Gen)

1) **Overview/Purpose**

The Carver County Community Development Agency (CDA) is seeking proposals from qualified mortgage lenders to participate in the Carver County CDA Down Payment Assistance (DPA) Program and First-Generation Set-Aside. CDA's objective is to strategically leverage its DPA resources alongside lender-provided capital, incentives, and mortgage products to expand access to homeownership, improve affordability, and enhance the overall first-time and first-generation buyer experience.

CDA seeks professional lending partners willing to layer their own down payment assistance, grants, rate reductions, closing cost assistance, or portfolio mortgage products with CDA funding to maximize the reach and effectiveness of these programs.

We are seeking professional lending partners to originate primary mortgages in tandem with our two distinct down payment assistance products:

- Standard DPA: A 20-year deferred forgivable loan for first-time homebuyers.
- First-Generation Set-Aside: A 10-year deferred forgivable loan for eligible first-generation buyers.

The goals of the DPA program are to provide an affordable pathway for low-to-moderate income households to achieve first-time and first-generation homeownership, encourage homeownership within Carver County, and support a strong residential real estate market across income and property types.

Given the limited availability of public DPA resources, the CDA seeks lending partners committed to maximizing the impact of these funds through leveraged financing

structures that allow the program to serve more households at deeper levels of affordability. ***We anticipate providing approximately \$1,250,000 in DPA funding in 2026 for these programs with a 60% Standard DPA / 40% First-Gen DPA allocation.***

Lenders must fully review all Carver County CDA Down Payment Assistance Program Guidelines and Down Payment Assistance Program for First Generation Homebuyers Set-Aside Guide prior to submitting an RFP application.

2) **Proposal Due Date**

Complete proposals will be accepted up until **1:00 p.m. on May 14, 2026**, at the Carver County Community Development Agency office located at 705 N Walnut Street, Chaska, MN 55318 and mailed to the attention of Melodie Bridgeman, or emailed to dpa@carvercda.org. Recommendations are anticipated to be presented to the CDA Board at its meeting on May 21, 2026.

3) **Pre-Proposal Questions**

All questions must be submitted via email, **no later than noon, May 7, 2026**, to dpa@carvercda.org.

The Carver County CDA reserves the right to amend the RFP based on questions raised at any time prior to the RFP submission deadline.

4) **Incurred Expenses**

The Carver County CDA is not responsible for any expenses which offerors incur in preparing and submitting proposals.

5) **Acceptance of Terms and Conditions**

By submitting a proposal in response to the RFP, the offeror accepts all of the terms and conditions set forth in this RFP.

6) **Length of Contract**

Lenders selected under this RFP will be eligible to participate in both the First-Time Homebuyer DPA and the First-Generation Set-Aside programs throughout the 2026 funding period without requiring separate approvals for each program.

7) **Master Servicer**

All DPA loans will be serviced by the Center for Energy and Environment (CEE) for the Carver County CDA.

8) **Scope of Services**

Selected lenders will be responsible for:

- a) **Origination:** Evaluating applicants for primary mortgage eligibility (30-year fixed, conventional, or FHA as applicable).
- b) **Subordinate Loan Processing:** Originating and closing the CDA's DPA loan as a secondary loan in tandem with the primary mortgage.
- c) **Coordinated Closings:** Managing timelines to ensure both primary and CDA funds are available and all required processes are in place at time of closing.
- d) **Preferred Financial Terms:** Selected lenders are expected to demonstrate meaningful lender-provided financial benefits to CDA applicants, such as interest rate reductions, lender credits, fee waivers, or other forms of borrower assistance. Proposals that provide measurable, repeatable financial benefits will be prioritized during evaluation. This could also include a partnership with a title company to provide added cost reductions.
- e) **Strategic Outreach:** Lenders will act as ambassadors for the First-Generation Set-Aside, specifically targeting outreach to underserved populations and community organizations within Carver County.

9) **Minimum Qualifications**

Respondents must demonstrate the following:

- **Licensing:** Current NMLS registration and authorization to lend in the State of Minnesota.
- **Experience:** Prior experience with affordable housing programs including the Carver County CDA programs.
- **Education:** Ability to verify that borrowers have completed the Home Stretch homebuyer education course.

