

Housing Policy & Production Survey

Filling out the annual survey



Date: 4/23/25

Presenter: Maddy Schwartz

HPPS Overview



Survey Purpose

- [Livable Communities Act](#) (LCA) statutory requirements
 - Affordable and lifecycle housing opportunity amount (ALHOA)
 - ALHOA needs to be met in current survey (information on previous calendar year) to spend down funds in the following calendar year
 - Housing Action Plan questions
 - Questions need to be completed in current survey (information on previous calendar year) to spend down funds in the following calendar year
- Other benefits of filling out the survey
 - Land Guided for Affordable Housing (LGAH) credit
- Tracking programs, policies, projects

HPPS Overview

Accessing & Completing the Survey

- Creating an account and approval
 - <https://hps.metc.state.mn.us/>
- Survey tabs and section directions
- Using comments
- Submitting the survey for review
- Approval after survey closes

Housing Policy and Production Survey

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Housing Policy and Production Survey

The Housing Policy and Production Survey captures local efforts in developing and maintaining housing affordable to low- and moderate-income households through a variety of programs and services. Parts of this survey collect annual information required for participation in Livable Communities Grant programs, including:

- Livable Communities Demonstration Account
- Tax Base Revitalization Account
- Local Housing Incentives Account

The data collected is useful for understanding how cities are addressing their housing needs, and drives regional planning decisions that rely on the production of affordable housing. The Council will provide this data in a format so that Cities can see how their efforts and production compare to Cities across the region.

Parts of the Survey

The survey asks about a community's activities in the following categories:

- New affordable or mixed-income housing
- Preservation projects and rehabilitation projects
- Housing policies and ordinances
- Local or County expenditure of Affordable and Life-Cycle Housing Opportunities Amount

My Surveys

Once you Register or Log In you can view your surveys.

Register

Login



Top 1

<div>View Survey</div>	2023	Mahtomedi	Approved	n/a	
<div>View Survey</div>	2022	Mahtomedi	Approved	n/a	
<div>View Survey</div>	2021	Mahtomedi	Approved	82.90	<div>NEW</div> 1 unread
<div>View Survey</div>	2020	Mahtomedi	Approved	82.90	

Metropolitan Council

2

Survey example:

3

Survey Sections – New Construction & Rehab/Preservation

Housing Project Tabs

New Construction

- Gathering details on newly constructed affordable units
- Use comments to clarify if there are duplicates or a project needs to be removed
- Follow section directions
 - Define project status categories
 - Provide affordability limits for 2024
 - Other clarifications

Rehab/Preservation

- See category definitions in directions
 - Preservation
 - Affordability extension (no rehab)
 - Affordability creation/Acquisition (no rehab)

Project Details		Project Name	Address	Year/Status	Tenure	Total Units	Last Updated	User Reviewed	METC Approved	LGAH Approved
View	Edit	West Creek Apartments	401 Hickory Street North	2024 In Construction	Rental	18	4-21-2025 8:53 PM	Yes ✓	No	-
View	Edit	The Carver (formerly Gallery) Apartments	3200 Clover Ridge Drive	2024 Completed	Rental	175	4-21-2025 8:53 PM	missing contributions	No	-

Location, Year and Tenure

* required fields

Development Name *

Address *

\$→\$\$

Choose the latest funding level your project has reached *

Year the project reached the latest stage of funding (above) *

Choose the latest stage of development your project has reached *

Year the project reached the latest stage of development (above) *

→

This project been approved locally *

Ownership or Rental Units *

Ownership

Restriction *

None, Senior, Disability, Homeless...

