



**Richfield Housing and Redevelopment Authority**  
**Agenda**  
**May 18, 2026 -- 7:00 PM**  
Richfield Municipal Center  
Council Chambers  
6700 Portland Avenue South

1. **Call to Order**
2. **Roll Call**
3. **Open Forum**
  - a. Participants can share their comments in person, by voicemail, or email, and may also request to participate virtually. For more information on submitting comments, refer to the Housing and Redevelopment Authority Agenda and Minutes page on the [City's Website](#).
4. **Approval of the Agenda**
5. **Approval of Minutes**
  - a. **Approval of the Minutes of the: 1) Joint Housing and Redevelopment Authority and City Council Work Session on April 20, 2026; and 2) The Regular Housing and Redevelopment Authority Meeting of April 20, 2026.**
6. **Presentations**
7. **Consent Calendar**

Consent Calendar contains several separate items, which are acted upon by the Housing Redevelopment Authority in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further HRA action on these items is necessary. However, any HRA Commissioner may request that an item be removed from the Consent Calendar and placed on the regular agenda for discussion and action. All items listed on the Consent Calendar are recommended for approval.

  - a. **Consider approval of a License Agreement with McNamara Contracting, Inc. for the use of the property owned by the Housing and Redevelopment Authority at 7700 Pillsbury Avenue South for a construction office, laboratory trailer, parking, and staging associated with the Nicollet Avenue reconstruction project.**
8. **Consideration of Items, if Any Removed From Consent Calendar**
9. **Public Hearings**
10. **Resolutions**
11. **Other Business**
  - a. **Consideration of a Memorandum of Understanding with Hennepin County regarding the partnership between the Bring It Home Minnesota and Schools to Housing Programs.**
12. **Executive Director's Report**
13. **HRA Discussion Items**
14. **Approval of Claims**
15. **Adjournment**

Auxiliary aids for individuals with accessibility needs are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9739.

Includes Materials - Materials relating to these agenda items can be found in the HRA agenda packet located by the entrance. The complete HRA agenda packet is available electronically on the [City of Richfield's website](#).



# HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota

## Joint HRA and Council Work Session Meeting

**April 20, 2026**

<b>ITEM #1</b>	<b>CALL TO ORDER</b>
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Chair Hanson called the meeting to order at 6:05 p.m. in the Council Chambers.

*HRA Present:* Gordon Hanson, Chair; John Young; Sean Hayford Oleary; and Brett Stursa.

*HRA Absent:* Mary Supple.

*Council Present:* Walter Burk arrived at 6:33pm; *Council Member Hayford Oleary sits as a member of the Housing and Redevelopment Authority.*

*Council Absent:* Rori Coleman-Woods; Sharon Christensen.

*Staff Present:* Melissa Poehlman, Executive Director; Julie Urban, Assistant Community Development Director; and Michelle Friedrich, City Clerk.

<b>ITEM #2</b>	<b>ITEM DISCUSSION</b>
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- a. Continue discussion, 4d(1) tax classification impacts and possible policy.

Assistant Community Development Director Urban led a continued discussion on 4d(1) tax classification impacts and potential policy direction. She reviewed prior information on 4d(1) definitions, property tax impacts, housing data, and council-requested follow-up items, including geographic distribution of properties, comparisons to peer communities, tax capacity, TIF district impacts, and updated 2026 tax estimates. Assistant Community Development Director Urban highlighted a projected \$445,000 tax cost shift from current 4d(1) properties, with impacts of approximately \$28 annually to a median-valued homes and noted upcoming TIF district decertifications that will increase future tax capacity.

Staff presented comparisons showing Richfield’s affordability relative to peer cities, reviewed levels of subsidized housing and 4d(1) usage, and summarized findings that Richfield is generally in line with comparable communities. Discussion included how 4d(1), TIF, and other tools differ in structure and long-term impacts, particularly regarding tax shifts and post-program affordability outcomes.

The HRA and staff noted ongoing development challenges such as construction costs and uncertainty for builders. HRA and staff discussed balancing housing options across the community, managing tax burden shifts associated with programs like 4d(1), and using such tools cautiously and on a case-by-case basis. HRA emphasized preference for clear policy guidance, thoughtful use of 4d(1) (including consideration of naturally occurring affordable housing), and prioritizing other funding tools before tax classification incentives.

Staff proposed potential policy direction, including using 4d(1) selectively or as a last-resort tool, prioritizing preservation of existing affordable housing, and focusing new development efforts on other financing tools such as TIF and housing trust funds. HRA and staff also discussed the importance of clear criteria for 4d(1) decisions, the feasibility of mixed-income development, and challenges posed by construction costs and market conditions. Staff noted continued work on policy updates, and indicated they would continue refining scenarios and recommendations for future consideration.

<b>ITEM #3</b>	<b>ADJOURNMENT</b>
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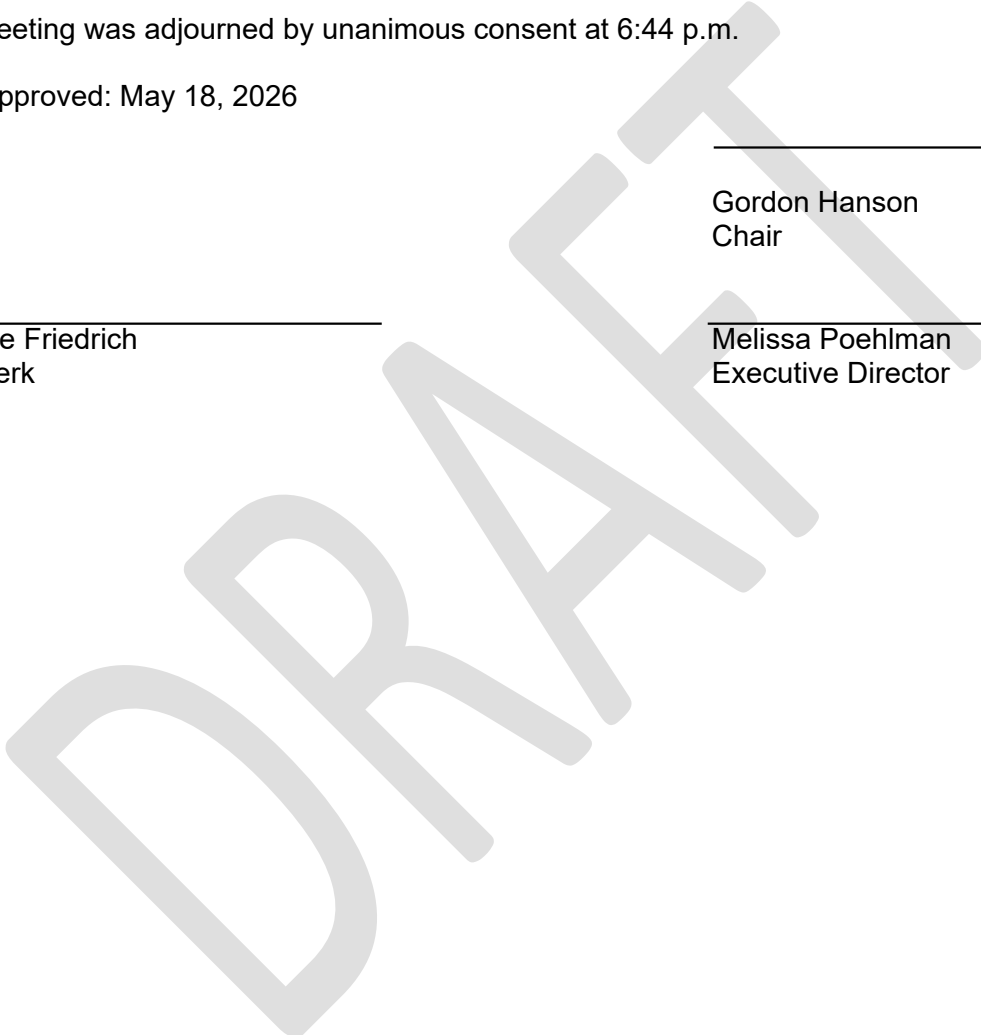
This meeting was adjourned by unanimous consent at 6:44 p.m.

