



Affordable Housing Trust Fund 2021 Notice of Available Funding (NOFA)

City of Minneapolis
Department of Community Planning and Economic Development
505 4th Avenue South, Suite 320
Minneapolis, MN 55415

**Applications will be submitted via SharePoint. Contact Carrie Goldberg for SharePoint Access.
Include the Project Name, Project Address, as well as all team members who need access
carrie.goldberg@minneapolismn.gov
612-673-5240**

NOFA Issued: June 4, 2021

**Applications Due:
July 27, 2021, 4:00 p.m.**

At which time SharePoint permissions will be removed

AFFORDABLE HOUSING TRUST FUND NOTICE OF FUNDING AVAILABILITY (NOFA)

I. INTRODUCTION: The Minneapolis Department of Community Planning and Economic Development (CPED) is soliciting development funding applications for the Affordable Housing Trust Fund (AHTF) Program. The primary purpose of the AHTF Program is to assist in financing the production and preservation/stabilization of affordable and mixed-income rental housing projects in Minneapolis. Program funds are available on a competitive basis to projects that need gap financing to cover the difference between total development costs and the amount that can be secured from other sources. The funding sources for the AHTF Program are primarily federal Community Development Block Grant (CDBG) funds, federal HOME Investment Partnership funds, and local funds. Please refer to the Program Policies and Procedures and supporting documents for further information.

II. SUMMARY NOFA CHANGES: There have been changes to the content of the following sections of this Notice of Funding Availability document:

Changes to 2021 AHTF Notice of Funding Availability:

1. Section VIII new language regarding emerging developer status
2. Section IX new application requirements

Changes to 2021 AHTF NOFA Scoring Criteria:

1. Section III H new language regarding Supportive Service Housing
2. Section III K deleted cost containment
3. Section III M updated senior housing policy goal ward eligibility
4. Section III R updated points for Sustainable Building Policy Energy Efficiency
5. Section III S updated language for alignment with Minneapolis 2040 Goals
6. Section III T new scoring category Equitable Development

III. AMOUNT OF AVAILABLE FUNDING: The specific amount of available funds for the 2021 AHTF round has not yet been determined because the City's 2021 allocation of CDBG and HOME funding is not yet final at the time of this NOFA. CPED estimates that up to \$15 million will be available, subject to the availability of funds. Not all available funding may be awarded during this funding round.

IV. FUNDING APPLICATION PREPARATION: Developers are advised to consider the following while assembling the funding application:

- A.** City Policy Consistency: Consider how the proposed housing is consistent with adopted City policies.
- B.** Additional factors to consider include timeliness, significance of funding gaps, comprehensive plan guidance, anti-displacement policies, and geographic location and distribution.

- C. **Capital Funding Gap:** Determine the amount needed for gap assistance in compliance with the maximum award description.
 - D. **Historic Resource Letter:** Promptly request a historic resource review letter from CPED for projects that include demolition, renovation or building relocation.
 - E. **Neighborhood Review:** Submit the development proposal to the recognized neighborhood group for review of the proposal based on design and land use issues prior to the proposal submittal. Provide a letter from the neighborhood organization evidencing their review.
 - F. **Permanent Mortgage:** Determine if the project can support a permanent mortgage and, if it can, include an estimated amount, terms, and identity of a probable lender. If a written funding commitment is not available at the time of application, including a letter of interest or a letter of support from the lender is recommended.
 - G. **Rental and Operating Subsidies:** Include written documentation stating the amount, terms, and conditions from the designated contributor.
 - H. **Rebates and Tax Exemptions:** Include anticipated utility rebates or sales tax exemptions as a funding source. A letter from the developer committing these funds as a capital contribution to the project but must be submitted with the application.
- V. **CPED RIGHT TO REJECT AND MODIFY APPLICATIONS:** CPED reserves the right to reject any or all applications or parts of applications and to negotiate modifications or applications submitted.
- VI. **PRE-APPLICATION TECHNICAL ASSISTANCE:** Free, limited, preliminary and non-binding pre-application technical assistance is available upon request to CPED staff through June 30, 2021. Developers with no or limited previous experience with the AHTF Program are strongly encouraged to utilize this resource. Prior to requesting a meeting with CPED staff, submit a cover letter, the Multifamily Workbook, a completed AHTF self-scoring worksheet, and any of the application items that are further described herein that may be helpful to have a substantive discussion about your project.
- VII. **FEES: APPLICATION, ORIGATION, AND HOME MONITORING:**
- a. **Application Fee:** A non-refundable \$1,000 application fee will be charged for each AHTF application.
 - b. **Origination Fee:** If a project is awarded funding, an origination fee of 1% the AHTF award will be collected at closing except for AHTF awards using federal HOME funds.
 - c. **HOME Monitoring Fee:** The HOME Final Rule published in the Federal Register on July 24, 2013 permits the City to charge a fee for HOME monitoring during the entire HOME Period of Affordability. The City's current annual HOME monitoring fee for projects that are completed is included in the supporting documents and must be included in the proforma for projects utilizing HOME funding.
- VIII. **SELF-SCORING WORKSHEET:** The supporting documents and SharePoint folder include a self-scoring worksheet that is required to be submitted to further describe the points that the developer believes may be earned based upon the documentation included throughout the funding proposal

