

MINNEAPOLIS FORECLOSURE RECOVERY REHABILITATION PROGRAM REQUEST FOR PROPOSALS

The City of Minneapolis through its Community Planning and Economic Development (CPED) department is accepting applications for the Minneapolis Foreclosure Recovery Rehabilitation Program. This program is being funded by grants from the department of Housing and Urban Development (HUD) and the Minnesota Housing Finance Agency (MHFA) under the Neighborhood Stabilization Program (NSP), which is authorized by the federal Housing and Economic Recovery Act of 2008 (HERA). HERA provides emergency assistance to states and localities for the redevelopment of abandoned and foreclosed homes. Driven by the immense scope of the current foreclosure crisis and the destabilizing impact of these foreclosed properties upon our neighborhoods, the City of Minneapolis has created a program to assist developers in the rehabilitation of affordable single-family, duplex or multi-unit housing (up to 10 units) in areas which have been defined as *areas of greatest need*. The program funds will assist developers with construction gap financing in the treatment of foreclosed and/or abandoned housing. CPED is offering approximately \$3.7M in total funding (approximately \$1.5M in funding directly to Minneapolis, i.e., Minneapolis funds, and approximately \$2.2M in funding through MHFA to Minneapolis, i.e., State funds).

The State of Minnesota and the City of Minneapolis have identified three goals for the NSP funding:

1. To maximize the revitalization and stabilization impact on neighborhoods;
2. To complement and coordinate with other federal, state and local investment in the targeted neighborhoods;
3. To preserve affordable housing opportunities in the target neighborhoods.

The definitions and requirements in this RFP are intended to comply with and should be interpreted in accordance with HERA and HUD's implementing rules and regulations for NSP.

I. DEFINITIONS

Abandoned: A home is abandoned when mortgage or tax foreclosure proceedings have been initiated for that property, no mortgage or tax payments have been made by the property owner for at least 90 days, AND the property has been vacant for at least 90 days.

Area Median Income (AMI): Area median income as most recently established by HUD for the Minneapolis/St. Paul standard metropolitan statistical area, as adjusted for family size.

Current Market Appraised Value: The value of a foreclosed upon home or residential property that is established through an appraisal conforming with 49 CFR 24.103 and made within 60 days prior to the developer's offer to purchase the property.

Development Cost Gap: For ownership projects—the difference between the cost of the improvement of a property (including acquisition and rehabilitation) and the Sale Price, as established at the beginning of the project. For rental projects—the difference

between the cost of the improvement of a property and the estimated market value (based on net operating income—see attached worksheet) established at the beginning of the project.

Eligible Area (See Exhibit B):

- ◆ South: The entire 55407 zip code (State funds) and the following neighborhoods—Ventura Village, Whittier, Midtown Phillips, Phillips East, Phillips West, Central, and Bryant (Minneapolis funds).
- ◆ Northeast: The entire 55418 zip code (State funds) and the following neighborhoods—Sheridan and Beltrami (Minneapolis funds)
- ◆ North: The entire 55411, 55412 and 55430 zip codes (State funds) and the Harrison neighborhood (Minneapolis funds)

Eligible Developers: Developers must be non-profit development entities with experience using Community Development Block Grant funds and must demonstrate professional development experience, a proven ability to undertake development projects of this type, and have the ability to obtain sufficient financing.

Eligible Use: The development cost gap on the purchase and rehabilitation of homes and residential properties that have been abandoned or foreclosed upon, in order to sell, rent or redevelop the homes and properties.

Foreclosed: A property “has been foreclosed upon” at the point that, under state or local law, the mortgage or tax foreclosure is complete.

Project Completion: A project is considered complete at the time that the closing is complete with the end buyer or when the Certificate of Occupancy is issued on a rental project.

Rehabilitation: Any rehabilitation of a foreclosed upon home or residential property shall be to the extent necessary to comply with the City’s Foreclosure Recovery Rehabilitation Program Standards (see Exhibit A) and applicable laws, codes and other requirements relating to housing safety, quality, and habitability.