Date Approved: May 18, 2026

\_\_\_\_\_  
Gordon Hanson  
Chair

\_\_\_\_\_  
Michelle Friedrich  
City Clerk

\_\_\_\_\_  
Melissa Poehlman  
Executive Director





# HOUSING AND REDEVELOPMENT AUTHORITY MEETING MINUTES

Richfield, Minnesota  
Regular Meeting  
April 20, 2026

**1. CALL TO ORDER**

Chair Hanson called the meeting to order at 7:00 p.m. in the Council Chambers.

**2. ROLL CALL**

*HRA Present:* Gordon Hanson, Chair; John Young; Sean Hayford Oleary; and Brett Stursa.

*HRA Excused:* Mary Supple.

*Staff Present:* Melissa Poehlman, Executive Director; Hilary Lovelace, Housing Specialist; and Michelle Friedrich, City Clerk.

**3. OPEN FORUM**

Chair Hanson gave instructions on how to participate in the open forum. No residents participated.

**4. APPROVAL OF THE AGENDA**

**MOTION:** made by Hayford Oleary, seconded by Young to approve the agenda as presented.  
Voting aye: Hanson, Young, Hayford Oleary, and Stursa.

Motion carried: 4-0

**5. APPROVAL OF THE MINUTES**

**MOTION:** made by Young, seconded by Stursa to approve the minutes of the Housing and Redevelopment Authority meeting of March 16, 2026, as presented.

Voting aye: Hanson, Young, Hayford Oleary, and Stursa.

Motion carried: 4-0

**6. PRESENTATION**

None.

## 7. CONSENT CALENDAR

None.

## 8. CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM THE CONSENT CALENDAR

None.

## 9. PUBLIC HEARINGS

- a. Public hearing on the sale of 6326 14th Avenue South and consideration of a Contract for Private Development with Dereje Demessie and Beza Gebrehiwot for the development of a new two-family home through the Richfield Rediscovered Program.

Housing Specialist Lovelace presented a proposal to sell 6326 14th Avenue South to Dereje Demessie and Beza Gebrehiwot for the private development of a duplex. She noted the buyers plan to live in one unit and rent the second unit. The project includes energy-efficient features and airport sound attenuation measures.

Housing Specialist Lovelace explained that the HRA purchased the property in 2021 through the Richfield Rediscovered program to replace a substandard home with higher-density housing. She also noted that a previously approved duplex proposal from 2023 did not move forward due to rising construction costs.

Housing Specialist Lovelace stated that staff recommend selling the lot for \$81,500, which is below the appraised value, because the project supports HRA redevelopment goals. She noted the staff recommendation for approval of the sale and development agreement.

Chair Hanson opened the public hearing at 7:05 pm and reviewed the process for speaking during the public hearing.

Three residents commented during the public hearing.

Enriqueta Rocha, Richfield resident, who lives adjacent to the proposed duplex development commented on maintenance concerns related to 6326 14th Avenue South. She stated that tree growth, stems, and weeds from the property had damaged her fence and requested removal of the remaining vegetation, tree stumps, and debris before construction begins so she can proceed with installing a new fence.

Gabriel Flores, son of the adjacent property owner Enriqueta Rocha, commented on ongoing maintenance and safety concerns related to vegetation at the proposed duplex development at 6326 14th Avenue South. He stated that remaining trees, stumps, and overgrown weeds along the property line continue to damage and push over the fence and noted that some branches are near power lines. He requested removal of the remaining tree stumps and vegetation debris before a new fence is installed, citing safety concerns for children who frequently use the backyard.

Roger Swanson, Richfield resident, expressed concerns about the proposed duplex development and stated that insufficient information had been provided regarding the project. He noted that the neighborhood currently does not contain duplexes and requested additional details, including renderings or design information, to better understand the size and appearance of the proposed development.

**MOTION:** made by Hayford O'Leary, seconded by Young to close the public hearing.  
Voting aye: Hanson, Young, Hayford O'Leary, and Stursa.

Motion carried: 4-0

Commissioner Hayford O'Leary asked about reported tree and vegetation concerns from neighboring residents. Housing Specialist Lovelace stated that some trees along the lot edge were removed last year, but the roots were left in place. Executive Director Poehlman said staff will re-inspect the site this spring to assess any remaining volunteer growth and its impact on the fence and will determine next steps after reviewing current conditions before the property is sold.

Commissioner Hayford O'Leary addressed a public comment, noting that site plans are available in the digital packet and offering to review them after the meeting if needed. He expressed support for the larger proposed duplex, stating it aligns with city housing goals. Executive Director Poehlman added that printed packets with project images were available in the Chambers and that staff would be available after the meeting to assist with questions.

Commissioner Young asked about any requirements for owner-occupancy duration and affordability restrictions for the rental unit. Staff responded that there are no affordability requirements under the Richfield Rediscovered program and no minimum owner-occupancy period required, though the buyers have indicated plans to make the home their long-term residence.

Commissioner Stursa expressed support for the duplex proposal and asked whether it is more likely to be successfully built than a previous approved project on the same lot. Staff responded that the prior proposal did not move forward due to rising construction costs. Staff noted that appraisal challenges remain due to limited comparable duplex developments in the area but stated they are more confident this project will proceed.

**RESOLUTION NO. 1528  
AUTHORIZING THE SALE OF REAL PROPERTY LOCATED AT  
6326 14TH AVENUE SOUTH TO DEREJE DEMESSIE AND BEZA GEBREHIWOT**

**MOTION:** made by Young, seconded by Hayford O'Leary to approve resolution authorizing the sale of real property located at 6326 14th Avenue South to Dereje Demessie and Beza Gebrehiwot.  
Voting aye: Hanson, Young, Hayford O'Leary, and Stursa.

Motion carried: 4-0

**MOTION:** made by Young, seconded by Hayford O'Leary to authorize execution of a contract for private development between the Housing and Redevelopment Authority with Dereje Demessie and Beza Gebrehiwot for the redevelopment of 6326 14th Avenue South.  
Voting aye: Hanson, Young, Hayford O'Leary, and Stursa.

