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**\* \* \* MEETING MINUTES \* \* \***

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*Minutes of the August 2, 2024, Virtual Housing Committee Meeting*

Trustees/Committee Members	Web meeting
Terrell Carter, Chair	X
Janice Thomas	Absent
Phil Minden, Sterling Bank	X
Jerry Burka, Old Orchard Consulting	X
Matt Nordmann, Gershman Mortgage	X

**Others Attending:**

Matt McBride, Board Counsel  
Cassandra Kaufman, Executive Director  
Alicia Lee, Executive Assistant  
Dave Haasis, Director of Clinical Partnerships

**Call to Order** – The meeting of the MHB Housing Committee was called to order at 12:03 PM by Committee Chair, Terrell Carter.

**Approve minutes July 12, 2024, Housing Committee meetings** – Terrell Carter made the motion to approve the July 12, 2024, minutes, seconded by Matt Nordmann. The minutes were approved unanimously.

**Finalize recommendation for pre-development funds request for Tiny Home PSH Community from Horizon Housing Development Company and Gateway Housing First** – Executive Director Cassandra Kaufman and Director of Clinical Partnerships Dave Haasis met with Cynthia Duffe, Gateway Housing First (GHF) and Shanna Nieweg, Horizon Housing Development Company (HHDC) via Zoom on 7/16/24 to address the Housing Committee’s questions about the proposed pre-development funding request for the Tiny Homes project. Below are their responses to the questions:

1. **Was pre-development funding sought from some of the “traditional” sources prior to approaching MHB and/or DD Resources?**  
GHF and HHDC explained that all the requests for funding went out at the same

time. These included funding for pre-development, construction, operating support, and support services. One of the reasons they approached MHB and DD Resources for funding was that receiving support from both organizations would mean that the project could move forward faster and at the same time, remove the strain on GHF and HHDC's general operating budgets to cover the pre-development costs. Not receiving the pre-development funding could potentially reduce the number of units or the quality of the homes they would be able to build. They also explained that the funding from DD Resources is contingent on MHB approving the other half of the funding.

They have an application pending with CDA for HOME ARPA funding totaling \$6.9M: \$5.57M for construction, \$550K for first 3 years of operating expenses, and \$600K for 3 years of rental assistance. CDA has prioritized joint applications. They anticipate receiving notification should funding be awarded by mid-August. Additionally, they have requested \$2.4M from the Federal Home Loan Bank of Des Moines and will learn in December if they will be awarded funding. CDA and FHLB represent the bulk of the project's funding. None of the MHB or DD Resources' pre-development funding would be used until the rest of the funding was secured. In the future, they plan to apply for a HUD CoC operating grant.

One of the reasons they did not apply to RISE for the pre-development funding was that RISE offers a loan program with interest and the DD Resources and MHB funding would be interest free.

**2. Have you done either the environmental study and/or the market study and if not, why?**

They said that neither study has been conducted and that their preference would be to wait until they hear about whether they will be awarded the CDA HOME ARPA funding before conducting the environmental study. GHF and HHDC went on to explain that this block of Theodosia in the Wells Goodfellow Neighborhood has been a residential block for approximately 150 years and is not close to gas stations, railroad tracks, a highway or other things that could cause environmental issues. Cynthia Duffe indicated that the environmental study is not typically conducted until all the project funding is in place.

Although they have not done a market study, they are confident that these units will fill very fast due to the very high demand for this type of housing. They were agreeable with the full amount of their pre-development request being contingent on the results of an environmental and market study.

**3. Would DD Resources be amenable to providing half of the cost to conduct the environmental and market studies in partnership with MHB and then award the remainder of their pre-development funding requests should the studies' results be acceptable?**

Executive Director Cassandra Kaufman spoke with Shaelene Plank, DD Resources Executive Director, and she believes that since her board has already approved half of the funding for the pre-development costs contingent upon securing MHB funding that her board would agree to cover half of the cost of the environmental and market studies. The

DD Resources board meets bi-monthly, but her Executive Committee will meet the end of August and could approve half of the funding for the two studies.

GHF and HHDC have also applied to DD Resources for support services funding that does not include any rental assistance.

4. **Additional Relevant Information**

GHF and HHDC clarified that although they have site control from LRA, they have not yet purchased the property. LRA won't allow the purchase to proceed until they have all the project funding in place. LRA has given them a year-long option to purchase until February 2025.

The project is named Lovie's Place in recognition of a long-time neighborhood resident who was a housing advocate, community organizer, and Washington University professor.

After hearing the details of the conversation, the Committee made the following motion: **MHB will provide 50% of the pre-development costs totaling \$160,425 together with DD Resources but will not release the funds until GHF and HHDC have received written commitments from the Federal Home Loan Bank of Des Moines and CDA.** The motion was made by Terrell Carter, seconded by Jerry Burka, and passed unanimously.

**Other Business** – There was no other business the Committee wished to discuss.

**Adjournment** – The motion to adjourn was made by Committee Chair Terrell Carter, seconded by Matt Nordmann and passed unanimously. The meeting of the Saint Louis MHB Housing Committee adjourned at 12:25 PM.