Sale Price: The lesser of a) the after-rehab market appraised value of the property and b) the developer’s cost of acquisition and rehabilitation.

II. PROJECT ELIGIBILITY AND REQUIREMENTS

- ◆ Single family, duplex and multi-unit structures (up to 10 units; 8 or more units will require compliance with prevailing wage). Condominiums and Cooperative ownership proposals will be accepted on a case-by-case basis.
- ◆ The completed units must be advertised, offered and sold to the general public in accordance with an approved “Affirmative Marketing Plan.” The advertised price must be the home’s market appraised value unless that exceeds the cost of acquisition and rehabilitation of the property.
- ◆ All projects must demonstrate compliance with city and federal requirements.

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Requirements – Activities	Rental	Ownership
Eligible Use	X	X
Eligible Developer	X	X
Evidence of rental management experience	X	
Eligible Area	X	X
Abandoned or Foreclosed upon property	X	X
Purchased at a 5-15% discount from Current Market Appraised Value	X	X
Rehabilitation (in accordance with Foreclosure Recovery Rehabilitation Standards)	X	X
Sale price not to exceed cost to acquire/rehab		X
Rent not to exceed HOME rents	X	
Serving household(s) with income not exceeding 120% AMI	X	X
5-15 year affordability, depending on amount of NSP financing	X	X
Financial feasibility	X	X
Detailed plan of proposed activities	X	X
Demonstrated neighborhood support	X	X
Ability to obligate funds within the statutory use period (approximately July 1, 2010)	X	X
Quarterly reporting	X	X

III. AFFORDABILITY PERIOD

For the purposes of NSP funding, the City has elected to use the continued affordability standards as outlined in the table below:

Per unit amount of NSP funds for Acquisition/Rehab of Existing Housing	Minimum Period of Affordability
Under \$15,000	5 Years
\$15,000 - \$40,000	10 Years
Over \$40,000	15 Years

The affordability period levels above will also apply to any rental housing assisted with NSP funds. The affordability requirements are further described in the “Continuing Affordability” section below.

IV. APPLICATION PROCEDURE

One electronic Minneapolis Neighborhood Stabilization Program proposal must be submitted to edythe.oliveto-oates@ci.minneapolis.mn.us and one original, including all required attachments must be delivered to:

**Community Planning and Economic Development
 105 Fifth Avenue South—Suite 200
 Minneapolis, MN 55401
 Attention: Edie Oliveto-Oates**

DUE: 12:00 PM on Tuesday, February 17, 2009
NO LATE PROPOSALS WILL BE ACCEPTED

V. SELECTION CRITERIA

Priority Ranking – Activities	Maximum Points	
	Rental	Ownership
Leverage: Excluding First Mortgage Financing <i>(5 points for every \$5K leveraged)</i>	25	25
Limited NSP Financing (Less than \$25,000/Unit)	10	10
Creation of Affordable Housing (80% AMI) in less poverty concentrated census tracts	15	15
Evidence of Long-Term Affordability	15	15
Treatment of Boarded and Vacant Property	15	15
Serving Households below 50% AMI	50	50
Evidence of Green/Sustainability Elements	15	15
Integration with broader City's revitalization efforts	15	15
Ratio of Soft Costs to Total Development Cost <i>(Rental - 8% and Ownership - 10%)</i>	10	10
Proximity to Transit, Jobs and Density	15	15
Coordination with local Contractors (In compliance with Section 3)	25	25
Affirmative Marketing Plan (including Housing Victims of Foreclosure)	50	50
Evidence of Site Control	5	5
Ability to use funds within one-year <i>(15 pts for 6 mo/10 pts for 9 mo/5 pts for 12 mo)</i>	15	15
Maximum Points	280	280

The City reserves the right to reject any or all proposals, in whole or in part, 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. Preliminary funding commitments granted by the Council will be for a twelve-month period during which time developers must demonstrate compliance with program requirements at 6, 9 and 12 month intervals, secure project funding, and conduct the project closing. As the funding is time-sensitive, the City reserves the right to re-allocate unused funds during the project period.