Motion carried: 4-0

**10. RESOLUTION(S)**

None.

**11. OTHER BUSINESS**

None.

**12. EXECUTIVE DIRECTOR REPORT**

Executive Director Poehlman provided an update on the Bring It Home program, noting that the launch has been delayed from May to June due to delays in census data release and updated income limit calculations.

**13. HRA DISCUSSION ITEMS**

None.

**14. APPROVAL OF CLAIMS**

<b>U.S. BANK</b>	<b>4/20/2026</b>
HRA Check #'s 37383-37396	\$26,131.08
Section 8 Check #'s 137639-137798	\$228,718.46
<b>TOTAL:</b>	<b><u>\$254,849.54</u></b>

**MOTION:** made by Young, seconded by Hayford Oleary, to approve claims as presented.  
Voting aye: Hanson, Young, Hayford Oleary, and Stursa.

Motion carried: 4-0

**15. ADJOURNMENT**

This meeting was adjourned by unanimous consent at 7:18 p.m.

Date Approved: May 18, 2026

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Gordon Hanson  
HRA Chair

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Michelle Friedrich  
City Clerk

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Melissa Poehlman  
Executive Director

DRAFT



**Housing and Redevelopment Authority Meeting 5/18/2026**

**Agenda Section:** Consent Calendar

**Agenda Item:** 7.a.

**Report Prepared By:**

Jan Youngquist, Economic Development Manager

**Department Director:**

Melissa Poehlman, Community Development Director

**Item for Consideration:**

**Consider approval of a License Agreement with McNamara Contracting, Inc. for the use of the property owned by the Housing and Redevelopment Authority at 7700 Pillsbury Avenue South for a construction office, laboratory trailer, parking, and staging associated with the Nicollet Avenue reconstruction project.**

**EXECUTIVE SUMMARY**

Hennepin County (County) is leading a project to reconstruct Nicollet Avenue between 66th Street and 77th Street (Project) in partnership with the City of Richfield (City). The County awarded a contract for the Project to McNamara Contracting, Inc (Contractor) in April 2026. Project construction is scheduled for 2026-2027, and Nicollet Avenue will be closed to through traffic between 70th and 77th streets beginning on June 1, 2026.

The Housing and Redevelopment Authority (HRA) owns the property located at 7700 Pillsbury Avenue South (Property) and is holding it for future redevelopment. A portion of the Property is paved, but there are no structures on the site. Due to its proximity to Nicollet Avenue, the County and the Contractor have requested that the HRA consider allowing the Property to be used for a construction office, a laboratory trailer, and associated parking.

The attached License Agreement (Agreement) outlines the terms of use for the Property by the Contractor, including:

- The Agreement will expire on November 30, 2027.
- The Contractor must restore the Property to its same or better condition prior to use.
- The HRA may terminate the Agreement with 60 days written notice.
- The Contractor must name the HRA as an additional insured as part of its commercial liability insurance.
- The Agreement includes protections related to storage or disposal of hazardous materials on the Property.

**RECOMMENDED ACTION**

**By Motion: Approve the License Agreement with McNamara Contracting, Inc. for the use of the property owned by the Housing and Redevelopment Authority at 7700 Pillsbury Avenue South for a construction office, laboratory trailer, parking, and staging associated with the Nicollet Avenue reconstruction project.**

**HISTORICAL CONTEXT**

- The Property formerly housed the City's Public Works offices. Following the construction of the new Public Works facility in 2007, the building was demolished and ownership of the Property was transferred to the HRA for redevelopment.
- In 2015, the HRA entered into a temporary lease agreement with Richfield-Bloomington Honda for employee parking during construction of a new building on its dealership campus.
- Housing developments were proposed for the Property in 2017 and 2019, neither of which moved forward.
- The HRA entered into a temporary agreement with Centerpoint Energy in 2021 for storage of materials and equipment related to a gas main replacement project in the area.

**EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

The License Agreement helps support the Nicollet Avenue Reconstruction Project, which addresses the following strategic and equity considerations:

Strategic Consideration: The Project will help meet the Strategic Plan's desired outcome of "City infrastructure supports service needs."

Equity Consideration: The project will create a safer, more comfortable corridor for all users of Nicollet Avenue, whether they are walking, biking, rolling, driving a personal vehicle, or taking public transit. The design emphasizes the safety of the roadway's most vulnerable users to reduce or eliminate vehicle crashes with pedestrians and bicyclists, and reduce the severity of vehicle crashes on the road.

**POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)**

- The City Council adopted a resolution supporting the Project layout at its meeting on October 8, 2024.
- On February 10, 2026, the City Council adopted a resolution authorizing execution of a Cooperative Agreement with Hennepin County for the Project, referred to as Hennepin County Agreement No. PW 22-19-25.
- Hennepin County awarded a contract for the Project to McNamara Contracting, Inc. on April 7, 2026.

**CRITICAL TIMING ISSUES**

The Contractor would like to have the construction office on site close to the Project commencement date, which is scheduled for June 1, 2026.

**FINANCIAL IMPACT**

The License Agreement does not include a license fee; however, the Contractor will pay the legal fees associated with preparation of the License Agreement.

**LEGAL CONSIDERATIONS**

The HRA Attorney prepared the License Agreement.

**ALTERNATIVE RECOMMENDATION(S)**

Do not approve the License Agreement, which would require the Contractor to secure an alternate location and may have an impact on the timing of the Project.

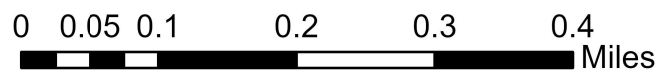
**ATTACHMENTS**

1. Map
2. License Agreement



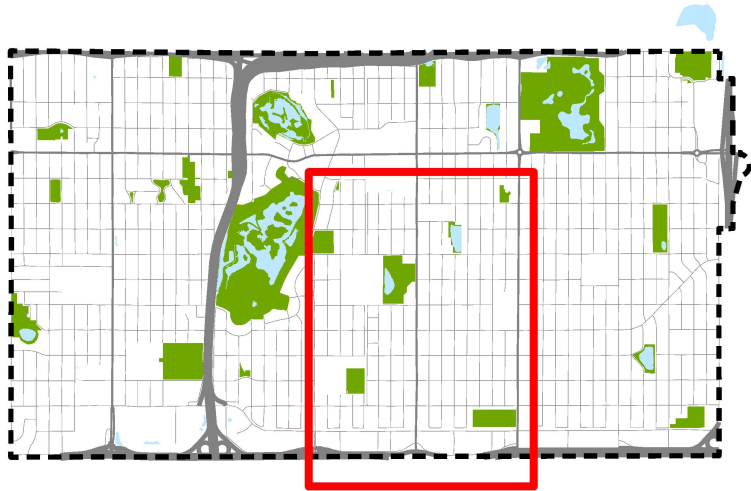
# HRA License Agreement

## 7700 Pillsbury Ave S



### Legend

-  Parks
-  Lakes
-  Streets
-  City Limits



## **LICENSE AGREEMENT**

THIS LICENSE AGREEMENT (the “License Agreement”) is made and entered into as of this \_\_\_ day of \_\_\_\_\_, 2026, by and between the HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF RICHFIELD, MINNESOTA, a public body corporate and politic under the laws of the State of Minnesota (hereinafter referred to as “Grantor”), and MCNAMARA CONTRACTING, INC., a Minnesota business corporation (hereinafter referred to as “Grantee”).

