



COMMUNITY ACTIVITY SET ASIDE (CASA) PROGRAM

APPLICATION

See the CASA Program Concept for a description of program parameters

PART 1: Administrative Information

Complete questions 1-3 below.

1. Date:
2. Partnership information:
 - a. For each partner please provide the institution's legal name, address, contact person, email, phone and fax number.
 - b. MHFA contract lender partner: please provide your Minnesota Housing Lender ID number and the above contact information for:
 - Where to send the contract for signature;
 - Consumer contacts to list on the CASA matrix.
 - c. Estimate the number of loans and dollar amount of production you plan to originate under the initiative (maximum of \$10,000,000).

Tip → production estimate should be based on the first-mortgage amount only.

PART 2: Application

Complete questions 1-10 below.

Initiative Name

1. Name your initiative.

Tip → include information about the geographic and target market of your initiative. This information is used by loan officers to reserve CASA commitments under the correct initiative. The maximum number of characters for your initiative's name is 45. See the CASA matrix for examples.

Initiative Target

2. Select one or more targets (A. - C.) for your initiative from the following charts and answer the corresponding questions identified in the chart:

TARGET A: EMERGING MARKETS

Partner Roles & Responsibilities and Marketing Plan

- i. Define the roles of the partners and describe the initiative. Explain in detail the responsibilities and tasks of each partner.
- ii. Describe emerging markets community connections, including information on partners such as loan officers or real estate agents that specialize in reaching emerging market communities.
- iii. Describe your initiative's marketing tools/plan and geographic focus.
- iv. Describe any pilot projects or special initiatives to bring emerging markets into homeownership.

TAREGT B: SINGLE-HEADED HOUSEHOLDS

Partner Roles & Responsibilities and Marketing Plan

- i. Define the roles of the partners and describe the initiative. Explain in detail the responsibilities and tasks of each partner.
- ii. Include information on partners such as loan officers, real estate agents, or community partners with connections to this market.
- iii. Describe your initiative's marketing tools/plan and geographic focus.

Tip → Many initiatives market to daycare or Headstart facilities to reach single-headed households.

**TARGET C: WORKFORCE HOUSING
(Select one or more subtargets)**

<p align="center">Subtarget 1</p> <p>New construction or significant rehabilitation located in Minnesota Housing identified target counties (see Appendix A.)</p>	<p><u>Scattered Site and/or Project Based Initiatives:</u></p> <ul style="list-style-type: none"> i. Describe partner connections with specific workforce housing developers, builders, projects, subdivisions or developments you will focus on in the Minnesota Housing Identified Target Counties. ii. Describe marketing tools/plan and geographic focus of the initiative. <p><u>For Project-Based Initiatives (only):</u></p> <ul style="list-style-type: none"> i. Provide the total number of units and an estimate of the number of first-time homebuyer units to be funded with CASA. ii. When will units be available for sale? iii. Project-based new construction developments may request 24 months. Indicate a 12 or 24 month timeline for the initiative.
<p align="center">Subtarget 2</p> <p>Affordable homes sold by government agencies or non-profit organizations.</p>	<ul style="list-style-type: none"> i. Describe the opportunities provided by the non-profit or government partners. Include the location of the homes, target population and any other relevant program information. ii. Describe marketing tools/plan and geographic focus of the initiative.