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VI. FUNDING AGREEMENT & PROJECT(S) CLOSING(S)

- ◆ The City will enter into a funding agreement with each subrecipient of NSP funds.
- ◆ Prior to the rehabilitation of each project to be assisted under the agreement, the developer will be required to submit documents related to purchase and financing, a pro forma establishing the actual development cost gap, a title binder in a form satisfactory to the City, evidence of insurance, documentation of compliance with applicable contracting and employment requirements (e.g., bidding, bonding, affirmative action plan, preconstruction booklet, small and underutilized business program, Section 3, prevailing wage, apprenticeship) and other applicable required documentation for the project.
- ◆ The City of Minneapolis must be a certificate holder/mortgagee on all types of insurance.
- ◆ Once all requirements are satisfied with respect to each assisted unit, the developer and CPED staff will arrange a mutually agreeable project closing date.
- ◆ NSP funds will be secured by a note and a mortgage recorded against the property at project closing.
- ◆ Development cost gap funds will be disbursed as follows:
 - Single Family Projects (Two Installments)
 - First disbursement is at Project Closing (50% of project award)
 - Final disbursement is at Homebuyer Closing (remaining 50% of project award)
 - Rental Projects (Three installments)
 - First disbursement is at Project Closing (the lesser of 50% of the project award or the acquisition price of the building)
 - Second disbursement is at the halfway point of the project (balance, less 10% of the project award)
 - Final disbursement is at submission of Certificate of Occupancy (remaining 10% of project award)

VII. PROJECT COMPLETION

- ◆ General Requirements
 - Projects must be completed within 12 months after project closing.
 - Pursuant to the final inspection, all punch list items must be corrected before final payment is disbursed.
 - A code compliance certificate or Truth-In-Housing and Certificate of Occupancy must be submitted at project completion.
- ◆ Ownership Projects
 - A copy of the purchase agreement with the homebuyer must be provided to CPED, including copies of income verifications from all sources and/or a Fannie Mae 1003 application form signed by the homebuyer and approved by the lender's underwriter.
 - The primary financing can be any fixed-rate FHA, VA, Fannie Mae, or Freddie Mac insured or uninsured loan product that is generally considered in the lending industry to be an "A" or "prime" lending product. A contract for deed financed product will be considered on a case-by-case basis, pending approval by the Department of Housing & Urban Development and the City of Minneapolis.

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- Developers are encouraged to market the Minneapolis Advantage Program to eligible borrowers to provide greater opportunity.
- All homebuyers must document that they have received at least 8 hours of homebuyer counseling by providing a certificate of attendance at a HUD-approved pre-purchase workshop and housing maintenance workshop prior to closing.
 - At the homebuyer closing, the buyer(s) must sign an affidavit of owner-occupancy and a “continuing affordability” note and mortgage in favor of the City.
 - CPED staff must receive written notice of the homebuyer closing at least 15 business days prior to closing.
 - CPED will provide a satisfaction of the developer’s “development cost gap” note and mortgage at the homebuyer closing.
 - Demographic information (See Exhibit C) about the homebuyer will be required on all projects.
- ◆ Rental Projects
- At project closing, the developer must sign a note and mortgage and a “continuing affordability” regulatory agreement/declaration of restrictive covenants in favor of the City.
 - CPED will provide a satisfaction of the developer’s “development cost gap” note and mortgage and release the declaration of restrictive covenants at the end of the affordability period.
 - Developer shall provide annual certification that each tenant meets the affordability guidelines in accordance with the HOME regulations.
 - All units must be maintained at Section 8 Housing Quality Standards.
 - Demographic information about the tenants will be required on all units.

VIII. CONTINUING AFFORDABILITY

To ensure that NSP-assisted homeownership properties will remain affordable to low/moderate/middle-income homebuyers, the City is imposing a resale provision consistent with the HOME program standards at 24 CFR 92.254. If the homeowner transfers the property during the affordability period, the resale restriction will require the homeowner to sell the property as a principal residence to an income-qualified buyer. The income-qualified buyer must assume the City’s note and mortgage to ensure continuing affordability for the balance of the affordability period. If an income-qualified buyer is not found, the City will participate in a formula for sharing in the net sales proceeds on the property. The formula provides a fair return on investment to the seller.