Scoring helps identify the level to which a project meets the objectives and goals adopted by the City. The City does not make awards based on scores alone. Additional factors are taken into consideration including, but not limited to, timeliness, significance of funding gaps, comprehensive plan guidance, anti-displacement policies, geographic location and distribution, and emerging developer status.

IX. REQUIRED FUNDING APPLICATION CONTENT: Include the following documents in the order in which they are listed in the format described below:

A. Cover letter with the following:

1. AHTF amount requested not to exceed maximum allowed per the AHTF Program Policies and Procedures.
2. Summary of the overall project financing structure, such as a “4% LIHTC with a HUD loan guarantee and public gap funding”
3. List other City funding sources that are being sought in the current funding round.
4. A brief summary of the project’s public benefits and the project’s strategic importance to the City (such as family housing, foreclosure mitigation, tornado recovery, blight removal, etc.)

B. All of the applicable forms, narratives, spreadsheets, checklists and related attachments in the Minnesota Housing Minnesota Multifamily Rental Housing Common Application Form are available here:

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1514186782705&pagename=External%2FPage%2FEXTStandardLayout>. The first 1-11 document titles below are from the Common Application Checklist. The remaining 12-35 documents are additional requirements for the AHTF (see supporting documents for the checklist).

1. Multifamily Workbook and Income Averaging Grid if applicable
2. Multifamily Rental Housing Narrative Questions
3. Applicant Certification of Known Environmental Issues – Provide a letter or other information that describes how the known environmental issues will be addressed
4. Multifamily Intended Methods Worksheet
5. Notification to Local Official
6. New Construction Comparable Property form
7. Energy Rebate Analysis
8. Submit a Capital Needs Assessment OR Physical Needs Assessment with a 20 year capital expenditure (PNA is required for Rehabilitation)
9. For Supportive Housing and/or People with Disabilities submit the County or Tribal Human Services Letter of Confirmation and Continuum of Care Confirmation information, if applicable
10. For Supportive Housing and/or People with Disabilities submit the Narrative Questions, if applicable
11. For Supportive Housing and/or People with Disabilities, submit Qualification of Service Provider information, if applicable
12. Appraisal form, if applicable
13. For Rehabilitation, existing properties, proposed Management and Operating Expenses should be based on the developer/management company’s current portfolio (supported by audited financial operating expense statements for at least 3 stabilized years)
14. For Rehabilitation, submit a Rent Roll for existing developments- most recent available
15. Tenant Relocation Plan per the Program Policies and Procedures
16. Preliminary Architectural/Construction Requirements for New Construction or Rehabilitation with a Construction Cost Estimate (preliminary sketch plans are permitted, 11” by 17” format or half-size are permitted)
17. Nonprofit Proof of Status, Non-Profit Intended Participation: Articles of Incorporation, IRS Election Status (Internal Revenue Service (IRS) documentation of status
18. Evidence of site control per the Program Policies and Procedures
19. Site Location Map
20. Photographs
21. Utility Allowance applicable to project