10) **Proposal Format/Requirements**

Proposals must include clear descriptions of the firm's capabilities to meet the requirements of the RFP and shall include the following:

Transmittal Letter: This letter should outline the firm’s ability to provide the experience and scope of services requested. Please describe the company’s size, management and ownership, including:

- Name
- Primary Address
- Primary Telephone Number
- Primary Fax Number
- Primary Email
- Name & Title of Primary Contact Individual
- Number of Employees
- Number of Years in Business
- Company’s Legal Status
- Tax ID Numbers
- State under which the entity is organized

The letter must be signed by an officer who is authorized to bind the Consultant and state that the proposal is binding for 90 days from the submission deadline for proposals.

Financial Incentives: Describe any specific interest rate discounts, fee waivers, lender credits, or other forms of capital your firm will offer to borrowers utilizing the CDA DPA and First-Generation Set-Aside Program. **If applicable, quantify the estimated dollar value of these incentives per borrower and describe any conditions or limitations.**

Readiness & Counseling: Detail your process for ensuring long-term homeownership success. This should include your referral process for financial coaching (other than Home Stretch) and how you verify the borrower’s ability to manage the full costs of homeownership.

Marketing Plan: Outline how you will promote the Carver County CDA’s DPA and First-Generation products through your existing networks and how you will reach applicants who may not be reached by traditional marketing.

11) **Qualification Requirements**

The following list is the minimum qualification requirements:

Lender Institutional Qualifications:

- **Licensing & Status:** Must be a prime/A-rated lending institution providing fixed-rate fully amortized qualified mortgages.

- **Prohibited Products:** Lenders may not use adjustable-rate mortgages (ARMs) in conjunction with CDA funds.
- **Fee Restriction:** Lenders are strictly prohibited from charging additional fees to the borrower specifically for the use or administration of this program.
- **Documentation Compliance:** Lenders must agree to submit the *CDA Mortgage Underwriter Pre-Approval Attestation Form* and provide a final 1008 Underwriting Transmittal (or equivalent) prior to closing.

Borrower Eligibility Verification:

- **First-Time Homebuyer Status:** Verify that the applicant (or household) has not owned a home within the last three years.
- **First-Generation Status (Set-Aside Only):** Verify the applicant and their parents/guardians have never owned a home (or lost one only to foreclosure) and collect the required First-Generation Homebuyer Affidavit.
- **Income Limits:** Ensure gross household annual income is at or below 100% of the Area Median Income (AMI), currently capped at **\$132,400**.
- **Asset Limits:** Confirm that the borrower's liquid assets (excluding retirement/college savings) do not exceed **\$50,000** after closing.
- **Homebuyer Education:** Ensure at least one applicant completed a *Home Stretch* workshop within the last 12 months **prior** to signing a purchase agreement.
- **Minimum Contribution:** Verify the borrower is contributing at least **\$1,000** of their own funds toward the purchase.

Technical Underwriting Ratios:

- **Minimum Housing Ratio:** Not less than **25%**.
- **Maximum Debt-to-Income (DTI):** Not greater than **50%**.
- **Combined Loan-to-Value (CLTV):**
 - **Standard DPA:** Must not exceed **100%** of the appraised value.
 - **First-Generation Set-Aside:** Must not exceed **103%** of the appraised value.

Eligibility Property Standards:

- **Location:** Property must be located within Carver County.
- **Purchase Price:** Must not exceed **\$415,000**.
- **Property Type:** Eligible types include single-family detached, duplexes, twin homes, condominiums, or townhomes.
- **Condition:** Must be in “move-in” condition with an independent full home inspection complete prior to closing.
- **Occupancy:** Must be the borrower’s primary residence and homesteaded.

12) **Award Criteria**

The Carver County CDA reserves the right to award this RFP to the respondent(s) who presents a proposal that best meets the requirements as listed herein and represents the most beneficial procurement as determined by the CDA.