For rental properties, the City will impose occupancy and rent restrictions consistent with the HOME program standards at 24 CFR 92.252(a), (c), (e) and (f) through loan documentation and a regulatory agreement/declaration of restrictive covenants.

IX. CIVIL RIGHTS, AFFIRMATIVE ACTION, SUBP, SECTION 3 AND DAVIS BACON

Civil Rights/Affirmative Action. The developer and its contractors and subcontractors with contracts exceeding \$50,000 will be required to submit a written affirmative action plan in connection with the project(s). The developer also must comply and cause its

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contractors to comply with applicable provisions of Chapters 139 and 141 (Title 7, Civil Rights), Minneapolis Code of Ordinances, nondiscrimination provisions contained in Chapter 181, Minnesota Statutes, the Americans with Disabilities Act of 1990 (as amended), Section 109 of the Housing and Community Development Act of 1974 (as amended), the Age Discrimination Act of 1975 (as amended) and Executive Order 11246, as amended by Executive Order 12086.

SUBP. Development projects that receive financial assistance in excess of \$100,000 must comply with Chapter 423 of the Minneapolis Code of Ordinances. Chapter 423 encourages the use of businesses owned by women and minorities in securing construction and professional services, and is applicable to the developer and its contractors. A list of certified businesses can be obtained by contacting the **Small and Underutilized Businesses Program** at 612 673-2112 or at www.govcontracts.org.

Developers must require their contractors to take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Per HUD regulations, affirmative steps shall include:

- ◆ Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ◆ Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- ◆ Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- ◆ Establishing delivery schedules, where the requirements permit, which encourage participation by small and minority business, and women's business enterprises;
- ◆ Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

Developer or their representative shall contact the City's Department of Civil Rights to obtain goals and determine any other requirements prior to soliciting for bids.

SECTION 3. Developers receiving more than \$200,000 of federal funds for a project and any contractor or subcontractor with a contract on such a project in excess of \$100,000 are subject to the Section 3 requirements outlined in 24 C.F.R. Part 135. All Section 3 covered contracts shall include the following clause (referred to as the "Section 3 Clause"):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement Section 3. As evidenced by their execution of this contract, the

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parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 C.F.R. part 135.

F. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

Davis Bacon/Prevailing Wage. For projects with 8 or more units, the developer must cause its general contractor and subcontractors to comply with the wage and hour standards issued by the United States Secretary of Labor pursuant to the Davis Bacon Act, 40 U.S.C. Sections 276a to 276a-5, as amended, and the Contract Work Hours and Safety Standards Act 40 U.S.C. Sections 327-333. The contractors and subcontractors must pay prevailing wages as determined by a federal wage decision and provide weekly certified payroll records to the Minneapolis Department of Civil Rights. The signed contract that contains the building specifications for the project must contain a copy of the appropriate United States Department of Labor Federal Wage Decision document and the HUD Form 4010, Federal Labor Standards Provisions.

EXHIBIT A

FORECLOSURE RECOVERY REHABILITATION PROGRAM STANDARDS

NOTE: All details and/or materials listed may be subject to change or deletion, as required by specific location or structure. All changes must be approved in writing by CPED Project Staff.

The City of Minneapolis will adopt the following standards for all rehab projects associated with the Neighborhood Stabilization Program. These guidelines are to be used in conjunction with the minimum code associated with all permits pulled for the completion of the rehabilitation. Additionally, all developers are encouraged to perform sustainability techniques and use Energy Star products and standards.

BASEMENT

1. Basement floors shall be concrete with no tripping hazards or exposed dirt.
2. Replace hazardous or unserviceable stairways
3. All structural concerns need to be addressed, including cracks and limestone foundations must be properly tuck-pointed.
4. Basement walls should be free of scaling or spalling material. Apply two coats of waterproofing.