***WITNESSETH:***

### ***BACKGROUND***

Grantor is the fee owner of the real property located at 7700 Pillsbury Avenue South, Richfield, Minnesota, Hennepin County, Minnesota (the “Licensed Premises”), which is legally described on Exhibit A attached hereto. Grantee desires to make use of the Licensed Premises, on a temporary basis, in connection with the Nicollet Avenue Reconstruction Project (the “Project”). Grantor and Grantee hereby enter into this License Agreement for that purpose.

### ***ARTICLE I - GRANT, TERM, FEE; TERMINATION***

1.1 **LICENSED PREMISES.** In consideration of the covenants and agreements herein, Grantor does hereby license to Grantee the Licensed Premises for use as a construction office and associated parking, for outdoor storage of a laboratory trailer, materials and supplies, and for use as a staging area by Grantee and its authorized employees, agents, contractors, and subcontractors in connection with the Project.

1.2 **TERM.** The term of this License Agreement will commence on the date it is executed by the second party to sign, and will expire on November 30, 2027, unless earlier terminated under sections 4.1, 7.2 or 8.1 of this License Agreement. Upon termination of this License Agreement, the Grantee agrees to vacate the Licensed Premises and deliver the same to Grantor, or to Grantor’s successor or assign.

1.3 **LICENSE FEE.** The City of Richfield and Hennepin County are sharing costs for the Project. Grantee will not be required to make payment to Grantor for use of the Licensed Premises but agrees to comply with the requirements of section 9.2 hereof.

### ***ARTICLE II - USE OF PROPERTY***

2.1 **GRANTEE’S USE.** During the term of this License Agreement, the Licensed Premises may be used only for the purposes identified in section 1.1 hereof. Grantee shall not use the Licensed Premises in connection with any construction project other than the Project.

2.2 MAINTENANCE. Grantee accepts the Licensed Premises AS IS, and WHERE IS with all faults and defects. Grantee will be responsible, at its cost and expense, to maintain the Licensed Premises during the term of this License Agreement. Grantee acknowledges that the Grantor will have no obligation of any nature to Grantee to maintain, preserve or repair the Licensed Premises.

2.3. HAZARDOUS MATERIALS. Except as specifically provided in this section 2.3, Grantee shall not cause or permit any Hazardous Material (defined below) to be brought upon, transported through, stored, kept, used, discharged or disposed in or about the Licensed Premises by Grantee, its agents, employees, contractors or subcontractors. Grantee shall notify Grantor immediately of the presence of or disposal of Hazardous Material on or near the Licensed Premises, and of any notice by a party alleging the presence of Hazardous Material on or near the Licensed Premises. Any Hazardous Materials brought upon, transported, used, kept or stored in or about the Licensed Premises which are necessary for the Project shall be brought upon, transported, used, kept and stored only in the quantities necessary for the usual and customary operation of Grantee's business in connection with the Project and in a manner that complies with: (i) all laws, rules, regulations, ordinances, codes or any other governmental restriction or requirement of all federal, state and local governmental authorities having jurisdiction and regulating the Hazardous Material; (ii) permits (which Grantee shall obtain prior to bringing the Hazardous Material in, on or about the Licensed Premises issued for the Hazardous Material; and (iii) all producers' and manufacturers' instructions and recommendations, to the extent they are stricter than laws, rules, regulations, ordinances, codes or permits. If Grantee, its agents, employees, contractors, or subcontractors, in any way breaches the obligations in this section 2.3, or if the presence of Hazardous Material on the Licensed Premises caused or permitted by Grantee results in the release or threatened release of Hazardous Material on, from or under the Licensed Premises, or if the presence on, from or under the Licensed Premises of Hazardous Material otherwise arises out of the operation of Grantee's use then, without limitation of any other rights or remedies available to Grantor under this License Agreement or at law or in equity, Grantee shall indemnify, defend, protect and hold harmless Grantor, its officers, employees, or successors (collectively "Indemnity") from any and all claims, sums paid by Grantor in settlement of claims, judgments, damages, clean-up costs, penalties, fines, other costs, liabilities, losses or expenses (including, without limitation, attorneys', consultants' and experts' fees and any fees to enforce the Indemnity) which arise during or after the term of this License Agreement as a result of Grantee's breach of the obligations or the release or contamination of the Licensed Premises, including, without limitation: diminution in value of the Licensed Premises; damages for the loss of, or the restriction on the use of, rentable or usable space or any amenity of the Licensed Premises; damages arising from any adverse impact on the sale or lease of the Licensed Premises; and damage and diminution in value to the Licensed Premises or other properties, whether owned by Grantor or by third parties. This Indemnity includes, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remedial, removal or restoration work required by any federal, state or local governmental agency or political subdivision because of Hazardous Material present in the soil or groundwater on, under or originating from the Licensed Premises. Without limiting the foregoing, if the presence of Hazardous Material on the Licensed Premises caused or permitted by Grantee results in the contamination, release or threatened release of Hazardous Material on, from or under the Licensed Premises or other properties, Grantee shall promptly take all actions at its sole cost and expense which are necessary to return the Licensed Premises and other properties to the condition existing prior to the introduction of the Hazardous Material; provided that Grantor's written approval of the actions shall be obtained first (which approval shall not be unreasonably

withheld) and so long as such actions do not have or would not potentially have any material, adverse long-term or short-term effect on Grantor or on the Licensed Premises or other properties. This Indemnity shall survive the termination of this License Agreement and shall survive any transfer of Grantor's interest in the Licensed Premises. "Hazardous Material" means any hazardous, radioactive or toxic substance, material or waste, including, but not limited to, those substances, materials and wastes (whether or not mixed, commingled or otherwise combined with other substances, materials or wastes) listed in the United States Department of Transportation Hazardous Materials Table (49 CFR 172.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302) and amendments thereto, or substances, materials and wastes which are or become regulated under any applicable local, state or federal law including, without limitation, any material, waste or substance which is (i) a petroleum product, crude oil or any fraction thereof, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) designated as a "hazardous substance" pursuant to Section 311 of the Clean Water Act, 33 U.S.C. Section 1321, et seq. or listed pursuant to Section 307 of the Clean Water Act (33 U.S.C. Section 1317), (v) defined as a "hazardous waste" pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. Section 6903, et seq. or (vi) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation, and Liability Act, 42 U.S.C. Section 9601, et seq.

### ***ARTICLE III - UTILITIES***

3.1 CHARGES. Grantee shall pay for all utility services provided to the Licensed Premises during the term of the License Agreement.