22. Letter of Commitment to provide Project Based Rental Assistance or Letter of Request from/to MPHA
23. Letter of Commitment to provide Housing Supports Assistance from Hennepin County
24. Developer Capacity and Financial Statements:
 - a. Current audited and/or unaudited organizational financial statements
 - b. Current financial statements for each partner of partnership or corporation
 - c. Development Team Qualifications and Housing Experience including for Supportive Service Housing
25. Market Assessment
26. Written Policy for Smoke-Free Buildings if proposed
27. Letter of support indicating consistency with the Heading Home Plan from the Hennepin County Office to End Homelessness including the commitment to utilize Coordinated Entry (not applicable if no homeless units)
28. Documentation Relevant to Preservation of Federally Assisted Housing
29. 20 Year Pro forma cash flow projection
30. Self-Scoring Worksheet:
31. Signed Recitals, Acknowledgement, and Consent Form
32. Funding Commitment Letters for any committed capital and operating funding
33. City Historic Resource Review Letter from CPED (if proposal includes demolition or renovation only)
34. Zoning and Flood Plain Letter from the Zoning Administration Office indicating the proposed use is consistent with zoning requirements <https://www2.minneapolismn.gov/media/content-assets/www2-documents/business/Zoning-Letter-Request-Form.pdf>
35. Neighborhood Support Letter(s), if applicable
36. Property Management Plan which includes a description of the following at a minimum per the Program Policies and Procedures:
 - a. Affirmative marketing procedures (such as those described in Affirmative Fair Housing Marketing Plan)
 - b. Compliance with Fair Housing and Equal Opportunity (FHEO)
 - c. Maintenance and repair
 - d. Personnel policy and staffing arrangements (such as required staff and tenant handbooks, personnel policy for training and discipline)
 - e. Program for maintaining accounting records
 - f. Rent collection policies and procedures
 - g. Roles and responsibilities of managing agent
 - h. Security
 - i. Affordable housing opportunities are required to be advertised on HousingLink concurrent with any other public or private advertising
 - j. Coordinated Entry process, if applicable for homeless
 - k. Utilizing the MPHA wait list, if applicable
37. Tenant Selection Plan including a Supportive Service Housing Plan if applicable as well as any supporting MOU and/or Service Contracts, and Preference Policy Process
38. Application Fee: A \$1,000 non-refundable funding application fee payable to Minneapolis Finance Department; mailed to CPED, 505 4th Ave. S., Suite 320, Minneapolis, MN 55415; attn: Carrie Goldberg.

X. FUNDING APPLICATION SUBMITTAL LOCATION AND DEADLINE:

- A.** Funding applications are being accepted between the public release date of the front page of this document and **4:00 p.m., CDT, on July 27, 2021 at which time SharePoint permissions will be removed.** Developers are encouraged to submit funding applications before the deadline. The City has the right to reject any and all applications at its sole discretion.

- B. Applications will be submitted via SharePoint. Please contact Carrie Goldberg at carrie.goldberg@minneapolismn.gov for access and include the name of the project, the address of the project, as well as the email addresses for all team members who will need access to the application folder. For any item listed above that is not applicable, please acknowledge not applicable in the folder. CPED may request hard copies of any required application item as needed.**
 - C. A \$1,000 non-refundable funding application fee payable to Minneapolis Finance Department; mailed to CPED, 505 4th Ave. S., Suite 320, Minneapolis, MN 55415; attn: Carrie Goldberg**
-

AFFORDABLE HOUSING TRUST FUND
SCORING CRITERIA

Scoring helps to identify the level to which a project meets the objectives and goals adopted by the City. The City does not make awards based on scores alone. Additional factors are taken into consideration including but not limited to, timeliness, significance of funding gaps, comprehensive plan guidance, anti-displacement policies, geographic location and distribution, and emerging developer status.

I. MINIMUM QUALIFICATION CRITERIA FOR ALL PROJECTS:

Projects must comply with CPED’s 10 underwriting criteria as included in the supporting documents for an application to be considered eligible for an AHTF award. Applications that cannot be underwritten consistent with CPED’s underwriting criteria requirements may be disqualified from further consideration.