☐ None

☐ Senior

☐ Disability

☐ High Priority Homeless Units

☐ Other

Affordability

* required fields

Affordable units in this project are required to be affordable for a period of at least this many years *

Enter zero if there are no affordability requirements
Enter 99 if units are required to be affordable in perpetuity

Total units at this affordability level *

Units with required affordability period *

of Units Affordable at or below 30% of AMI *

0

0

of Units Affordable between 31% and 50% of AMI *

0

0

of Units Affordable between 51% and 60% of AMI *

0

0

of Units Affordable between 61% and 80% of AMI *

0

0

of Units Affordable between 81% and 115% of AMI (owner-occupied only) *

0

0

of Market Rate Units (non-income restricted) *

0

Fees, Contributions and Cost

* required fields

Value of Reduced or Waived Fees *

0

Notes for Reduced or Waived Fees

Total Development Cost (TDC) *

0

Direct Local Financial Contributions *

Enter zero if there were no contributions

TIF *

Tax Increment Financing

Housing Revenue Bond *

CDBG *

Community Development Block Grant

Affordable Housing Trust Fund *

Other Local Contributions *

Other non-specified contributions

Were city LAHA funds used?

☐ LAHA funds were used

Notes for other Local contributions

Direct County Financial Contributions *

Enter zero if there were no contributions

County Contributions *

CDBG, HOME, Levy, County-allocated LAHA funds, SAHA, other

300000

Notes for other County contributions

County Levy

Direct Region Financial Contributions *

Enter zero if there were no contributions

Were Livable Communities Act (LCA) funds used?

☐ LCA funds were used

Notes for other Region contributions

Direct Other Financial Contributions *

(LIHTC, Housing Infrastructure Bonds, FHLB, Philanthropy, other sources)
Enter zero if there were no contributions

Notes for other contributions

Would this project be ready to start construction but for accessing state funding (i.e. have local approval and other funding sources been secured?)

New Construction Details

Project Tools

☐ Allowed alternative construction methods

☐ Created a Tax Increment Finance (TIF) District

☐ Density approved at original developer request

☐ Density bonus or density transfer granted

☐ Floor Area Ratio (FAR) Waiver or Increase

☐ Inclusionary Housing requirement applied

☐ Increased Building Height Flexibility

☐ Land clean-up and/or Site Assembly

☐ Public Land Dedication or Write-Down

☐ Parking variances granted

☐ Private Street Allowances

☐ Reduction in Lot Sizes/Widths

☐ Reduction in street width, right-of-way or surfacing widths

☐ Setback reductions

☐ Sewer or Water service line size reduction

☐ Soil correction variance

☐ Special or Conditional use permits granted

☐ Tax Abatement, Reduction, or Credit

☐ Other (please describe below)

Notes for Other Tools:

Survey Sections – Rehab/Preservation

Rehab & Preservation Section Definitions

Preservation: The substantial rehabilitation of a property which improves the physical asset (Building improvements, repairs, renovations, system replacements, and other rehabilitation) **AND** requires that the property guarantee rent and income restrictions through an affordability program or term. This can include acquisition of a property if the property also meets the substantial rehabilitation requirements and requires restriction of rent and/or incomes over an affordability term.

Affordability extension (no rehabilitation): The preservation of participation for a property to restrict rent and income limits of which a previous affordability term was ending. This includes a unit affordability program or term **without** substantial rehabilitation. This can include the preservation of a federal subsidy, an extension of 4d housing designation, or the use of another mechanism ensuring the extension of affordability.

Affordability creation /Acquisition (no rehabilitation): The addition of a property to require unit restrictions on rent and incomes over a set affordability term **without** substantial rehabilitation. This can include acquisition of units placed into a land trust, acquisition of units that add to the public housing stock, and the creation of 4d housing designation to a unit that was not previously affordable.

Survey Sections - ALHOA

Affordable and lifecycle housing opportunity amount (ALHOA)

- Gathering details on eligible ALHOA spending
- ALHOA background
- LCA requirement - [Sec. 473.254 MN Statutes](#)
- Eligible expenses
- Where to find ALHOA amounts

ALHOA Spending Totals

Based on the information collected this year, it has been determined that your community has spent:

\$0

If your community has spent additional ALHOA dollars this year, please enter that information below:

	Describe Additional ALHOA Spending	Dollar Value	Approved
<div>SaveCancel</div>		0	\$0

Your total submitted amount of ALHOA spending:

\$0

Your ALHOA Spending

Your total amount of ALHOA spending:

\$0

Total amount of ALHOA available:

\$62,717

Your spending as a percentage of total ALHOA:

0.00 %

Your community has submitted less than 85% of the total ALHOA amount available. This could impact your ability to apply for LCA funds in 2025.