### ***ARTICLE IV - DESTRUCTION AND RESTORATION***

4.1 DAMAGED. If all or part of the Licensed Premises is damaged by any casualty, or is affected by any Act of God, whether insured or uninsured, Grantor will have no obligation to repair or rebuild. Grantee will have the option, but not the obligation, to rebuild or repair or to terminate this License by exercise of written notice to Grantor.

### ***ARTICLE V - INSURANCE; LIABILITY***

5.1 GRANTEE'S INSURANCE. Grantee shall, during the entire term hereof, keep in full force and effect a policy of commercial liability insurance, in an amount of not less than \$2,000,000, naming the Grantor as an additional insured thereon. The policy shall provide that the same shall not be cancelled, allowed to expire, or reduced in amount or coverage without at least 30 days prior written notice to Grantor. Grantee must also have workers' compensation insurance for all of its employees in accordance with the statutory requirements of the State of Minnesota. Grantee is also responsible for obtaining pollution liability coverage and insurance against loss of or damage to Grantee's personal property located on the Licensed Premises. Grantee shall provide proof to Grantor of the required insurance coverage, including a certificate of insurance, naming the Grantor as an additional insured, prior to using the Licensed Premises.

5.2 INDEMNIFICATION; RELEASE. Except for claims arising out of the willful or grossly negligent act of Grantor or its employees, Grantee will indemnify and defend Grantor against all claims, expenses and liabilities incurred, including reasonable attorneys' fees, in connection with loss of life, personal injury, or property damage arising out of any occurrence in,

upon or at the Licensed Premises, or the occupancy or use thereof by Grantee, or occasioned wholly or in part by any act or omission of Grantee, its agents, employees, contractors or subcontractors. Grantee releases and holds harmless Grantor from all claims in connection with loss of life, personal injury, or property damages arising out of any occurrence in, upon or at the Licensed Premises, or the occupancy or use thereof by Grantee, including claims occasioned by the negligent acts or omissions of Grantor, its agents, employees or contractors.

#### ***ARTICLE VI -ASSIGNMENT AND SUBLICENSING***

6.1 NO ASSIGNMENT BY GRANTEE. Grantee may not assign its interest under this License or sublicense the Licensed Premises, or any part thereof without the prior written consent of Grantor. This section 6.1 does not prevent Grantee from allowing its authorized agents, contractors or subcontractors to use portions of the Licensed Premises in connection with the Project.

#### ***ARTICLE VII - GRANTEE'S DEFAULT***

7.1 EVENTS OF DEFAULT. The following events are deemed to be events of default by Grantee under this License Agreement:

- (a) Grantee or its contractors do, or permit to be done, anything which creates a lien of record upon the Licensed Premises and do not cause said lien to be released within 10 days after written notice from Grantor; or
- (b) Grantee or its contractors fail to comply with any other provision of this License Agreement and have not cured any failure within 30 days, or such longer period of time as may be reasonably required to cure such default, after Grantor, by written notice, has informed Grantee of such noncompliance.

7.2 GRANTOR'S REMEDIES. Upon the occurrence of any of the above events of default, Grantor may, without providing a notice of termination, or without affording Grantee an opportunity to cure (except as to matters for which the right to cure is specifically given in this License Agreement), immediately notify Grantee of such default and retake possession of the Licensed Premises.

#### ***ARTICLE VIII - TERMINATION***

8.1 Grantor may terminate this License Agreement for any reason upon 60 days' written notice to Grantee. Notwithstanding the above, if at any time Grantee is no longer the contractor on the Project, Grantor may terminate this License Agreement immediately and enter into a similar License Agreement for the Licensed Premises with the new contractor. Termination of this License Agreement due to a change in contractors will allow Grantee a reasonable period, not to exceed 10 days, to vacate the Licensed Premises.



IN WITNESS WHEREOF, the parties hereto have affixed their signatures the day and year written below.

*(Remainder of this page intentionally left blank)*

**GRANTOR:**

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF RICHFIELD,  
MINNESOTA

By \_\_\_\_\_  
Its Chair

Date: \_\_\_\_\_, 2026

By \_\_\_\_\_  
Its Executive Director

Date: \_\_\_\_\_, 2026

**GRANTEE:**

MCNAMARA CONTRACTING, INC.

By \_\_\_\_\_  
Its President

Date: \_\_\_\_\_, 2026

**Exhibit A**  
Legal Description of Property and Licensed Premises

Legal Description of Property

Lot 6, Block 4, "R.C. Soens Addition," according to the recorded plat thereof, Hennepin County, Minnesota.

Licensed Premises





**Housing and Redevelopment Authority Meeting 5/18/2026**

**Agenda Section:** Other Business

**Agenda Item:** 11.a.

**Report Prepared By:**

Julie Urban, Assistant Community Development Director

**Department Director:**

Melissa Poehlman, Community Development Director

**Item for Consideration:**

**Consideration of a Memorandum of Understanding with Hennepin County regarding the partnership between the Bring It Home Minnesota and Schools to Housing Programs.**

**EXECUTIVE SUMMARY**

In 2025, the Housing and Redevelopment Authority (HRA) executed a contract with Minnesota Housing to administer the state-funded Bring It Home Rental Assistance Program (BIH) and provide rental assistance to low-income, cost-burdened households living in Richfield.

Households can earn up to 50% of the Area Median Income (AMI) to be eligible for BIH; however, the rules require that Administrators prioritize families with children under 18 years of age who earn 30% of the the AMI or less. In order to meet this requirement, the HRA is partnering with Hennepin County's School to Housing Program. School to Housing works with precariously housed families in Richfield Public Schools (RPS) providing temporary rental assistance along with twelve months of case management services. The Bring It Home School to Housing Program (BIH-SH) will pair BIH's long-term rental assistance with the case management services offered by School to Housing.

A Memorandum of Understanding (MOU) lays out the details of the partnership between BIH and School to Housing. Under the MOU, the HRA agrees to set aside 12 BIH vouchers for School to Housing families and allow unsheltered and doubled-up families to apply for BIH-SH. If all 12 vouchers are utilized and there is additional demand, the HRA will open the waiting list for School to Housing-eligible families. Hennepin County School to Housing staff will work with RPS to identify eligible families, provide up to 12 months of case management services, and assist families in the search for housing.

**RECOMMENDED ACTION**

**By Motion: Approve a Memorandum of Understanding between the Housing and Redevelopment Authority and Hennepin County regarding the Bring It Home Minnesota and Schools to Housing Programs.**

**HISTORICAL CONTEXT**

- The Bring It Home Rental Assistance Program is a state-funded program that provides rental assistance for low-income families. Funded by a metro sales tax

for housing, the program provides grants to local housing authorities that currently administer the federal Housing Choice Voucher Program. In 2025, the HRA was awarded funding and signed a contract with Minnesota Housing to administer BIH in Richfield over a two-year period.

- The Richfield BIH will be administered similar to the Section 8 Housing Choice Voucher Program (Section 8). The primary difference is that the voucher must be used within the City of Richfield and can't be "ported" out and used in another community. In order to most efficiently get the vouchers out to residents, the HRA will operate BIH as a "lease in place" program, which requires that applicants be a current Richfield renter.

