

Minneapolis Homes: Unfunded Rehab/New Construction Housing Development Checklist

Developer:

Developer Contact:

Address:

CPED Project Coordinator:

CPED Construction Management Specialist:

*Save all documents separate, named as bolded and underlined below and per phase. Unshaded documents are saved by the CPED Project Coordinator and/or Real Estate Coordinator. The shaded documents are saved by the CPED Construction Management Specialist. Items marked with * are provided by the applicant/developer.*

Phase 0: CPED Acquisition

- ☐ Tax forfeit property: SPC responds to Hennepin County **C/NC notification** via CPED Directors Report
- ☐ Program Manager assigns acquisition Real Estate Coordinator and Construction Management Specialist to conduct due diligence
- ☐ **Safe entry inspection report** and cleanout process
- ☐ Initial property standards CMS **inspection report**
- ☐ **Initial property pictures** showing slum/spot blight conditions
- ☐ Tax forfeit property: **Neighborhood notification** letter of property availability for acquisition
- ☐ **Environmental review record** including SHPO if CDBG, NSP, or HOME)
- ☐ SPC verifies **land sale review** completed
- ☐ Confirmation that the property is located in an **eligible area**
- ☐ **HUD 1** settlement statement related to the initial property acquisition
- ☐ **Property Deed** / evidence of ownership
- ☐ **Evidence property** was **vacant** at time of acquisition a minimum of 90 days prior to acquisition
- ☐ **Voluntary Acquisition Form**
- ☐ Initial property acquisition **purchase agreement**
- ☐ **CPED** verifies no previous CPED financing to project

Phase 1: Developer Application

- ☐ SPC markets properties on CPED website and via GovDelivery newsletter
- ☐ SPC conducts open house inspections with prospective applicants
- ☐ * **Offers to purchase received**
- ☐ **Neighborhood notification letter sent with scope of work from each applicant attached**
- ☐ **CPED** performs assessment of developer capacity, financial soundness and plan for occupancy

Phase 2: Contract and Closing

Step 1: Application approval and contract

- ☐ City Council approval of sale
- ☐ * Executed **redevelopment contract**
- ☐ * **Good faith deposit**

Step 2: Design and Permitting Approval (all items must be received **10 business days** before closing)

- ☐ * **New construction plans or rehab Final Detailed Developer Scope (DDS)** demonstrating minimum standards and blight removal
- ☐ * **Permit application:** rehab projects require a CMS approval of the DDS before applying for permit
- ☐ * **Documentation of financing** to proceed with construction
- ☐ * **Insurance**

Step 3: Closing

- ☐ Developer schedules a **CLOSING** with Real Estate Coordinator after the Project Coordinator, in consultation with the Construction Management Specialist, approves project to close.
- ☐ * **ALTA Loan Policy** (title insurance policy)
- ☐ * **Developer to Provide Copy of Stamped Plans**

Phase 3: Construction Completion

- ☐ * **Certificate of Occupancy**, Truth in Housing or Code Compliance as applicable
- ☐ * **Final radon testing** results
- ☐ **Final property inspection pictures** showing slum/spot blight conditions corrected
- ☐ CPED performs **Final Project Completion** document and site review

Additional Items Required for Rehabilitation Projects

- ☐ * **Asbestos manifest**
- ☐ * **Electrical certification** of original equipment by a licensed professional
- ☐ * **Mechanical certification** of original equipment by a licensed professional
- ☐ * **Sewer clean out certification** of original equipment by a licensed professional
- ☐ * **Roofing certification** of original equipment by a licensed professional
- ☐ * **Plumbing certification** of original equipment by a licensed professional

For projects constructed prior to 1978 provide the following

- ☐ * **Lead Clearance Report Pre-Occupancy**

Phase 4: Occupancy

- ☐ * **Project Close-out & Household Demographic Form** (required for each unit)

Phase 5: Post Occupancy

- ☐ **Release good faith deposit** (Note: demographics form must be received for GFD to be released)

COMMENTS