PLUMBING

1. Provide a minimum of a single laundry tub and washer bib-cocks.
2. Provide one exterior sill-cock centrally located to reach front and rear yards.
3. When the water heater needs to be replaced, install a new *40-gallon water heater in 2 bedroom homes and 50-gallon water heater in 3+ bedroom homes.*
4. Sewer systems must be individual and separate from adjacent buildings / properties. If the existing sewer system is retained, it must be cleaned out to the city sewer main. Install a Clean Out, if there is no Main Clean Out.
5. Provide an exterior vent for clothes dryer through the rim joist area. If rim joist venting is not accessible, alternatives can be discussed. Window venting is not acceptable. Glass block venting may be acceptable as determined by CPED.
6. Replacement of bathtubs shall be restricted to either cast iron tubs or fiberglass tub enclosures. **NO STEEL TUBS!**

HEATING & VENTILATION

1. If an existing heating plant will be retained, general contractor must provide written certification from a licensed heating contractor that the plant is at least 80% efficient, and the existing system meets code. All valves on radiators must be operational.
2. If replacement is required, replacement units shall be a minimum of 90% efficient and be placed on a 2" concrete pad or legs.
3. All kitchens must have a hood fan, which shall be vented to the outside where possible. Where not possible, please notify CPED at the time plans and specs are submitted for review.
4. Bathroom fans will be vented to the exterior.

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5. Whole House Ventilation: Provide a low zone ceiling exhaust fan vented to the exterior, and a wall switch set for continuous half speed venting with full speed boost.

ATTIC ACCESS

1. Install attic access with weather-stripping and insulate to code. Attic access must be open at final inspection for verification of insulation.

ELECTRIC

1. Minimum of 100-amp service per unit.
2. Dwelling and garage must be wired to code (Note: all non-grounded outlets shall be changed to grounded type).
3. Dwelling to have a minimum of two exterior receptacles for the (1) front and (1) rear.
4. Each outside entry door to have lighting.

INSULATION

NOTE: Order energy audit and insulate according to energy audit recommendations. In the event of any inconsistencies between the Energy Audit and these Rehab Standards, the Energy Audit shall prevail.

Minimally the following standards shall apply:

1. If rim joist is accessible, insulate to R-19.
2. Insulate sidewalls, if sidewalls are enclosed insulate to R-14 with the "blow-in-blanket" system or R-13 batts to code on all exposed framing areas.
3. Insulate attic to R-44.
4. If sidewall framing is exposed, provide 6-mil poly vapor barrier, otherwise use vapor barrier paint on interior of outside walls.
5. If insulation is exposed at the exterior foundation, it must be covered with a finish approved by CPED.
6. Provide a copy of the cleared Energy Audit final inspection

WINDOWS

1. Existing Windows—Rehab Wood Single Pane: Remove weight hardware and insulate pockets. Install full – tilt jamb liners. Refinish and reglaze sash as required. Weather-strip sash and plow to fit liners. Include locks and lifts. Install two track aluminum combination windows with full screen.
2. New Windows—Sash kit or Whole Unit: Remove weight hardware and insulate pockets. Insulated low-e glazing. Include locks, lifts, and full screens.
3. All storm/screen window units must compliment the fabric and color of the prime window.
4. All windows must be equipped with locks and lifts.
5. All windows are to be adjusted, weather-stripped, and made weather tight.

DOORS

1. When replacing primary entry doors, install a pre-hung insulated, metal door, include a locking knob set and dead bolt lock keyed alike.
2. For each exterior entry door install a storm door.
3. Interior doors should be serviceable with matching hardware installed.

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INTERIOR TRIM

1. When replacing, match existing as close as possible.

FINISH FLOORING

1. Ceramic tile (where used on floors) shall be installed in concrete or on cement board. No vinyl base allowed.

SPECIAL WALLS

1. If new ceramic tile is used in the tub area it will be installed on cement board.

DECORATING

1. No painting over wallpaper.
2. Semi-gloss paint will be used in the kitchen, baths, basement stairwell, attic and rear entry areas. Flat paint or eggshell should be used for all bedrooms, living room, dining room, and stairway to the second floor.