## **EQUITABLE OR STRATEGIC CONSIDERATIONS OR IMPACTS**

- BIH rental assistance will help to achieve the Strategic Plan initiative to maintain Richfield as an affordable place to live. Targeting the program towards families with children and those with very low incomes helps to ensure that residents with the greatest housing needs and barriers are offered an equitable opportunity to access and maintain housing. Providing stable housing to school children also improves school success and provides a more equitable opportunity for learning.

## **POLICIES (RESOLUTIONS, ORDINANCES, REGULATIONS, STATUTES, ETC.)**

- BIH rent assistance must be provided to cost-burdened households earning 50% area median income (AMI) or less. Priority for rental assistance must be given to households earning 30% AMI or less that include children. The HRA is allowed to establish additional, local priorities, and the HRA has chosen to also prioritize families with children that earn under 50% of the AMI and elderly or disabled individuals earning 30% AMI or less.

## **CRITICAL TIMING ISSUES**

- The MOU's term matches that of the HRA's contract with Minnesota Housing, which runs until December 31, 2027.
- The HRA will begin accepting referrals for BIH-SH on June 1.
- The BIH Program will open its waiting list on June 9. Applications will be due by 4:00 pm on June 16. Staff anticipates a significant number of applicants but hopes to identify eligible participants and provide vouchers by the end of the summer.

## **FINANCIAL IMPACT**

- The HRA was awarded \$1,004,264 to operate the program. Funds cover start-up costs in 2026, rental assistance for up to 42 families, and HRA administrative costs.
- Current HRA staff will administer the program, with two part-time staff members able to add hours. Staff anticipates that the administrative fee will cover the HRA

cost to administer the program.

## **LEGAL CONSIDERATIONS**

- The HRA Attorney reviewed the MOU. An MOU is not a contract, so it is less binding legally, but it lays out the process under which the HRA and the County will work together to administer BIH-SH.

## **ALTERNATIVE RECOMMENDATION(S)**

1. Approve the MOU with modifications.
2. Decide not to partner with Hennepin County on the School to Housing Program.

## **ATTACHMENTS**

1. 051826 MOU - BIH School to Housing
2. Bring It Home MN Guidelines 2026
3. BIH MN Flyer 2026

**MEMORANDUM OF UNDERSTANDING – BRING IT HOME RENTAL ASSISTANCE PROGRAM SCHOOL TO HOUSING VOUCHER SET ASIDE**

**THIS MEMORANDUM OF UNDERSTANDING (“MOU”)** is between the Housing and Redevelopment Authority in and for the City of Richfield, a public body corporate and politic of the State of Minnesota, 6700 Portland Ave South, Richfield, MN 55423 (“HRA”), and County of Hennepin, State of Minnesota, A-2303 Government Center, 300 South Sixth Street, Minneapolis, Minnesota 55487 on behalf of the Hennepin County Human Services (“COUNTY”), in relation to their request for assistance under the Bring it Home Rental Assistance Program School to Housing Voucher Set Aside (“BIH-SH”).

**I. Statement of Cooperation**

A. The HRA and COUNTY are committed to administering the Bring it Home Program School to Housing Voucher Set Aside to provide rent assistance. The Hennepin School to Housing program is a collaborative program between school districts, community housing providers, and the County to prevent family and student homelessness. Richfield BIH-SH Program Guidelines available from HRA, as amended from time to time, are incorporated into this MOU as though fully stated herein.

B. The goals and standards of success in administering the BIH-SH program are:

1. To stabilize housing for housing-insecure families and increase educational engagement by students and parents.
2. To support stable housing by providing housing search, and medium-term case management services with rent assistance and the schools to provide support to increase educational engagement, including attendance.
3. For the HRA to support stable housing by providing rental assistance through the Richfield Bring It Home Rental Assistance Program.
4. Attachment A – School to Housing Performance Measurements
5. Attachment B- School to Housing Waiting List Preference

C. The HRA and COUNTY identify the following staff person/position who will serve as the lead BIH-SH liaisons:

Lead BIH-SH Liaisons:

1. Name and title of HRA staff position:  
Lynnette Chambers, Multi-Family Housing Administrator,  
[lchambers@richfieldmn.gov](mailto:lchambers@richfieldmn.gov)
2. Name and title of COUNTY staff position:  
Lauren Ryan, Principal Administrative Assistant for Housing Stability  
[Lauren.Ryan@hennepin.us](mailto:Lauren.Ryan@hennepin.us)

**II. Participant Eligibility**

A. The Eligible Persons to be assisted under this MOU are:

1. Individuals with one or more child(ren) attending Richfield public schools;
2. Experiencing housing instability or at risk of homelessness or unstably doubled up;
3. Reside in or intend to reside in City of Richfield;
4. Income at or below 50% AMI with a priority given to households earning less than 30% AMI;
5. In need of assistance, with 30% or more of their household income going to housing, to achieve housing stability through services and rental assistance; and
6. Meet the eligibility requirements of the Richfield Bring It Home Rental Assistance Program.

III. Supportive Services

COUNTY will secure the following supportive services through a community housing provider (“PROVIDER”) for a period of twelve (12) months to families assisted through the BIH-SH program. Families will not be required to participate in these services as a condition of receipt of the voucher.

1. Work with Eligible Persons to develop a housing plan and remediate any barriers to continued/new tenancy.
2. Connect with Eligible Persons regularly to work on goal plans, as prescribed by the Critical Time Intervention (CTI) model. This includes helping Eligible Persons identify key goals, break them down into component steps, and take action to achieve them.
3. Work with Eligible Persons seeking new housing to conduct a housing search if requested by COUNTY and if PROVIDER has capacity.
4. Support Eligible Persons as they meet with property managers (including recruiting and engaging landlords), secure an apartment, and sign a lease. Staff will also connect Eligible Persons with apartment set-up assistance through leveraged funds.
5. Educate Eligible Persons on responsible tenant behavior, as well as tenant rights and responsibilities and lease negotiation. Staff may coach Eligible Persons through any landlord or tenant issues that arise.
6. Provide Eligible Persons with resources, referrals, and connections to community partners (e.g., legal resources, disability services, therapeutic

services, educational supports, etc.).

7. As necessary, work with Eligible Persons to develop skills in crucial areas such as budgeting, financial literacy and management, nutrition, meal preparation, household maintenance, parenting, mental health, and other relevant life skills.
8. Work with Eligible Persons to achieve their employment, education, and/or training or certification goals.
9. Connect Eligible Persons to resources for basic needs. This includes helping Eligible Persons access food shelves, affordable childcare.
10. Support Eligible Persons in sending children to school on a daily basis.
11. Provide referrals for other needs identified by Eligible Persons to support housing stability.