Proposals will be evaluated and scored on a 100-point basis of the following criteria:

Evaluation Criteria	Maximum Points
Experience & Qualification of the Proposer <ul style="list-style-type: none"> • General organization experience in the delivery of similar homeownership programs. • Experience working with the Carver County CDA DPA Program and/or Carver County Community Land Trust Program. 	25 Points
Financial Benefit to Borrower <ul style="list-style-type: none"> • Competitive fee structures, interest rates, and any additional lender-provided discounts or credits. 	30 Points
Administrative Capacity <ul style="list-style-type: none"> • Proposed workflow for DPA coordination and ability to meet CDA closing timelines. 	15 Points
Commitment to Buyer Readiness & Mission <ul style="list-style-type: none"> • Quality of the lender’s strategy for financial coaching, budget verification, and marketing to underserved populations. 	20 Points
Lender is local and based in Carver County, Minnesota.	10 Points

The Carver County CDA reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the CDA, and reserves the right to modify any requirements, terms, or conditions as outlined in this RFP when such modification(s) is in the best interest of the CDA. In the event of comparable proposal scores, preference may be given to lenders demonstrating the strongest commitment to leveraged financing and borrower cost reductions.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific requirements to the Carver County CDA. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the CDA, will commit the CDA to award a contract to any vendor even if all the user requirements in the RFP are met. Only the execution of a written contract will obligate the CDA in accordance with the terms and conditions contained in such contract.

13) **Right to Reject Proposals**

This RFP does not commit the CDA to award a contract, pay any cost incurred in preparation of a proposal in response to this RFP or to procure or contract for services. The CDA intends to award a contract on the basis of the best interest and advantage to the CDA and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the CDA to do so.



Board of Commissioners

Request for Board Action

Meeting Date: May 21, 2026

Agenda number:7E

DEPARTMENT: Human Resources

FILE TYPE: Regular Agenda

TITLE: Approval of the updated Travel/Mileage/Expense Reimbursement Policy

PURPOSE/ ACTION REQUESTED: Approve the updated Travel/Mileage/Expense Reimbursement Policy

SUMMARY: This updated policy is intended to clearly define the expectations and procedures for CCCDA employees attending conferences and events while representing the agency. The revisions provide clarification regarding overtime eligibility, specifically distinguishing between mandatory and optional classes and events.

Additionally, the policy introduces guidance related to voluntary alcohol consumption during conferences and events. It outlines expectations for professional conduct during personal time and explicitly states that employees are responsible for any personal alcohol purchases.

RECOMMENDATION: Recommend the CDA Board of Commissioners approve the resolution updating the Travel/Mileage/Expense Reimbursement Policy.

EXPLANATION OF FISCAL/ FTE IMPACTS:

None Current budget Other Amendment requested New FTE(s) requested

RESOLUTION:

WHEREAS, the Carver County CDA Board approves the resolution to approve the updated Travel/Mileage/Expense Reimbursement Policy. THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and

consideration, the recommendation to approve the updated Travel/Mileage/Expense Reimbursement Policy will be approved as written.

PREVIOUS BOARD ACTION

December 2025; Resolution 25-100

ATTACHMENTS

Travel/Mileage/Expense Reimbursement Policy

BOARD GOALS

- Focused Housing Programs Collaboration Development/Redevelopment
 Financial Sustainability Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL

- Inform and Listen Discuss Involve N/A

CONTACT

Department Head: Janette Meyer, Director of Human Resources & Operations

Author: Janette Meyer, Director of Human Resources & Operations

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

TRAVEL/MILEAGE/EXPENSE REIMBURSEMENT POLICY

Adopted: updated 12/22; 12/25 Resolution No.: 22-30; 25-100

CCCDA corporate office is the designated home base for all employees. Unless otherwise directed, employees shall report to the corporate office each morning.

All out-of-state travel requires the approval of the department head and Executive Director. All overnight travel in the state requires department head approval. A Special Expense written request for overnight or out-of-state travel authorization shall be made in advance of the departure date by the employee and shall contain the specific dates, location, purpose, and approximate cost of travel. This written request must be signed by all authorizing parties prior to the date of proposed travel.

Whenever possible, employees shall make travel and accommodation arrangements in advance and request that CCCDA be billed. All authorized travel expenses that are not billed directly to CCCDA are to be paid by the employee subject to reimbursement upon approval of a Travel Expense Claim.

In order to determine what travel is of the most value and which employees should go, the following guidelines have been established:

1. The costs of the conference, seminar, institute, training program and related travel must be within the annual budget appropriation approved by CCCDA Board.
2. Contacts made or information obtained must be important to the improved operation and function of CCCDA and the respective department.
3. Department heads submitting requests for out-of-state or overnight travel must exercise the utmost discretion. Conferences must be unquestionably professional in content and should be selected only when a similar conference cannot be found locally within a reasonable amount of time as determined pursuant to the needs of the department/CCCDA.
4. Travel for training purposes is limited to training specific to an individual's job that is not available locally.