EXTERIOR WALLS

1. Where existing wood siding and trim is retained, the general contractor shall warrant via a written warranty that all painted surfaces will not peel or flake for two years after final payment.
2. Where vinyl siding is installed, it must be .042 mil. When aluminum covering for trim is installed, it must be .019 gauge.
3. All painted stucco shall be sandblasted and redashed as needed.
4. When aluminum coil stock is used include covering the window wells and the outside blind stop.
5. Provide a mailbox.
6. Provide front and rear address numbers.

ROOFING

1. Remove and replace any asphalt shingled roof in a deteriorated condition or that cannot be warranted for seven years. All rotted wooden materials must be replaced.
2. Roofing shall be 240#, self-sealing, 3 tab, strip shingles; or appropriate roofing for flat roofs.
3. NO STAPLES shall be used to fasten shingles.
4. When roof is replaced, all roof caps and flashings shall be replaced. All flashing must be metal. valleys must be metal inverted V type (26 gauge). All vents, flashing, and valleys will match the shingle color.

SITE WORK

1. Existing garages in deteriorated condition that will not be treated will be removed.
2. Existing fences or other exterior amenities, i.e. gaslights, clothes poles in deteriorated condition, that will not be treated, will be removed.
3. If there is no garage, provided there is access, a minimum of one hard-surfaced (bituminous or concrete) off-street parking space must be provided.
4. If there is an existing deck or porch which needs repair or replacement, the ground under the deck or porch must be covered with poly and landscape rock.

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5. Remove all foundation growth and outlaw brush and the roots anywhere on the lot.
6. Provide fill and raise the grade around the foundation to provide proper drainage. Install window wells as necessary, with gravel 3+ inches in depth.
7. Repair any bare dirt areas, any bad sections and areas damaged during construction, including the boulevard areas.

MISCELLANEOUS

1. All buildings shall meet all applicable codes.
2. All necessary approvals will be received by CPED prior to the release of the final payment.

LEAD BASED PAINT

1. Developers are required to certify and ensure that their activities comply with the same lead regulatory requirements that apply to Community Development Block Grant programs. These requirements are in the Lead Disclosure Rule (24 CFR part 35, subpart A), and the Lead Safe Housing Rule's provisions for the rehabilitation (subpart J), and for acquisition, leasing, support services, or operation (subpart K), and the accompanying procedural requirements of subparts B and R. Developers must provide reports to the lead hazard contractor(s).