#### IV. HRA Responsibilities

The HRA will be responsible for the following activities:

- A. Commit a total of twelve (12) Bring It Home Vouchers toward the School to Housing partnership.
- B. Determine if Eligible Persons referred by COUNTY are eligible for BIH assistance.
- C. Annually re-certify families receiving BIH vouchers.
- D. If all twelve (12) BIH-SH vouchers are filled, accept referrals of families certified by Hennepin County as eligible for assistance as detailed in this MOU. Upon receipt of a referral(s) from COUNTY of an eligible family, compare the name(s) with families already on the HRA's Bring it Home Program waiting list ("Waiting List"). Any family on the Waiting List that matches with the COUNTY's referral must be assisted in order of their position on the Waiting List in accordance with HRA admission policies. Any family certified by COUNTY as eligible and not on the Waiting List must be placed on the Waiting List (pending BIH eligibility determination). If the HRA has a closed BIH Waiting List, it must reopen the Waiting List and place on the Waiting List a BIH-SH applicant family who is not currently on the Waiting List. The HRA may reopen the Waiting List to accept a BIH-SH eligible family without opening the Waiting List for other applicants.
- E. Amend the administrative plan in accordance with applicable program regulations and requirements, if needed.

#### V. COUNTY Responsibilities

COUNTY will be responsible for the following activities:

- A. Have a system for identifying BIH-SH Eligible Persons and provide referrals to the HRA.
- B. Have a system for prioritization (Attachment B – BIH-SH prioritization) of referrals to ensure that families are prioritized for BIH housing assistance based upon level of need and appropriateness of the intervention.
- C. Provide written certification to the HRA that a family is BIH-eligible.
- D. Provide or secure a commitment for the provision of required supportive services.
  - 1. Secure PROVIDERS to provide referrals of eligible families;
  - 2. Secure PROVIDERS to provide support services for the initial 12 months of program participation;
  - 3. Possible partners who may refer BIH-SH-eligible families and provide support services may include:
    - a. Sabathani
    - b. Move Forward
    - c. Community Mediation and Restorative Services.

VI. Indemnification

Each party shall be liable for its own acts and the results thereof to the extent provided by law, and shall defend, indemnify, and hold harmless each other (including their present and former officials, officers, agents, employees, volunteers, and subcontractors), from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney’s fees, resulting directly or indirectly from any act or omission of the party, anyone directly or indirectly employed by it, and/or anyone for whose acts and/or omissions it may be liable, in the performance or failure to perform its obligations under this MOU. Except for State agencies, each party’s liability shall be governed by the provisions of Minnesota Statutes Chapter 466 and other applicable law. The liability of State agencies shall be governed by the provisions of Minnesota Statutes, section 3.736 and other applicable law.

Each party shall promptly notify the other of any claim, action, cause of action or litigation brought against the notifying party, its present and former officials, officers, agents, employees, volunteers, and subcontractors which arises out of the services described in this MOU and shall also notify the other party whenever the notifying party has a reasonable basis for believing that it, its present and former officials, officers, agents, employees, volunteers, or subcontractors, and/or the other party, might become the subject of a claim, action, cause of action, administrative action, criminal arrest, criminal charge or litigation arising out of/ or related to the services described in this MOU.

VII. Insurance

Each party shall purchase insurance or utilize a self-insurance program sufficient to cover the maximum level of Minnesota tort liability limits under Minnesota Statutes Chapter 466.

This provision shall not be construed as a waiver of any immunity from liability under Chapter 466 or any other applicable law.

VIII. Independent Party

It is agreed that, notwithstanding any other formal, written agreements or contracts which may exist between the parties, nothing is intended or should be construed in any manner as creating or establishing the relationship of partners between the parties hereto or as constituting either party as the agent, representative, or employee of the other for any purpose or in any manner whatsoever. Each party is to be and shall remain an independent contractor with respect to all services performed under this MOU. Each party will secure at its own expense all personnel required in performing services under this MOU. Any personnel of a party or other persons while engaged in the performance of any work or services required by that party shall have no contractual relationship with the other party and will not be considered employees of the other party. A party shall not be responsible for any claims related to or on behalf of any of the other party's personnel, including without limitation, claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law (Minnesota Statutes Chapter 268) or the Minnesota Workers' Compensation Act (Minnesota Statutes Chapter 176), or claims of discrimination arising out of state, local, or federal law. One party's personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from the other party, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

IX. No Discrimination

Neither HRA nor COUNTY shall discriminate in providing services or activities under this MOU on the grounds of any protected status or class, including but not limited to race, color, creed, religion, national origin, sex, gender expression, gender identity, age, disability, marital status, sexual orientation, or public assistance status. No person who is protected by applicable law against discrimination shall be subjected to discrimination.

X. Data Practices Act Compliance

Any and all data provided, created, collected, received, stored, used, maintained, or disseminated pursuant to this MOU shall be administered in accordance with, and is subject to the requirements of, the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Each party agrees to notify the other within three (3) business days if it receives a data request from a third party. These obligations survive the termination of this MOU.

XI. No Assignment

Neither the HRA nor Hennepin County shall assign its interest in this MOU without the prior written consent of the other party, except that the HRA may assign its interest in this MOU to the City of Richfield in the event that the HRA dissolves and assigns all of its rights and assets to the City of Richfield.

XII. Term

The term of the MOU shall be from May 1, 2026, through December 31, 2027. Either party shall have the right to terminate this MOU at any time upon thirty (30) days' written notice to the other party. This MOU may be terminated if the State Minnesota Housing Finance Agency discontinues Bring it Home Rental Assistance Program funding to the HRA.

XIII. Notices

Any notice required or permitted to be given hereunder shall be given in writing and shall be delivered in person to the receiving party, deposited with a nationally recognized, reputable overnight courier, or sent by registered or certified United States mail, properly addressed to the party at the address stated in the opening paragraph of this Agreement. Notices shall be deemed effective on the date of receipt or the first business day following deposit with a courier. Any party may change its address for the service of notice by giving written notice of such change to the other party.

XIV. Amendments

Changes to this MOU may be proposed by the HRA or COUNTY. Any alterations, variations or modifications of the provisions of this MOU shall only be valid when they have been reduced to writing as an amendment to this MOU signed by the parties.

XV. Miscellaneous

- A. No waiver of a right in any one instance shall operate as a waiver of any other right or as a waiver of such right in a later or separate instance.
- B. This MOU constitutes the complete agreement between the parties regarding the subject matter hereof.
- C. The Section headings appearing in this MOU are for convenience only and shall not be considered in interpreting this MOU.
- D. This MOU may be executed in counterparts, each deemed an original, and all counterparts together shall constitute one agreement.
- E. The laws of the state of Minnesota shall govern all questions and interpretations concerning the validity and construction of this MOU and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, state of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the state of Minnesota.
- F. No other person, entity or any third party shall be deemed a third-party beneficiary of any of the provisions herein.

XVI. Marketing and Promotional Literature

HRA agrees that the terms “Hennepin County”, “Hennepin County Human Services” or any derivatives thereof, shall not be utilized in any promotional literature or advertisements of any type without the express prior written consent of Hennepin County.

(The remainder of this page is intentionally left blank.)