Survey Sections – ALHOA

Example: ALHOA met through County Levy

ALHOA Spending Totals	
Based on the information collected this year, it has been determined that your community has spent:	\$179,835
If your community has spent additional ALHOA dollars this year, please enter that information below: <div>Add ALHOA Spending</div>	\$0
Your total submitted amount of ALHOA spending:	\$179,835

Your ALHOA Spending	
Your total amount of ALHOA spending:	\$179,835
Total amount of ALHOA available:	\$135,847
Your spending as a percentage of total ALHOA:	132.38 %
Congratulations! Your community has submitted at least 100% of the total ALHOA amount available. No further action is needed at this time.	

Survey Sections - ALHOA



Examples of eligible ALHOA activities include spending that creates affordable housing opportunities for renters with incomes at 60% AMI or less or homeowners with incomes at 80% AMI or less:

- Affordable housing development
- Staff time spent producing plans that support affordable housing, for instance, station area plans
- Write downs of public land for the creation of new affordable housing
- Permit fee waivers or tax abatement for affordable housing developments
- Annual lost tax increment due to the creation of new affordable housing via tax increment financing
- First-time or first-generation homebuyer programs for low-income homeowners
- Staff-time spent on public meetings related to new affordable housing development
- Staff time or consultant fees developing policies that create affordable housing opportunities, for instance, inclusionary housing policies
- Local HRA or EDA revenues used to create affordable housing opportunities

Survey Sections – Program/Policies

Programs

- Restructured how we ask about existing housing programs
- Can add to this list
- Open to feedback on this list!

Households Served by Homeownership Programs (locally funded and staffed or locally funded and administered by a non-profit organization)	Households Served
Households served solely under city homeownership programs, including: <ul style="list-style-type: none">• Single family rehabilitation loan and community fix-up programs• Foreclosure prevention, down payment assistance programs or homebuyer education	
Households served under county homeownership programs, including: <ul style="list-style-type: none">• Minnesota Housing single family rehabilitation loan, emergency loan, and/or community fix-up programs• Foreclosure prevention, down payment assistance programs or homebuyer education	0
Total owner-occupied households served in the past 12 months by city and county programs	0

Household Assistance

Save Char

Household Assistance Community Programs

(indicate if any of these specific programs are in place locally and whether they are funded and/or operated by your city or township)

Exists in City/Township	Funded by City/Township	Operated or Administered by City/Township	Program
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	Down Payment Assistance program for low-income homebuyers
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	First time homebuyer assistance Someone hasn't owned a home for a specific period of time.
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	Foreclosure prevention programs
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	Local rental assistance program
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	Low-interest rehab program
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	First Generation homebuyer assistance Someone's parents or legal guardians haven't owned a home.
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	Homeowner rehabilitation program
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	Rental rehabilitation program
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	Energy efficiency program
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	School-based housing assistance program/partnership
<input type="checkbox"/> Exists	<input type="checkbox"/> Funded	<input type="checkbox"/> Operated/Administered	Emergency shelter program temporary emergency shelter, motel vouchers, Rapid Re-Housing program

Household Assistance Development Programs

(indicate if any of these specific development programs are in place locally)

Exists in City/Township	Program
<input type="checkbox"/> Exists	4(d) Tax Incentive Program
<input type="checkbox"/> Exists	Affordable Housing Trust Fund
<input type="checkbox"/> Exists	Partnership with a Community Land Trust program
<input type="checkbox"/> Exists	Fee waiver/reduction program for affordable units

Survey Sections – Program/Policies

Policies

- More specific
- Additional policies added
- Learning more about which communities are using these policies
- Can add policies not on list
- Open to feedback on this list!