II. MINIMUM POINT THRESHOLD:

A minimum of 82 points overall in the scoring criteria consistent with the City’s goals and policies for affordable housing must also be met to be considered for an AHTF award.

III. SCORING BASED ON AHTF GOALS AND POLICIES (82 point threshold):

A. Secured Funding: Up to 10 Points

Secured permanent capital funding commitments must be project specific and include written documentation stating the amount, terms, and conditions from the designated contributor. Words synonymous with “consider” or “may” (as in “may award”) are not acceptable funding commitments.

First mortgage financing may not be included as a committed source. Syndication proceeds may only be included if the associated tax credits were awarded in a prior funding round.

Applicants may include anticipated, utility rebates or sales tax exemptions as a funding source. A letter from the developer committing these funds as a capital contribution to the project must be submitted with the application.

Letters of support and intent are not counted as committed for these points and secured CPED funding is not counted for these points. Up to 10 points for the percentage amount of other funding sources that have been secured as follows:

<u>Percentage of Project Financing Secured</u>	<u>Points</u>
3% to 5%	4
5.1% to 10%	6
10.1% to 15%	8
15.1% or more	10

B. Capacity of Property Manager and Quality of Property Management Plan: Up to 5 Points

Provide sufficient relevant experience and demonstrated reliable financial and organizational capacity to adequately execute property management responsibilities. Property managers should have a track record with the type of housing being proposed and should be guided by a sufficiently detailed property management plan that contains property and tenant management policies and procedures including security measures to maintain a safe living environment.

C. Capacity of Owner and Developer’s Comparable Project Experience: Up to 5 Points

Provide sufficient relevant experience and demonstrated reliable financial and organizational capacity to adequately execute asset management responsibilities. This includes City review of audited and unaudited financial statements.

D. City Owned Land or City Issued Request for Proposal Priority: 15 Points

Projects that are being proposed on City owned land or have entered into an agreement with the City for redevelopment in response to a Request for Proposal will receive 15 points due to the project being an approved City priority.

E. Economic Integration: Up to 5 Points

Project meets mixed-income goals on the basis of percentage of affordable units to the total number of units in the project. Total units in the project may include adjacent home ownership project components or related phases.

<u>Percentage of Very Low-Income (50% AMI) or less/Unit</u>	<u>ACP 50</u>	<u>Non-ACP 50</u>
20% - 39.9%	5	1
40% - 59.9%	5	2
60% - 79.9%	5	3
80% - 100%	3	5

F. Ratio of Soft Costs to Total Project Costs: Up to 6 Points

Points are given on the % of total project costs that are considered soft costs or costs of intermediaries. For the purposes of this provision, “Costs of Intermediaries” shall be consistent with Minnesota Housing and shall exclude the following intermediary costs to be consistent with the low income housing tax credit calculation: Park Dedication Fees, Surveys, Soil Borings, Payment and Performance Bond Premium, Sewer-Water Access Charge, Furnishing and Equipment, and Hazard and Liability Insurance.

<u>% of Total Project Cost</u>	<u>Points</u>
30.1% and over	0
25.1% - 30%	1
20.1% - 25%	2
15.1% - 20%	3
0% - 15%	6

G. Large Family Housing: Up to 20 Points

The project provides family housing including affordable rental units with three or more bedrooms. Points are awarded as follows:

<u>Percentage of Units 3+ BR</u>	<u>Points</u>
5% to 10%	5
10.1% to 15%	10
15.1% to 20%	15
20.1% or more	20

H. Provision of Resident Support Services: Up to 10 Points (claimed from 1 category)

Preference is given to projects that provide resident support services or establish a strong, integrated referral system. All projects awarded points for providing support services will be required to include a Supportive Service Housing Plan as part of the Tenant Selection Plan. Housing with support services is a proven intervention for assisting households with histories

of homelessness and barriers to accessing and maintaining housing. Supportive Housing improves housing stability, employment, health and many other quality of life factors. Research demonstrates that individuals in Supportive Housing require less emergency medical treatment, inpatient psychiatric care, detox services and are less likely to become jailed. Supportive Housing is often the most appropriate intervention for people experiencing homelessness, mental illness, substance abuse disorders, and other disabilities.

