

REQUEST FOR PROPOSALS

AFFORDABLE OWNERSHIP HOUSING DEVELOPMENT PROGRAM

The City of Minneapolis through its Community Planning and Economic Development (CPED) department is accepting applications for the Affordable Ownership Housing Development Program, which is a city-wide program to assist developers in the provision rehabilitation and construction of new affordable single-family, duplex or multi unit housing for owner-occupancy, including limited equity cooperatives. The program funds will assist housing developments with long-term or perpetual affordability mechanisms. CPED is offering Community Development Block Grant (CDBG) funds of approximately \$1,000,000 in total funding.

I. DEFINITIONS

Eligible Costs: The Affordable Ownership Housing Development Program will provide up to half of the total project gap funding. Funds may be used for both development cost gap and/or buyer affordability gap. Developers must provide documentation that the units will remain affordable for 30 years. Cooperative funds will generally be structured as long-term, low-interest, deferred loans, as either blanket loans to the cooperative or individual share loans. The maximum CPED assistance for units sold to households earning $\leq 50\%$ MMI is \$45,000 per unit and a maximum of \$30,000 per unit for properties sold to households earning $\leq 60\%$ MMI. CPED staff will undertake sufficient financial analysis of the projects to determine the appropriate amount of CPED assistance. Approximately half of the CPED funds will assist units at $\leq 50\%$ MMI and approximately half will assist units at $\leq 60\%$ MMI. For all projects with 10+ units, at least 20% of the units must be affordable to and occupied by households at $< 50\%$ MMI and at least 51% of the units must be at $< 80\%$ MMI¹. The income limits, adjusted for household size, are attached as an exhibit.

Development cost gap: Financing for the difference between the cost of the improvement/construction of a property (including acquisition, demolition, rehabilitation, and construction), and the after-rehab or fair market value of the property upon sale established at the beginning of the project.

Buyer affordability gap: Financing for the difference between the fair market value of the property upon sale and the amount the actual homebuyer qualifies to purchase based on ratios similar to the City Living Program criteria of 33/38 if conventional and a 29/41 ratio if FHA.

Eligible Developers: A developer may be either a for-profit or non-profit entity. Developers must be proven development entities and must demonstrate professional development experience, a proven ability to undertake development projects of this type, and the ability to obtain sufficient financing. Land trust models, i.e. City of Lakes Community Land Trust, or limited equity cooperatives, are encouraged to apply.

II. PROJECT ELIGIBILITY AND REQUIREMENTS

A. Vacant land or single family, duplex and multi unit structures in need of substantial renovation or replacement, or a land trust homebuyer initiated program. No two-unit condominiums are allowed.

¹ Multiple ownership buildings in a project may require a six-month waiver from HUD

B. Vacant lots owned by the City of Minneapolis (formerly owned by the MCDA) are also eligible for treatment under the program. A list of these lots can be found on our web site at http://www.ci.minneapolis.mn.us/cped/vacant_lot_home.asp

C. Applications must be accompanied by evidence of site control (i.e. signed purchase agreement or option).

D. Federal and/or local relocation requirements are applicable to all buildings at the time of site control (i.e. signed purchase agreement or option).

E. The completed units must be advertised and publicly offered and must be sold to the general public. The advertised price must be the home's fair market (appraised) value. After a six month period CPED may agree to price reductions if property fails to sell. However, A PRICE REDUCTION WILL NOT RESULT IN AN INCREASE IN THE GAP AMOUNT.

F. Projects are strongly encouraged to incorporate Green Communities Criteria, accessible on the Minnesota Green Communities website, www.greencommunitiesonline.org/minnesota.

G. All projects must demonstrate compliance with city and federal requirements as indicated in the Exhibit: General Contracting Requirements.

H. Relocation Policy: Federal relocation regulations or local relocation rules will apply to all projects funded through the Affordable Ownership Housing Program. Funding applications must include the following materials:

1. Occupancy information as of the date of site control e.g. date of the signed purchase agreement and/or option to purchase.
2. Occupancy information as of the date of the AOHP application submission to CPED
3. Draft relocation plan for temporary relocation (on site and off site), permanent relocation, and a combination of temporary and permanent relocation.
4. Inclusion of a relocation budget estimate in the development proforma and information detailing the calculation of the relocation budget estimate.

III. APPLICATION PROCEDURE

Required proposal content: submit 4 copies of the following:
Completed CPED Affordable Ownership Program application form including all required attachments

Applications must be received no later than Thursday, July 12, 2007 by 4:00 PM.