Housing Policies		Save Changes	Cancel
Adopting and administering any of the following affordable housing policies: (Enter the year adopted and check whether the policy is still currently in effect.)	Year Adopted	Still In Effect	
Rental licensing program	<div><div></div><div></div></div>	<input type="checkbox"/> current	
Active code enforcement program		<input type="checkbox"/> current	
Accessory Dwelling Unit (ADU) policy		<input type="checkbox"/> current	
Mixed-income (inclusionary) housing policy		<input type="checkbox"/> current	
Equity in Development and Hiring Policy <small>This policy is new in 2020, added as the result of community feedback that indicated communities that work to promote minority developers and hiring within their community better serve regional housing goals.</small>		<input type="checkbox"/> current	
Strong Partnership with County HRA/CDA/EDA <small>Instead of operating a program or policy listed elsewhere in this section, your community has relied on your County housing or development agency to operate a similar policy on your behalf.</small>		<input type="checkbox"/> current	
Advance notice of sale ordinance		<input type="checkbox"/> current	
Fair housing policy		<input type="checkbox"/> current	
Just cause for nonrenewal policy		<input type="checkbox"/> current	
Nondiscrimination of Housing Choice Voucher		<input type="checkbox"/> current	
Pre-eviction filing notice policy <small>This includes local policies that go beyond the state requirement of providing a 14-day notice</small>		<input type="checkbox"/> current	
Policy allowing multi-family units in single-family zoned areas		<input type="checkbox"/> current	
Removal of racial restrictive covenants		<input type="checkbox"/> current	
Right to council policy for low-income tenants <small>This includes local policies that go beyond the state right to counsel for tenants in public housing in eviction cases</small>		<input type="checkbox"/> current	
Rent stabilization ordinance		<input type="checkbox"/> current	
Tenant or community opportunity to purchase policy		<input type="checkbox"/> current	

Survey Sections – Housing Action Plan

Housing Action Plan: 2025 Narrative Questions

What actions did your community take to meet your locally identified housing goals and your adopted affordable/lifecycle housing goals in 2023? *

Use the Edit Section button to enter text here.

What are your current and upcoming plans in the next 3 years to meet your locally identified housing goals and your adopted affordable/lifecycle housing goals in 2023? *

Use the Edit Section button to enter text here.

How do your upcoming plans promote equitable housing outcomes for historically marginalized groups* in our region? *
(*for example, BIPOC, people with disabilities, and recent immigrant populations)

Use the Edit Section button to enter text here.

How did your city use LAHA funds in 2024, and what are your city's upcoming plans for LAHA?

Use the Edit Section button to enter text here.

What barriers have made it difficult to meet your locally identified housing goals and your adopted affordable/lifecycle housing goals in 2023?

Use the Edit Section button to enter text here.

What assistance would help your community overcome these barriers identified in the previous question?
(It does not need to be assistance from the Met Council.)

Use the Edit Section button to enter text here.

If your city/development authority received LCA grants (LCDA, LHIA, TOD, TBRA, etc.) in the past from the Metropolitan Council and deployed them as loans, have you received any principal or interest repayments this year, or not previously reported? Have any loans made with previous LCA grants been fully or partially forgiven? *
(Reporting on recent changes for loans made with LCA grant funds, for LCA Grantees only)

2025 Survey

Survey Changes

- Simplifying policies and programs section
- Housing Action Plan questions (narrative section)
 - Grants deployed as loans
- Clarifications to preservation/rehab page project categories
 - Land trust units
- Future reporting interactives



2025 Survey



Upcoming Communications

- Survey should open in May – date TBD
- Look for email on HPPS information
- If you need to update the staff contact (add or remove survey contact), please email madeline.schwartz@metc.state.mn.us
- We may not have a current contact in the survey if it hasn't been filled out in recent years

Accessing the Survey: <https://hps.metc.state.mn.us/>

Questions?

