




Minneapolis
City of Lakes

D TAP

Small Developers Technical Assistance Program



**2025 Small Developers Technical Assistance
Program Notice of Funding Availability**



I. INTRODUCTION

The City of Minneapolis is requesting proposals for real estate training and advisory services through the Developer Technical Assistance Program (DTAP). Selected applicants will provide direct support to small and emerging real estate developers to advance small and mid-sized projects located in Minneapolis. In 2025, the City is seeking multiple individuals or organizations who are passionate about the program's goals and have a thoughtful approach to achieving program objectives.

II. PROGRAM OVERVIEW & HISTORY

DTAP Mission and Background

The Developer Technical Assistance Program (DTAP) offers free training, workshops, and project-specific assistance to new and emerging real estate developers in Minneapolis. Since 2016, The City has offered introductory real estate training with over 700 graduates to-date. Beginning in 2021, the program expanded to include pro forma workshops and individualized technical assistance to address the project needs on a more individualized basis. Over 100 emerging developers have received assistance in the 3 years following the program's expansion, securing more than \$9 million in project investment.

D-TAP Program Goals

- To diversify the pool of real estate developers in Minneapolis.
- To increase local ownership of residential and commercial property in Minneapolis.
- To build capacity for developers doing small and mid-sized projects in Minneapolis.

Emerging Developer Program Participants

DTAP is intended to assist emerging developers with a range of backgrounds, across a wide spectrum of project types. This program is designed with flexibility to meet entrepreneurs where they are at and offer resources to those with a variety of experience levels. Often, participants are emerging and first-time real estate developers with limited prior experience, business owners working to become owner-occupants, and those seeking to make a living from developing real estate or owning rental property. There are varying eligibility requirements across program offerings, to address demand and target a variety of needs across the spectrum.

Participant Eligibility

A. **DTAP Intro to Real Estate Development Training** - Anyone interested in real estate development in Minneapolis. There are no prerequisites required. However, this is a competitive program and demand regularly exceeds capacity. For this reason, priority groups include individuals who:

- have related or relevant industry experience,
- are working on in-progress projects in Minneapolis,
- were property owners impacted by 2020 civil unrest,
- own businesses at risk of displacement due to infrastructure projects
- are past Cooperative Technical Assistance Program (CTAP) participants or
- have previously applied to the program.

This training is offered multiple times a year, with application deadlines coordinating with the training schedule.

B. DTAP Hands-on Workshops – These workshops will be available specifically to graduates of DTAP Intro to Real Estate Development Training, or another comparable real estate training program.

C. DTAP Individualized Technical Assistance – One-on-one technical assistance will provide emerging developers with advising and mentorship on active projects located in Minneapolis. Recipients of technical assistance must meet the following criteria:

- For-profit emerging developers with less than three completed real estate projects. Nonprofit organizations are not eligible for DTAP Individualized Technical Assistance.
- Have completed the DTAP Intro to Real Estate Development Training, or another comparable real estate training program.

Eligible participants can receive:

- Up to 25 hours per project for investigating site feasibility for specific property in Minneapolis.
- Up to 100 hours annually for emerging developers seeking ongoing real estate mentorship and project support, who have site control over a property in Minneapolis.

Staff reserves the right to waive requirements for projects receiving City financing, and in other cases as necessary. Emerging developer participants are referred to DTAP Advisors by City staff through a centralized intake process. Applications are accepted on a rolling basis.

III. SCOPE OF SERVICES

It is the intent of this document to outline a general description of the Project, the extent of services required, the relationship of this Project to other work, and the agencies or other parties that will interact with the applicant. The contents of this document are considered representative of the Project as a whole but are by no means conclusive.

The City is seeking applicants who are interested in providing services in one or more of the following categories:

1. Introductory training instruction
2. Workshop development and facilitation
3. Real estate project advisors

A) Introductory Training Instruction *The city will award 1 contract for this category.*

- This role will facilitate the DTAP Intro to Real Estate Development course utilizing the existing curriculum which was updated in 2024. Additionally, the selected applicant will instruct multiple trainings annually. Curriculum is typically covered over the course of 9 hours, 3-4 times per year.

B) Workshop Development and Facilitation - *The City may award multiple contracts for this category.*

- This role will propose and facilitate one-time workshops which take an in-depth look at specific and tangible skills needed at various stages in the development process. The desire is for workshops to have an interactive or hands-on component, for emerging developers to directly work on their projects. Templates are to be provided by the selected applicant and should be included in proposed cost. Potential subject areas may include, but are not limited to:

- pro forma analysis,
- contract and change order negotiation,
- Due diligence and special consideration for acquiring aging and/or occupied buildings,
- tracking payments and managing draw requests,
- working with tenants, buildouts, and commercial lease best practices,
- asset management and planning for long-term capital replacements,
- portfolio growth and strategy.