Applications should be delivered or sent to:
Community Planning and Economic Development
Crown Roller Mill, Suite 200
105 - 5th Avenue South
Minneapolis, MN 55401
Attention: Cheryl Groettum

**NO LATE, E-MAILED, OR FAXED PROPOSALS WILL BE ACCEPTED
EQUAL HOUSING OPPORTUNITY**

IV. SELECTION CRITERIA

Program evaluation criteria are listed below:

Proximity to jobs and transit (projects that demonstrate transit access and are oriented to primary commercial and community corridors)	(up to 10 points)
Area Employer or other employee contributions	(up to 15 points)
Private leverage (over/and above the first mortgage financing)	(up to 10 points)

Other public leverage (over and above the required match)	(up to 10 points)
Long term affordability/land trust models	(up to 100 points)
Mixed-income (for multi-unit developments only)	(up to 10 points)
Developer experience and capacity	(up to 15 points)
Financial feasibility and readiness	(up to 15 points)
Non-impacted area	(up to 20 points)
Density appropriate to the location	(up to 10 points)
Treatment of blighted property	(up to 20 points)
Zero displacement	(up to 10 points)
Integration with broader city revitalization efforts	(up to 10 points)
Neighborhood support and financial contribution	(up to 15 points)
Reduction of CPED Land Inventory	(up to 15 points)
Preservation of expiring tax credit units	(up to 20 points)
Large family housing	(up to 10 points)
Senior housing	(up to 10 points)
Quality of management plan and cooperative training plan	(up to 10 points)
Quality of design, including “green” and sustainability initiatives	(up to 10 points)

The City reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with a proposer into a project of lesser or greater magnitude than described in this RFP or the proposer’s reply.

Staff will review and rank proposals and make recommendations for funding to the City Council. With the City Council’s approval of funds, developers must demonstrate compliance with program requirements, secure project funding, and conduct the project closing in a timely manner. The funding commitment provided is for a fifteen-month period at which time the following must occur: 1) at least one-third of the total development funds have been raised and 2) the applicant provides evidence that the balance of development money is likely to be raised and a closing will occur in the next twelve months. Projects that can not meet the above timelines will lose their funding commitment.

Developers are required to submit their proposals to the appropriate neighborhood group for review.

V. PROGRAM CLOSING

- A. Prior to program closing the developer will be required to submit: documents creating or related to any partnership or joint venture arrangement for the project, documents related to purchase and financing, a title binder in a form satisfactory to CPED, evidence of insurance, zoning and utilities and other required documentation. The City of Minneapolis must be a certificate holder/mortgagee on all types of insurance.
- B. Once all requirements are satisfied, the developer and CPED staff will arrange a mutually agreeable closing date.
- C. Funds will be secured by a note and a mortgage recorded against the property.
- D. Development cost gap funds will be disbursed periodically upon CPED inspection, starting at the point of 50% project completion.
- E. Affordability gap funds will be disbursed at the buyer closing.

VI. SALE OF THE PROPERTY FOR HOMEOWNERSHIP

- A. Properties must be completed within 12 months of program closing.

- B. Pursuant to the final inspection, all punch list items must be corrected before closing with a buyer will be authorized.
- C. For rehab projects, a code compliance certificate or a Truth-In-Housing and Certificate of Occupancy must be submitted on or before closing.
- D. A Certificate of Occupancy must be submitted for new construction projects.
- E. A copy of the purchase agreement with the buyer must be provided to CPED, including copies of income verifications from all sources and/or a Fannie Mae 1003 application form signed by the home buyer and approved by the lenders underwriter at least 10 business days before closing.
- F. CPED staff must receive written notice of the developer and the buyer closing at least 10 days prior to closing.
- G. All homebuyers must attend and provide a certificate of attendance at a pre-purchase workshop and housing maintenance workshop prior to closing (or cooperative training program for limited equity cooperative projects).
- H. Pursuant to the second mortgage strategy adopted by the city council in November of 2002, CPED second mortgage affordability loan documents will be required for all projects, unless the developer is contracting with the City of Lakes Community Land Trust. Cooperative funds will generally be structured as long-term, low-interest deferred loans, as either blanket loans to the cooperative or individual share loans.
- I. At closing, the buyers must sign an affidavit of owner-occupancy.
- J. CPED will provide a Satisfaction of Mortgage for development gap financing only.

EQUAL HOUSING OPPORTUNITY

Program Contacts:

Multifamily Housing: Cherré Palenius (612-673-5241) cherre.palenius@ci.minneapolis.mn.us

Single Family Housing: Earl Pettiford (612-673-5231) earl.pettiford@ci.minneapolis.mn.us

Exhibits: CPED Affordable Ownership Development Program Application
Federal Household Income Limits
CPED General Contracting Requirements
Minnesota Dept. of Health Lead Poisoning Prevention Act & Rules
4761.2320 Lead Project Designer