

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR

REGARDING INFORMATIONAL REPORT  
RAD-PBRA/Multifamily Housing  
Rent Schedules

DATE December 20, 2023

Staff has submitted to HUD the attached Rent Schedules for each of the Agency's eight RAD-PBRA Projects for 2024. These are the final documents that demonstrate the PHA's requested contract rent and utility allowance adjustments were reviewed, approved, and executed by HUD-Multifamily staff both in the local office and HUD Headquarters before the January 1, 2024, anniversary date of the PHA's Housing Assistance Payments (HAP) contracts with HUD.

Rent Schedules must be prepared and submitted to HUD by Multifamily Housing Project owners at least annually, or any time changes to a Project's contract rent or utility allowance are authorized. The PHA's Rent Schedules show the actual rents recommended for the RAD-PBRA units next year. Rents based on that factor will increase the total gross potential rent revenue in 2024 by \$2.9 million, minus losses for unit vacancies and collection losses that are written off. Increases in contract rents do not impact resident rent payments since rental payments are formula-driven and cannot exceed more than 30% of adjusted gross income.

The Rent Schedules also include updated utility allowances for those Projects where residents are responsible for paying their own utilities.<sup>1</sup> The utility allowance updates were approved by the Board during the October 25, 2023, meeting.

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<sup>1</sup> Residents of the PHA's family housing developments are responsible for their electric and heating expenses. The PHA pays water, sewer, and trash for all units.

The signed and executed Rent Schedule for each RAD-PBRA Project are attached for the Board's review.

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Attachments: Rent Schedule for McDonough Homes; HUD Form 92458  
Rent Schedule for Hamline-Front-Seal; HUD Form 92458  
Rent Schedule for Edgerton-Iowa-Wilson; HUD Form 92458  
Rent Schedule for Roosevelt Homes; HUD Form 92458  
Rent Schedule for Mount Airy-Valley; HUD Form 92458  
Rent Schedule for Exchange-Wabasha; HUD Form 92458  
Rent Schedule for Ravoux-Neill-Central; HUD Form 92458  
Rent Schedule for Dunedin-Cleveland-Montreal; HUD Form 92458





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## Instructions

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**General.** For projects with fully-insured or HUD-held mortgages, the owner/agent submits this Form to the HUD Field Office. For projects with coinsured mortgages, the owner/agent submits this Form to the lender.

**Part A.** If the monthly rent potential you are proposing is less than or equal to the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete all of Part A according to the instructions below. If the monthly rent potential you are requesting exceeds the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete only Columns 1 and 2 according to the instructions below. Show your proposed rents and monthly rent potential in the cover letter transmitting your rent increase request.

**Column 1.** Show each type of unit for which rents will vary. Show the number of bedrooms and bathrooms and other features that cause rents to vary (e.g., 2 BDM, 1 B, DA, KETTE, vs 2 BDM, 2B, DR, K). Use the following symbols:

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**Column 2.** Show the number of units for each unit type. Include non-revenue producing units.

**Column 3.** For unsubsidized projects, show the rent you intend to charge for each unit type. For subsidized projects, show the contract rent (as defined in HUD Handbook 4350.3) for each unit type.

**Column 4.** For each line, multiply the contract rent in Column 3 by the number of units in Column 4. Add monthly contract rent potentials for each unit size to compute the total monthly contract rent potential. Multiply the monthly total by 12 to compute the annual contract rent potential.

**Columns 5 and 6.** Complete the Columns only if the project has a subsidy contract with HUD and some utilities are not included in the rent. In Column 5, show the utility allowance for each unit type. Compute the gross rent for each unit type by adding the contract rent in Column 3 and the utility allowance in Column 5. Show this amount in Column 6.

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**Parts B, C, D and E.** Complete these Parts according to the instructions on the Rent Schedule.