C) Real Estate Project Advisors - *The City expects to award multiple contracts for this category.*

- Selected applicants will provide one-on-one technical assistance, mentorship, and consulting services to eligible program participants. Such services may include but are not limited to project assistance in following areas: feasibility analysis, pro-forma development, loan preparation, due diligence, site acquisition, entitlement, design, bid review, construction management, leasing, or asset management.

IV. BUDGET

The total funding available is \$350,000. Contract durations will be one year. The City expects to select multiple applicants, with set maximum amounts for each response category:

Response Category	Maximum Amount
A. Introductory Training and Instruction	\$50,000 / one contract
B. Workshop Development and Facilitation	\$5,000 / per workshop
C. Real Estate Project Advisors	\$75,000 / per contract

A) Introductory Training and Instruction

Selected applicant will receive a flat rate reimbursement after each training is complete.

B) Workshop Development and Facilitation

Selected applicants will receive a flat rate reimbursement after each workshop is complete. Respondents can propose multiple workshops, but The City will pay no more than \$5,000 per workshop.

C) Real Estate Project Advisors

Selected applicants will receive hourly reimbursement for services at the rates documented in the formal performance-based contract agreement after negotiations.

D-TAP exists to increase access to resources that may otherwise be out of reach small-scale developers. As such, program participants may not be charged by the selected applicants for services that are reimbursed through D-TAP funding.

V. ELIGIBLE APPLICANTS

This program is a unique consulting opportunity for mission-driven real estate professionals (developers, consultants, or companies) and community development corporations to use their skillsets to support small scale development and community revitalization in Minneapolis.

Eligible applicants include for-profit and non-profit entities operating as sole proprietorships, partnerships, companies, or corporations. Preferred applicants will have a history of working with entrepreneurs and first-time developers with diverse backgrounds and experience levels. The City seeks applicants with significant experience in one or more of the following areas:

- Real estate development training
- Feasibility Analysis
- Financial analysis/Pro Forma Development
- Lender preparation
- Acquisition/Due Diligence
- Design/Architecture
- Construction Management
- Leasing/Marketing
- Long-Term Asset Management
- Other real estate related consulting

Preferred qualifications include:

- Previous experience developing multiple real estate projects within Minneapolis city boundaries.
- Previous experience working with City of Minneapolis real estate finance tools and programs, including but not limited to: Minneapolis Homes, Minneapolis NOAH Preservation Fund, Minneapolis 4D Affordable Housing Incentive, Minneapolis 2% loan program, the Ownership and Opportunity Fund (formerly Commercial Property Development Fund), and/or Minneapolis Green Cost Share.
- Multilingual capacity and/or specific cultural competencies that reflect the diversity of Minneapolis residents.

VI. APPLICATION SUBMISSION AND SELECTION

A) Anticipated Timeline

NOFA released: March 10, 2025

Pre-proposal conference: March 14, 2025 at 1:00 p.m. via Microsoft Teams

Questions due: March 19, 2025 at 4:00 p.m.

Applications due: March 28, 2025 at 4:00 p.m.

Contract dates: May 1, 2025 – April 30, 2026

B) Pre-proposal Conference

A pre-proposal conference will be held on March 14, 2025, at 1:00 p.m. via Microsoft Teams. Attendance is recommended but not required. [Click here to join the meeting](#) or call in (audio only) 612- 276-6670, Phone Conference ID: 358 971 565#

C) NOFA Inquiries

Prospective applicants should direct questions by email to: BTAP@minneapolismn.gov

All questions are due no later than March 19, 2025 at 4:00 p.m. Questions and responses will be posted on the CPED web site (<https://www2.minneapolismn.gov/business-services/doing-business-with-the-city/community-planning-development-rfps/>).

The department contact person cannot vary the terms of the NOFA. The City reserves the right to modify this NOFA at any time prior to the application due date. An addendum will be posted on the CPED web site if the NOFA is modified.

D) Application Submission and Deadline

The 2025 DTAP Program Application is attached as Exhibit A. All applicants, including current service providers and new applicants, must submit a completed application. Applications shall be delivered to the City on or before: March 28, 2025 at 4:00 p.m. Applications and supporting documentation must be submitted in PDF or Microsoft format (up to 10mb file), by email to btap@minneapolismn.gov with the subject line “DTAP NOFA”.