<u>System in place on site to provide support services:</u>	<u>Points</u>
Provide to >50% of households	10 points
Provide to >25% of households	8 points
Provide to >10% of households	6 points
Provide to 0	0 points

OR

<u>Strong, integrated support referral system:</u>	<u>Points</u>
Provide to >50% of households	5 points
Provide to >25% of households	3 points
Provide to >10% of households	1 point
Provide to 0	0 points

I. Projects Utilizing Average Income Test (30% Units): Up to 15 Points

For projects utilizing average income election, units dedicated to 30% AMI will award points based on the following:

<u># of 30% Units</u>	<u>Points</u>
1 – 5 30% units	5 points
5 – 10 30% units	10 points
More than 10 30% units	15 points

OR: Points may be claimed in I. or J. but NOT Both

J. Project-Based Rental Program Assistance: Up to 15 Points

The developer has applied for 1) Project-based Section 8 units and has obtained a letter of support from Minneapolis Public Housing Authority (see Attachment 16), or 2) For other ongoing project assistance such as the HUD Supportive Housing Program, Hennepin County GRH, etc.

<u># of Project Based Vouchers Secured</u>	<u>Points</u>
1 – 5 Vouchers	5 points
5 – 10 Vouchers	10 points
More than 10 Vouchers	15 points

K. Housing for Homeless (at 30% or less of AMI): Up to 10 Points

Project provides suitable housing combined with supportive services for occupancy by homeless households. Homeless households shall be defined as a person or persons living in a shelter, on the streets, or doubled-up in housing not their own. The developer must provide satisfactory evidence in writing of a commitment from an appropriate social service agency to provide support services; household income must be 30% or less of AMI. Applicants claiming points for providing homeless units will be required to fill those units through the Hennepin County Coordinated Entry system.

Projects serving unaccompanied youth are eligible if they are serving youth who are homeless or at risk of homelessness. Projects serving unaccompanied youth at risk of homelessness are exempt from the Coordinated Entry requirement.

<u>% of Homeless Units</u>	<u>Points</u>
40% of total units at or below 30% AMI	10 points
20% of total units at or below 30% AMI	5 points

L. Senior Housing: Up to 10 Points

Senior independent rental congregate and/or assisted living meeting development goals and objectives for senior housing (serving seniors ages 55 years and older) for new construction and/or positive conversion. These points only apply to wards that have not met the Minneapolis senior housing goal of a minimum of 35 new affordable senior housing units in each ward by 2025. The eligible wards are: 1, 4, 11, 12, and 13.

Wards 2, 3, 5, 6, 7, 8, 9, and 10 have already met this goal and are not eligible for points: ward 2 Minnehaha Commons, 41 units; ward 3 Mill City Quarter, 150 units; ward 5 Plymouth Avenue Apartments, 63 units; ward 6 Snelling Apartments, 60 units; ward 7 Gardens of Bryn Mawr, 100 units; ward 8 Sabathani Senior Housing, 50 units; ward 9 Hi Lake Triangle Apartments, 64 units, and ward 10 Raines Building, 89 units.

<u>Age Restriction</u>	<u>Points</u>
Age-restricted to seniors only	10 points
Senior oriented without age restriction	5 points
No specific senior orientation	0 points

M. Neighborhood Support: 1 Point

Proposed project is supported by the recognized neighborhood organization based on review of design and land use issues and documentation is included in the application.

N. Community Housing Development Organization: 5 Points

Project is owned, developed or sponsored by a Community Housing Development Corporation (CHDO) as defined by HUD. Attachment 13 CHDO Checklist

O. Preservation, Rehabilitation, Stabilization: 10 points

Project provides preservation, rehabilitation, and/or stabilization.

P. New Construction or Positive Conversion: 10 Points

Project provides new construction and/or positive conversion outside areas of concentrated poverty 50% or greater people of color (ACP50).