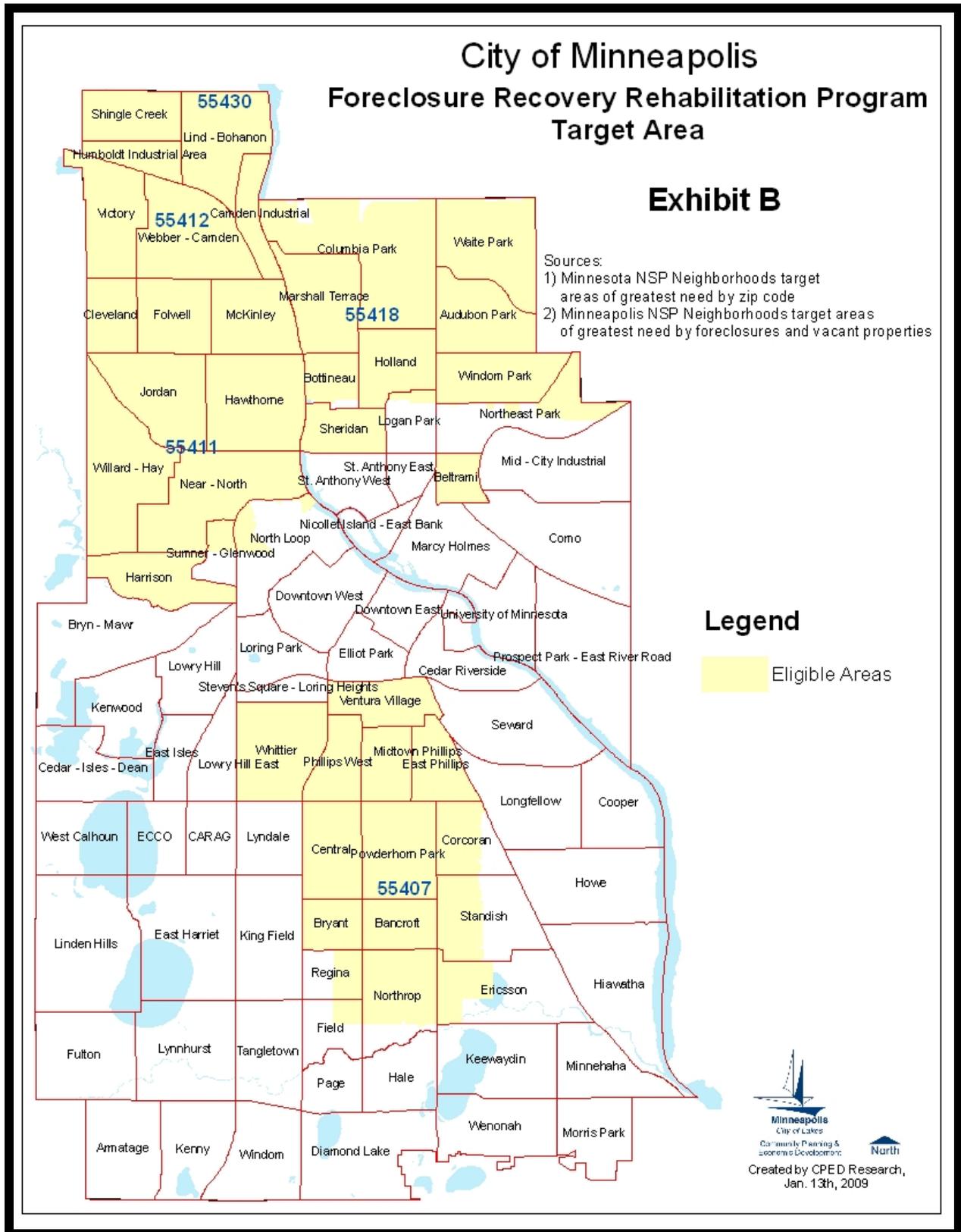


EXHIBIT C

Minneapolis Neighborhood Stabilization Program Homebuyer Ethnicity and Race Questionnaire

The home you are purchasing/leasing (circle one) located at the following address:
_____ was subsidized using
federal funding and the Department of Housing & Urban Development requires you fill
out this two-part questionnaire.

1. Ethnicity: (select *only one*)

- Hispanic or Latino
- Not Hispanic or Latino

2. Race: (select *one or more*)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

If more than one race is checked, the entity gathering the information uses one of the multiple race categories below to report to the City. If none of the multiple race categories are appropriate, "other" should be used.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Other

MEMORANDUM

EXHIBIT D



AFFIRMATIVE MARKETING REPORT

(Per HUD regulations, this form must be completed annually)

TO: Owners, Developers and Marketing Agents

RE: Affirmative Marketing

Affirmative marketing efforts must be undertaken by owners, developers and/or marketing agents of projects financed utilizing NSP funds.

Please describe below efforts made by you to affirmatively market your available units:

Suggestions:

Advertise in all local newspaper (Afro-American, Spanish, Native American, etc. Neighborhood newspapers) Community Organizations/Contacts, Places of Worship, Employment Centers, Housing Counseling Agencies, Shelters, County Programs

The public must be informed about fair housing laws through such methods as the use of the Equal Housing Opportunity logo or slogan. For example, vacant units must be advertised in newspapers using the logo and statement "Equal Housing Opportunity."

- _____
- _____
- _____

How well did steps taken work?

Owners are responsible for keeping records which demonstrate affirmative marketing efforts undertaken and provide a basis for assessing the result of that affirmative marketing effort.

PROJECT: _____	Compliance Year _____
Form Completed by: _____	Date: _____

Return a signed, completed form to:

**HOME Compliance Monitoring, CPED – Multifamily Housing
105 5th Avenue South - Suite 200
Minneapolis, MN 55401**

Thank you.