AUTHORIZED EXPENSES

Privately owned automobile: CCCDA will reimburse mileage at the IRS approved rate for work-related duties when it exceeds the employee's daily commute miles. Mileage shall be paid on the most reasonably direct route as follows:

1. When traveling from the office on an activity and then returning to the office, mileage allowance shall be actual miles traveled.
2. When traveling from the employee's residence to the office, mileage shall be any miles to and from the work site in excess of those that the employee would have had to travel to the office from home.
3. When traveling from the office to a work site to the employee's residence, mileage shall be the excess of those miles that the employee would normally have had to travel from the office to the home.

4. When traveling from residence to a work site and then returning to residence, mileage in excess of mileage from home to office and return shall be reimbursable. If such travel occurs on a day that the employee is not scheduled to work or if travel occurs outside the normal working hours (**separate from normal daily commute**), total mileage traveled is reimbursed.
5. Employees who live on-site as a part of a requirement for their job shall be compensated for travel to other sites or to the office.
6. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. When two (2) or more employees are traveling together in one (1) car, reimbursement is made to one (1) employee.

PARKING: Employees using private automobiles shall be reimbursed on an actual expense basis for parking. Receipts for such payments shall be submitted with the expense reimbursement request whenever possible.

Parking and mileage reimbursement requests must be submitted to the department head by the 5th of the month following when the expense occurred and must be submitted on the appropriate CCCDA form.

COMMERCIAL TRANSPORTATION: Employees may travel in state and out-of-area by commercial transportation when authorized. Air transportation shall be in coach class. Railroad accommodations shall be standard and shall include lower berth or roomette in case of overnight travel.

CAR RENTAL: When traveling outside of the Metro area, an employee may use a rental vehicle at CCCDA expense when authorized by the Executive Director. When using rental vehicles, an effort to obtain a competitive rate shall be made.

DAILY WAGE COMPENSATION: Hourly employees will be compensated for eight (8) hours of pay per day of the conference to also include travel time to and from home if it is outside the core working hours. If travel time exceeds the eight (8) hour day, the employee will be compensated for the additional time to the employee's home. If there are **mandatory** scheduled evening conference activities **or classes go beyond the eight (8) hour day**, the employee will be compensated for that time to participate. **If there are optional scheduled evening conference activities, the employee will not be compensated for the time attended.** If evening activities occur, not through the conference for networking and social, the employee will not be compensated for that time. If meals are not scheduled through the conference, and on employee's own time, the employee will not be compensated for the time for the meals.

LODGING, MEALS, AND INCIDENTALS: Employees may claim reimbursement for lodging, meals and incidentals at actual cost in accordance with the following:

1. Employees may request to be reimbursed for meal expenses incurred while attending a training, seminar, or conference as a representative of CCCDA or as part of a business meal held in conjunction with an official business meeting.
2. Charges for lodging will be reimbursed for only the night prior to the formal start of a conference, seminar, meeting, etc., and those nights when an event is **actually** in session or when a flight that night is not available.
- 3.

In the event that meals are included in any registration or tuition fee, other charges for these meals shall not be allowable. Expenses for alcoholic beverages are not reimbursable.

ALCOHOL: Alcohol may be consumed after the employee's core eight (8) hour day during the conference or event. However, any alcohol purchased must be paid for by the employee. It is expected that employees that consume alcohol, after core working hours, must:

- Be mindful of their consumption,
- Remember that they continue to represent CCCDA even when off the clock,
- Always maintain professionalism while attending the event or conference, even after hours; and
- Comply with all applicable federal and state laws and regulations.

TRAVEL TIME: CCCDA employees may be authorized time for travel out-of-area the day prior to and the day following the convention or meeting date(s).

TRAVEL EXPENSES OF GUESTS: If a guest accompanies an employee on a CCCDA business trip, any portion of the expense attributable to the guest's travel, meals, lodging, etc., are under no circumstances reimbursable. If a guest accompanies an employee on a business trip, the reimbursable expense for transportation and lodging is the single rate cost of accommodation.