Q. Sustainable Building Policy Energy Efficiency Points: up to 10 points

Projects claiming fifteen or more optional criteria points specifically in the Green Communities Energy Efficiency category (Section 5) will earn the following AHTF points:

<u>Operating Energy Category Optional Points</u>	<u>Points</u>
15-20 optional Green Communities points	5 points
21 or more optional Green Communities points	10 points

NOTE: Pursuant to the City’s Sustainable Building Policy, criteria 5.3a: Photovoltaic/Solar Hot Water Ready is mandatory for all projects with a flat roof design seeking AHTF resources.

R. Alignment with Minneapolis 2040 Goals: up to 50 points

Efficient Site Utilization (5 8 points): Projects will receive 8 points for Efficient Site Utilization if the application materials demonstrate that the proposed building achieves the maximum height allowed by the Minneapolis 2040 [Built Form Map](#) in the Interior 1 through Corridor 6 districts. In the Transit 10 through Core 50 districts, projects will receive the points if the proposed building is at least 6 stories. In addition, projects will receive 8 points for Efficient Site Utilization if the application materials demonstrate that the project will preserve affordable housing through rehabilitation or adaptive reuse.

No points will be granted if a Comprehensive Plan amendment is needed and is not in process.

Transit Access (10 points): Projects will receive 10 points for Transit Access if the application materials demonstrate that the site is within one-half mile (*2640 feet*) of any of the following:

- An existing or planned METRO Blue Line or Green Line LRT station
- An existing or planned Highway or Arterial Bus Rapid Transit Station
- A bus stop on an existing high-frequency route, defined by Metro Transit as service every 15 minutes or better on weekdays 6 am – 7 pm and on Saturdays 9 am – 6 pm

Parking (10 points): Projects will receive 10 points for Parking if the application materials demonstrate that all provided parking is located below grade or entirely within the building. Renovation and expansion projects will receive 10 Parking points if no new surface parking spaces are provided.

Parks and Open Space (10 points): Projects will receive 10 points for Parks and Open Space if the application materials demonstrate that the site is:

- Within one-quarter mile (*1320 feet*) of a regional park or trail [as defined by the Metropolitan Council](#), or
- Within one block (*660 feet*) of any Minneapolis Park and Recreation Board park, Gold Medal Park, or The Commons

Cultural Districts (5 points): Projects will receive 5 points for Cultural Districts if the application materials demonstrate that the site is within one-quarter mile (*1320 feet*) of a [Cultural District boundary](#) defined by the City of Minneapolis.

Plazas (5 points): Projects will receive 5 points for Plazas if the application materials - detailed plans - demonstrate that the project includes a publicly accessible plaza of at least 2,000 square feet that complies with the [plaza development standards](#) listed in Chapter 535 of the Minneapolis Zoning Code and winter utilization standards listed in [Policy 7 \(h\)](#) and [Policy 9 \(d\)](#) in the Minneapolis 2040 Comprehensive Plan.

Through-Block Connections (2 points): Projects will receive 2 points for Through-Block Connections if the application materials demonstrate that the project will provide an interior through-block connection designed according to the standards enumerated in the [Downtown Floor Area Ratio Premium standards](#) of the Minneapolis Zoning Code (regardless of the project's location in the city).

S. Equitable Development: 5 points

To receive equitable development points, there must be evidence that a Qualified Stakeholder Group, representing Community(ies) Most Impacted (CMI) by housing disparities, has a significant role in the project proposal as defined below. Occupancy or services provided as a result of the project are excluded. The proposal must demonstrate that the Qualified Stakeholder Group informed the project and that the project addresses a housing disparity experienced by one or more of the Community(ies) Most Impacted represented by the Qualified Stakeholder Group. **Projects must comply with Fair Housing.**

To be eligible for Equitable Development, submit documentation that meets *all (a-d)* of the following conditions:

1. Threshold Criteria

a. Significant involvement of a Qualified Stakeholder Group: A Qualified Stakeholder Group must have meaningful representation of one or more Community(ies) Most Impacted (CMI) as documented in the narrative.

i. Identify the CMI(s) represented in the Qualified Stakeholder Group. Select all that apply:

1. Lowest Income (e.g. \leq 30% of area median income (AMI))
2. People of Color
3. Indigenous People
4. LGBTQ People
5. People Experiencing Homelessness
6. People with Disabilities
7. Immigrants
8. Large Families
9. Seniors
10. Families with children

ii. Describe the Qualified Stakeholder Group(s) mission and connection to the identified Community(ies) Most Impacted.

iii. Identify and describe in a narrative what leadership and/or advisory roles persons representing the identified Community(ies) Most Impacted have in the Qualified Stakeholder Group, including one or more of the following:

1. A paid leadership position, list position (if applicable);
2. A member of the board (if applicable);
3. A paid staff position (if applicable)
4. An advisory role, such as serving on an advisory committee;
5. Other meaningful role, such as a volunteer (describe)

iv. Provide a list of the Qualified Stakeholder Group's previous activities related to the identified Community(ies) Most Impacted and community development. If there have been no previous activities, please describe who formed the Qualified Stakeholder Group and why and how the Qualified Stakeholder Group will continue during the project.

b. Housing Disparity Addressed by Development: Provide data demonstrating the housing disparity experienced by the CMI(s) represented in the Qualified Stakeholder Group and identify how this project will address that disparity. If more than one CMI is identified, provide disparity data for at least one of them. The data should apply to people living in Minnesota (Minneapolis specific whenever possible) and be from a reputable source, which would include among others: the U.S. Census Bureau's American Community Survey, federal, state or local

governments, the Wilder Foundation’s Community Compass, etc. The data can also come from a published research or evaluation report, with a hyperlink to the report in the narrative.

c. Significant Involvement of Qualified Stakeholder Group: The developer partnered with the Qualified Stakeholder Group to develop the project proposal. Identify and submit a narrative explaining how the Qualified Stakeholder Group was involved in the development, the specific input they provided, and how the project addresses or responds to that input. These must be in addition to the mandatory minimum requirements of the QAP, and in addition to the minimum requirements for which points are taken in other selection criteria, such as serves lowest income tenants and/or large families. Applicants may select more than one.

i. Design

ii. Services

iii. Community Benefits: An agreement between the developer and local community to provide a benefit as identified by Communities Most Impacted in the local community. (Examples include projects that support paying a competitive wage such as using union workers, employing individuals from the neighborhood, or signing onto a Worker-Driven Social Responsibility compliance and monitoring system, community services, training, shared green space, etc.)

iv. Other (describe in the narrative)

d. Provide a signed letter from Qualified Stakeholder Group that addresses each of the following:

i. Qualified Stakeholder Group’s role in creating or co-designing the project concept.

ii. A description of how the project is responsive to the vision of the Communities Most Impacted (as represented in the Qualified Stakeholder Group) to address housing challenges and disparities.

iii. A description of how the project is uniquely tailored to the culture, traditions, and community characteristics of the Qualified Stakeholder Group.

AFFORDABLE HOUSING TRUST FUND SUPPORTING DOCUMENTS

- Attachment 1: Income and Rents
- Attachment 2: Utility Allowances
- Attachment 3: Map of Areas of Concentrated Poverty 50% or greater people of color (ACP50)
- Attachment 4: Contracting Requirements with Attachment A, SUBP Special Provisions
- Attachment 5: Bidding Requirements
- Attachment 6: Summary of Lead-Based Paint Mitigation Requirements
- Attachment 7: Progress Report Form
- Attachment 8: Self-Scoring Worksheet
- Attachment 9: Underwriting Standards
- Attachment 10: Recitals, Acknowledgement and Consent Form
- Attachment 11: HOME Government Data Practices Act Disclosure Statement
- Attachment 12: FY 2017 HOME Per-Unit Subsidy Limits
- Attachment 13: CHDO Set-Up Checklist
- Attachment 14: Relocation
- Attachment 15: Application Checklist
- Attachment 16: MPHA Section PBV
- Attachment 17: Tenant Selection Plan Guidance
- Attachment 18: HOME Monitoring Fee Schedule
- Attachment 19: Community Preference Policy: AHTF