**IN WITNESS WHEREOF**, the parties hereto have executed this MOU as of the date first set forth above.

**HRA:**

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF RICHFIELD

By: \_\_\_\_\_

Its: Chairperson

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: Executive Director

Date: \_\_\_\_\_

**COUNTY:**

COUNTY OF HENNEPIN

Reviewed for County by the County  
Attorney's Office

\_\_\_\_\_

By: \_\_\_\_\_

Deputy County Administrator

Date: \_\_\_\_\_

Attachment A - School to Housing Performance Measures

Hennepin School to Housing program is a collaborative program between school districts, community housing providers, and COUNTY to prevent family and student homelessness. The goals of the program are to stabilize housing for housing insecure families and increase educational engagement by students and parents. The COUNTY and community housing provider support stable housing by providing housing search, and medium-term case management services with rent assistance and the schools provide support to increase educational engagement, including attendance.

**Performance Measures/Goals**

<b>Objectives</b>	<b>Indicator</b>	<b>Who Applied to</b>	<b>Time of Measure</b>	<b>Data Source</b>	<b>Obtained by</b>	<b>Performance Goal</b>
<b>Eligible Persons obtain permanent housing</b>	Number of Eligible Persons that obtain new or stable housing with a BIH voucher (not to exceed 20 vouchers in 2026)	Eligible Persons	Quarterly	HMIS	COUNTY	100%
<b>Eligible Persons maintain permanent housing</b>	No returns to homelessness within 12 months of lease up	Eligible Persons	Quarterly	HMIS	COUNTY	97%
	No returns to homelessness within 6 months of program exit	Eligible Persons	Quarterly	HMIS	COUNTY	95%
	No returns to homelessness within 12 months of program exit	Eligible Persons	Quarterly	HMIS	COUNTY	90%

Attachment B- School to Housing Waiting List Preference

**School to Housing Preference**

The HRA will collaborate with COUNTY and Richfield Richfield Public Schools to issue up to 12 Bring It Home vouchers to households who are working with the School to Housing program. Households who are already working with the School to Housing program can be referred to Richfield HRA for rental assistance through the Bring It Home program. The HRA will provide rent assistance to students and families who are homeless, doubled up or at imminent risk of homelessness referred by program partners. The School to Housing program partners will provide housing navigation and support services to enrolled families for the first 12 months of tenancy.

## Richfield Bring It Home Minnesota - Rental Assistance Program Guidelines and Criteria

Bring It Home Minnesota – Richfield (BIH MN) is a state-funded rental assistance program for Richfield residents. Families must fit the following criteria for the program and must continue to fit that criteria to receive rental assistance in the City of Richfield under the Bring it Home MN Rental Assistance Program.

**Households are eligible to apply for the Richfield BIH MN program if they:**

- ◆ are **currently housed** in unsubsidized **rental housing** in the **City of Richfield** (will be required to provide current lease);
- ◆ are not receiving any other housing assistance;
- ◆ have an annual income that falls at or below 50% of the Area Median Income (AMI);
- ◆ pay more than 30% of the household’s annual income on rent;
- ◆ are current with rental payments to their landlord, and
- ◆ show proof of income and eligibility for the program.

**Income Limits Effective 05/01/2026**

Number of Person(s) in Household	Income Limit 50% of AMI	30% Of AMI (Additional Preference)
1	\$46,050	\$27,650
2	\$52,600	\$31,600
3	\$59,200	\$35,550
4	\$65,750	\$39,450
5	\$71,050	\$42,650
6	\$76,300	\$45,800
7	\$81,550	\$50,040
8	\$86,800	\$55,720

**Preference will be given to certain households in the following order:**

1. Families with children under 18 years of age with an annual income 30% of AMI or below (+ 4 points)
2. Families who are considered Elderly/Disabled with an annual income 30% of AMI or below (+ 3 points)
3. Families with children under 18 years of age with an annual income between 30% and 50% of AMI (+ 3 points)
4. Families who are considered Elderly/Disabled with an annual income is between 30% and 50% of AMI (+ 2 points)
5. Families with an annual income 50% AMI and below

Applicants can only be on **one** application. Applications must meet income and eligibility requirements.

Applicants will be placed on the waiting list according to the preference(s) for which they qualify, and the date and time randomly applied to the applications. If selected for the program, applicants will be notified in order of their placement on the waiting list to be screened for eligibility. If an applicant moves from the City of Richfield during their wait for rental assistance their application will be removed from the waiting list.

Applicants must have a valid email address to receive e-mail. Any changes in household or contact information must be reported in writing to [Section8@richfieldmn.gov](mailto:Section8@richfieldmn.gov) or by mail to Richfield HRA, Attn: BIH MN Rent Assistance, 6700 Portland Ave. S. Richfield, MN 55423.

**If applicants do not respond when contacted by the HRA, they will be removed from the waiting list.**

- ◆ Rent Assistance amount is based on income, rental rate, and Richfield HRA's payment standards.
- ◆ Families receiving rental assistance will be required to show proof of income and eligibility for the program annually.
- ◆ Housing units must meet Housing Quality Standards (HQS) and pass an HQS inspection. Units that are in compliance with the City's rental licensing program standards will typically meet HQS requirements.

Participants can only receive rent assistance under the Richfield BIHMN Rent Assistance Program while living in the City of Richfield. This subsidy *cannot* be transferred to another housing authority.

BIH MN is **not** a mortgage assistance program. Participants cannot own the home or have partial ownership in a home.

Depending on an applicant's lottery assignment and applied preference(s) it can take multiple years for an applicant to reach the top of the list and be contacted and screened for voucher eligibility. Unfortunately, the BIH MN program is typically not a resource for those who need immediate housing. [Housinglink.org](https://www.housinglink.org) is a good resource for current available rental opportunities and other housing resources.

Further details on the administration of the BIH MN Program can be found in the Richfield HRA Admin Plan located on the City's [website](#) or by contacting [lchambers@richfieldmn.gov](mailto:lchambers@richfieldmn.gov).

4/22/26



# City of Richfield Bring It Home Minnesota Rental Assistance Program

The Richfield Bring It Home Minnesota Rental Assistance Program (BIHMN) is a state-funded program that provides rental assistance to income-qualified households renting in the City of Richfield.

To be eligible for the BIHMN Program, households must:

- ❖ earn an annual income no more than 50% of the Twin Cities Area Median Income (AMI)\*;
- ❖ have a current lease in a non-subsidized rental property located within the City of Richfield, and
- ❖ not be receiving rental assistance from any other rental assistance program.

\*Priority will be given to households with children who earn less than 30% of the AMI.

- ❖ The amount of rental assistance a household receives will be based on the household’s ability to pay and is determined by income, amount of rent, and the Richfield Housing and Redevelopment Authority’s (HRA) rent payment standards.

The Program will be open for applications for one week from **10:00 am on Tuesday June 9, 2026, until 4:00 pm on Tuesday, June 16, 2026**. If demand for the Program exceeds the amount of funding available, 200 eligible applicants will be placed on a waiting list via a computer lottery draw.

### Income Limits Effective 05/01/2026

Number of Person(s) in Household	Income Limit 50% of AMI	30% Of AMI (Additional Preference)
1	\$46,050	\$27,650
2	\$52,600	\$31,600
3	\$59,200	\$35,550
4	\$65,750	\$39,450
5	\$71,050	\$42,650
6	\$76,300	\$45,800