<p>Subtarget 3 Building Better Neighborhoods developments or developments supported by Minnesota Housing's Community Revitalization Fund (CRV).</p>	<ul style="list-style-type: none"> i. Include documentation confirming the Greater Minnesota Housing Fund or CRV award. Describe the project. ii. Define the role of the partners, including responsibilities and tasks of each partner. iii. Describe marketing tools/ plan and geographic focus of the initiative. iv. When will for-sale units be available? v. Project-based new construction developments may request 24 months. Indicate a 12 or 24 month timeline for the initiative.
<p>Subtarget 4 Homeownership opportunities supported by a long-term affordability mechanism (CLT, deed restriction, etc.)</p>	<ul style="list-style-type: none"> i. Describe the programs and partners and the type of long-term affordability mechanism. ii. Describe marketing tools/ plan and geographic focus of the initiative.
<p>Subtarget 5 Employer-based initiatives containing leverage.</p>	<ul style="list-style-type: none"> i. Describe the initiative, define the role of the partner(s), and document the leverage (including the source and estimated value.) ii. Describe marketing tools/ plan and geographic focus of the initiative.
<p>Subtarget 6 Neighborhood/community revitalization (geographically targeted initiatives).</p>	<ul style="list-style-type: none"> i. Describe the neighborhood or community revitalization effort. Identify the goals of the effort and define the roles of the partner(s). ii. Describe marketing tools/ plan and geographic focus of the initiative.
<p>Subtarget 7 Workforce housing pilot project</p>	<p>Contact Minnesota Housing to discuss eligibility for CASA.</p>

Questions 3-9 required for all initiatives

Past Success/Report on Activity

3. Describe past successful experiences in marketing to, or working with the target market:

- a. Emerging market populations
- b. Single-headed households
- c. For ongoing initiatives, provide data on the borrowers served including the race/ethnicity of the borrower and head of household status. In addition, provide information on production for workforce housing targets.

Tip → New initiatives that do not have historical market data on the CASA program should provide information on specific loan officer or community partner successes in reaching the target market(s).

Set Goals

4. Describe current goals.
 - a. How many households, or what percent of the loans, will support emerging markets? Single-headed households? Workforce housing?

Target Income and House Price Limits

5. Identify target income and house price limits. (The initiative may use CASA program limits.)

Homebuyer Support

6. Describe homebuyer support included in the initiative.
 - a. Is there a requirement for homebuyer education? (Homebuyer education is required for all CASA initiatives in locations adequately supported by the Homestretch curriculum or its equivalent.)
 - b. Is housing counseling or post-purchase support available? If available, describe services.
 - c. Name the providers of the homebuyer support services.

Tip → The Home Ownership Center's web site is searchable by location, date and language of the homebuyer education class. See www.hocmn.org for more information.

Leverage/Innovation

7. Document leverage sources (provider, amount, source, eligible recipients) and identify innovative aspects of your CASA initiative.
 - a. Identify resources that lower the cost of the housing, either local subsidy or other innovative construction techniques.
 - b. Identify resources that lower the cost of the transaction through the use of reduced fees (closing costs, home inspection, appraisal, Homestretch class, etc.)
 - c. Identify locally available downpayment assistance or affordability gap assistance.
 - d. Describe innovative elements of the CASA initiative with respect to the partnership effort, marketing strategies, leverage or reporting mechanisms.

Housing Choice Voucher Initiatives Only

8. Please provide the following in this application:
 - a. The Public Housing Authority must sign this application.
 - b. Include a copy of the Housing Choice Voucher guidelines.
 - c. See the MHFA Mortgage Program Procedural Manual for additional information.

PART 3: Certification and Signature

Please type the following certification on the Application: "The undersigned hereby certifies that the information contained herein is true and correct."

Provide authorized signatures from all partners.

Appendix A: Targeted Counties List

The following counties show strong job or household growth or demonstrate a high current need for additional housing units:

Aitkin	Clay	Morrison	Sherburne
Anoka	Crow Wing	Nicollet	St. Louis
Beltrami	Dakota	Olmsted	Stearns
Benton	Douglas	Ottertail	Steele
Blue Earth	Goodhue	Pine	Washington
Cass	Hennepin	Ramsey	Wright
Carver	Isanti	Rice	
Chisago	McLeod	Scott	

MHFA has identified the top counties in Minnesota with the highest need for housing due to job or population growth or were found to be the highest in current need by the *Next Decade of Housing in Minnesota* study. Job growth was determined from 1990-2004 and household growth from 1990-2003, based on U.S. Census and Minnesota Department of Economic Security data.