**Part F.** Do not complete this Part. The HUD Field Office/lender will complete this Part.

**Parts G and H.** Complete these Parts according to the instructions on the Rent Schedule.

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**Part G – Information on Mortgagor Entity**

Name of Entity

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

Type of Entity

- Individual   
  General Partnership   
  Joint Tenancy/Tenants in Common   
  Other (specify) PUBLIC HOUSING AGENCY  
 Corporation   
  Limited Partnership   
  Trust

List all Principals Comprising Mortgagor Entity: provide name and title of each principal. Use extra sheets, if needed. If mortgagor is a:  
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Kevin Lindsey, Vice Chair

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Tom Reding, Treasurer

Name and Title

Yer Chang, Secretary

Name and Title

Veronica Robinette, Commissioner

Name and Title

John Cardoza, Commissioner

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**Part H – Owner Certification**

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name and Title

Jon M. Gutzmann, Executive Director

Authorized Official's Signature



Date (mm/dd/yyyy)

09/11/2023

**Part I – HUD/Lender Approval**

Addendum Number

4

Branch Chief/Lender Official Signature



Date (mm/dd/yyyy)

9/25/2023

HAP Contract Number

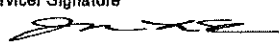
MN46RD00003

Director, Housing Management Division Signature  
 XXX

Exhibit Number

Loan Servicer Signature

Date (mm/dd/yyyy)



Date (mm/dd/yyyy)  
 XXXXXXXXXXXXXXX

Julie LaSota, Resolution Specialist, 9/14/2023

Previous editions are obsolete

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Public Housing Agency of the City of St. Paul

Type of Entity

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  Joint Tenancy/Tenants in Common   
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Authorized Official's Signature

*[Handwritten Signature]*  
11/9/2023

Date (mm/dd/yyyy)

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Addendum Number

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Branch Chief/Lender Official Signature

*Tiffany Mielke*  
Tiffany Mielke, Chief, Asset Resolution Branch

Date (mm/dd/yyyy)

11/22/2023

HAP Contract Number

MN46RD00005 - Roosevelt Homes

Exhibit Number

~~Resolution Specialist/Asset Resolution Branch~~

Loan Servicer Signature

*[Handwritten Signature]*

Date (mm/dd/yyyy)

Julie LaSota, Resolution Specialist, 11/20/2023

~~Date (mm/dd/yyyy)~~

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11/9/2023

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Date (mm/dd/yyyy)

HAP Contract Number

MN46RD00006 - Mt Airy Valley

Tiffany Mielke, Chief, Asset Resolution Branch 11/22/2023

Exhibit Number

Director, Housing Management Division Signature

Loan Servicer Signature

Date (mm/dd/yyyy)

Julie LaSota, Resolution Specialist, 11/20/2023

Rate (xxxxxx/xxxx)

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KETTE	- Kitchenette		

**Column 2.** Show the number of units for each unit type. Include non-revenue producing units.

**Column 3.** For unsubsidized projects, show the rent you intend to charge for each unit type. For subsidized projects, show the contract rent (as defined in HUD Handbook 4350.3) for each unit type.

**Column 4.** For each line, multiply the contract rent in Column 3 by the number of units in Column 4. Add monthly contract rent potentials for each unit size to compute the total monthly contract rent potential. Multiply the monthly total by 12 to compute the annual contract rent potential.

**Columns 5 and 6.** Complete the Columns only if the project has a subsidy contract with HUD and some utilities are not included in the rent. In Column 5, show the utility allowance for each unit type. Compute the gross rent for each unit type by adding the contract rent in Column 3 and the utility allowance in Column 5. Show this amount in Column 6.

**Columns 7 and 8.** Complete these Columns only if the project is receiving Section 236 Interest Reduction Payments. In Column 7, show the market rent for each unit type. In Column 8, for each line multiply the market rent in Column 7 by the number of units in Column 2. Add the monthly market rent potentials for each unit size to compute the total monthly market rent potential. Multiply the monthly total by 12 to compute the annual market rent potential.