Applications received after the deadline will not be accepted. It is neither CPED’s responsibility nor practice to acknowledge receipt of any application. It is the applicant’s responsibility to assure that an application is received in a timely manner. Please make sure your application is complete. Incomplete applications may be rejected.

E) Review and Selection Process

A committee of City staff will review applications and make a recommendation to City Council for funding. The City reserves the right to reject any or all applications or parts of applications, negotiate modifications to an entire application or specific components of the scope of work within an application to create a project of lesser or greater magnitude than described in this NOFA or the submitted application.

F) Evaluation Of Proposals

In reviewing DTAP applications, the review team will consider the following criteria. Funding for existing service providers will be based in part on current and past performance. This includes reimbursement rates and left-over funds on previous contracts, as well as contract balances on current DTAP contracts. The City may, in its sole discretion, expand or reduce the criteria upon which it bases its final decisions.

1. Whether the applicant and application meet all eligibility criteria and satisfy all NOFA requirements.
2. Quality, thoroughness, and clarity of proposal.
3. Qualifications and experience of staff or team, particularly in the following areas:
 - developing real estate within the city of Minneapolis, and
 - previous work with emerging developers including consulting and advisory experience.
 - evaluation of experience will include a review of references.
4. Historic performance with the Developer Technical Assistance Program,
5. Community relationships, cultural competency, and multilingual capacity,
6. Organizational capacity and ability to meet program objectives,
7. Cost of services proposed.
8. Insurance coverage as defined for the services.

An interview may be requested of the applicants. The interview may consist of the following elements:

1. Discussion of the Real Estate Advisor's approach to providing services for this Project based upon the Scope of Services described herein.
2. Overview of the Real Estate Advisor's experience as related to the Scope of Services, including qualifications and experience of assigned staff.

G) Selection & Contracting

Final funding recommendations will be made by the evaluation committee to City leadership. Selected applicants will be required to enter into grant agreements with the City. The grant agreements will be for one year in duration. The terms of the agreements will be finalized by the City and the selected applicants following selection. The agreements will be reimbursable, performance-based grant agreements. Selected applicants with grant agreements will submit quarterly invoices for payment for the delivery of outcomes in accordance with the terms of their agreements.

A) No Applicant Recourse

The City shall not be responsible for any costs incurred by any applicant in connection with this NOFA. Applicants shall bear all costs associated with application preparation and submission, and any other activity associated with this NOFA. This NOFA does not commit the City to award a contract. Submission of an application shall neither obligate nor entitle any applicant to enter into a contract with the City.

EXHIBIT A

Application form – DTAP 2025 Notice of Funding Availability (NOFA)

General Information			
Business/ Organization name	Click or tap here to enter text.		
Website	Click or tap here to enter text.		
Contact person	Click or tap here to enter text.	Title	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Street Address	Click or tap here to enter text.		
City/State:	Click or tap here to enter text.	Zip Code:	Click or tap here to enter text.
Organization Size	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Less than 10 staff <input type="checkbox"/> More than 10 staff		

1. Share your organization’s mission and/or why you are motivated to support small and emerging real estate developers.

Click or tap here to enter text.

2. Describe any relevant affiliations you have with communities, organizations, groups, or efforts involved in community development in Minneapolis.

Click or tap here to enter text.

3. Please share any relevant consulting, advisory, or mentorship experience that is applicable to this program. Have you consulted in similar capacities before? Do you have experience working with emerging and first-time developers?

Click or tap here to enter text.

4. Do you provide services in languages other than English? If so, please specify the languages available and methods (e.g. bi-lingual staff, use of translators/interpreters)

Click or tap here to enter text.

5. What types of projects does your organization work with? Please check all that apply.

<input type="checkbox"/> Small multifamily (1-4 units)	<input type="checkbox"/> Mixed-use
<input type="checkbox"/> Large multifamily (5+ units)	<input type="checkbox"/> Other – please describe: Click or tap here to enter text.
<input type="checkbox"/> Commercial	

6. Please indicate which City of Minneapolis programs, if any, you have experience with. Check all that apply.

<input type="checkbox"/> Ownership and Opportunity Fund (formerly Commercial Property Development Fund)	<input type="checkbox"/> Minneapolis NOAH Preservation Fund
<input type="checkbox"/> Minneapolis 2% Loan Program	<input type="checkbox"/> Minneapolis 4D Affordable Housing Incentive
<input type="checkbox"/> Minneapolis Green Cost Share	<input type="checkbox"/> Minneapolis Homes
Other – please describe: Click or tap here to enter text.	