**Parts B, C, D and E.** Complete these Parts according to the instructions on the Rent Schedule.

**Part F.** Do not complete this Part. The HUD Field Office/lender will complete this Part.

**Parts G and H.** Complete these Parts according to the instructions on the Rent Schedule.

**Part I.** Do not complete this Part. The HUD Field Office/lender will complete this part.





Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This collection of information is authorized under Section 207 of the National Housing Act. The information is necessary for the Department to ensure that project owners are not overcharging their tenants and to ensure that the rent levels approved by the Department are not exceeded. The Department uses this information to enforce rent regulations which otherwise would be difficult because there would be no clear record of the rents and charges that the Department had approved. In addition, the Department needs to periodically collect information regarding project principals, so unauthorized participation by previously excluded or otherwise undesirable owners can be detected. This information is required to obtain benefits. HUD may disclose certain information to Federal, State, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law.

## Instructions

All project owners must submit the form HUD-92458 when requesting an adjustment to project rents. HUD establishes and approves rental charges and utility allowances on the Form. The owner is responsible for notifying tenants of the approved rents.

**General.** For projects with fully-insured or HUD-held mortgages, the owner/agent submits this Form to the HUD Field Office. For projects with coinsured mortgages, the owner/agent submits this Form to the lender.

**Part A.** If the monthly rent potential you are proposing is less than or equal to the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete all of Part A according to the instructions below. If the monthly rent potential you are requesting exceeds the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete only Columns 1 and 2 according to the instructions below. Show your proposed rents and monthly rent potential in the cover letter transmitting your rent increase request.

**Column 1.** Show each type of unit for which rents will vary. Show the number of bedrooms and bathrooms and other features that cause rents to vary (e.g., 2 BDM, 1 B, DA, KETTE, vs 2 BDM, 2B, DR, K). Use the following symbols:

BDM	- Bedroom	LR	- Living Room
B	- Bath	DR	- Dining Room
K	- Kitchen	DA	- Dining Alcove
KETTE	- Kitchenette		

**Column 2.** Show the number of units for each unit type. Include non-revenue producing units.

**Column 3.** For unsubsidized projects, show the rent you intend to charge for each unit type. For subsidized projects, show the contract rent (as defined in HUD Handbook 4350.3) for each unit type.

**Column 4.** For each line, multiply the contract rent in Column 3 by the number of units in Column 2. Add monthly contract rent potentials for each unit size to compute the total monthly contract rent potential. Multiply the monthly total by 12 to compute the annual contract rent potential.

**Columns 5 and 6.** Complete the Columns only if the project has a subsidy contract with HUD and some utilities are not included in the rent. In Column 5, show the utility allowance for each unit type. Compute the gross rent for each unit type by adding the contract rent in Column 3 and the utility allowance in Column 5. Show this amount in Column 6.

**Columns 7 and 8.** Complete these Columns only if the project is receiving Section 236 Interest Reduction Payments. In Column 7, show the market rent for each unit type. In Column 8, for each line multiply the market rent in Column 7 by the number of units in Column 2. Add the monthly market rent potentials for each unit size to compute the total monthly market rent potential. Multiply the monthly total by 12 to compute the annual market rent potential.

**Parts B, C, D and E.** Complete these Parts according to the instructions on the Rent Schedule.

**Part F.** Do not complete this Part. The HUD Field Office/lender will complete this Part.

**Parts G and H.** Complete these Parts according to the instructions on the Rent Schedule.

**Part I.** Do not complete this Part. The HUD Field Office/lender will complete this part.





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**Part A.** If the monthly rent potential you are proposing is less than or equal to the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete all of Part A according to the instructions below. If the monthly rent potential you are requesting exceeds the Maximum Allowable Monthly Rent Potential approved by HUD/lender on your original Rent Formula or on your most recent Rent Computation Worksheet, complete only Columns 1 and 2 according to the instructions below. Show your proposed rents and monthly rent potential in the cover letter transmitting your rent increase request.

**Column 1.** Show each type of unit for which rents will vary. Show the number of bedrooms and bathrooms and other features that cause rents to vary (e.g., 2 BDM, 1 B, DA, KETTE, vs 2 BDM, 2B, DR, K). Use the following symbols:

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**Parts B, C, D and E.** Complete these Parts according to the instructions on the Rent Schedule.

**Part F.** Do not complete this Part. The HUD Field Office/lender will complete this Part.

**Parts G and H.** Complete these Parts according to the instructions on the Rent Schedule.

**Part I.** Do not complete this Part. The HUD Field Office/lender will complete this part.