7. If you indicated experience with any of the programs above, please describe your experience and role with the program. For example, did you utilize the program for a personal project, advise others on the program, attend a training about the program, etc.

Click or tap here to enter text.

8. Describe an example of a development project you supported in Minneapolis. What is the location and year completed? What was your role?

Click or tap here to enter text.

9. Please share the name, affiliation, and contact information for a reference who can speak to your real estate development experience. If you have advising experience, please also share the name and contact information for a reference who can speak to your advising services.

Click or tap here to enter text.

Submission Type

1. What type of services are you proposing? Please check all that apply.

Category	Amount	Proposed rate – specify per hour, workshop, advisor, etc.
<input type="checkbox"/> A. Introductory training instruction <i>Up to \$50,000 available</i>	\$Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/> B. Workshop development and facilitation <i>Up to \$5,000 available per workshop</i>	\$Click or tap here to enter text.	\$Click or tap here to enter text.
<input type="checkbox"/> C. Individualized real estate project advice <i>Up to \$75,000 available per contract.</i>	\$Click or tap here to enter text.	\$Click or tap here to enter text.
Total	\$Click or tap here to enter text.	

A. Introductory training instruction applicant questions*

*Applicants can skip this section if not applying for introductory training instruction

1. Describe your experience and familiarity with existing DTAP Intro to Real Estate Development curriculum.

Click or tap here to enter text.

2. Describe your experience with educational instruction and/or facilitating workshops or trainings.

Click or tap here to enter text.

3. Please include or attach the names, bios, and roles, of anyone who will be participating in course instruction.

Click or tap here to enter text.

4. How many cohorts are you proposing per year? Please describe your availability and format for your proposed instruction. What logistical needs would you need from the City of Minneapolis staff to be successful?

Click or tap here to enter text.

5. Is there any other information you would like to provide relevant to this section of the application?

Click or tap here to enter text.

B. Workshop development and facilitation *

*Applicants can skip this section if not applying for workshop development and facilitation

1. What is your proposed workshop title or topic?

Click or tap here to enter text.

2. What is the need you seek to address with this workshop?

Click or tap here to enter text.

3. Will your proposed workshop include collaboration with any City of Minneapolis programs? If so, please describe.

Click or tap here to enter text.

4. Describe the types of participants you envision and any prerequisites you'd recommend as eligibility guidelines.

Click or tap here to enter text.

5. Have you hosted a similar training or workshop in the past? If so, please describe.

Click or tap here to enter text.

6. How many trainings are you proposing per year? Please describe the format and duration of your proposed trainings. What logistical needs would you need from the City of Minneapolis staff to be successful?

Click or tap here to enter text.

6. Is there any other information you would like to provide relevant to this section of the application?

Click or tap here to enter text.

C. Real estate project advisors*

*Applicants can skip this section if not applying for real estate project advisors

1. How many people from your organization will be involved in providing real estate project advice through this program? Please include a list and qualification of advisors.

Click or tap here to enter text.

2. Which emerging developer category are you interested in advising? Please describe.
 - Feasibility support – participants without site control (up to 25 hours per project)
 - Ongoing support - participants with site control (up to 100 hours annually)
 - Both groups

Click or tap here to enter text.

3. What are your primary services and areas of expertise? What stages of real estate development are you most interested in consulting on?

<input type="checkbox"/> Feasibility Analysis	<input type="checkbox"/> Construction Management
<input type="checkbox"/> Financing/Pro Forma Development	<input type="checkbox"/> Leasing/Marketing
<input type="checkbox"/> Acquisition/Due Diligence	<input type="checkbox"/> Long-Term Asset Management
<input type="checkbox"/> Design/Architecture	<input type="checkbox"/> Other (please describe below)

Click or tap here to enter text.

4. Please include any additional information you'd like to share about your methodology or techniques for assisting emerging developers with limited experience.

Click or tap here to enter text.

The contact person (entered below), on behalf of the above organization, hereby authorize the submittal of this application form in response to the DTAP NOFA.

Contact Person: Click or tap here to enter text.

Date: Click or tap here to enter text.

Consent for Release of Response Data

Under the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, public disclosure of request for proposal response data prior to execution of a contract is restricted. In order to meet the City's citizen participation goals, the City requires each proposer to waive this restriction.

The undersigned hereby consents to the release of its response to the Developer Technical Assistance Program Notice of Funding Availability, which is contained herein, and waives any claims it may have under Minnesota Statutes Section 13.08 against the City of Minneapolis for making such information public.

Date: _____, 20__

(print business name of proposer)

By: _____

(sign name of authorized signatory)

(print name of authorized signatory)

Its: _____

(print title of authorized signatory)

