 **Manufactured Housing Community**

 **Redevelopment Program**

 **Request for Proposal (RFP) Application Instructions**

**Applicants must submit an** [**Intent to Apply**](https://cvent.me/0xXPNx) **by 12:00 p.m. on Friday, September 1, 2023**

[**Applications**](https://cvent.me/3D4d9Z) **must be submitted by 12:00 p.m. on Thursday, September 21, 2023**

**Background**

The Manufactured Housing Community Redevelopment Program is a grant program to fund infrastructure improvements to improve the livability of manufactured home communities around the state of Minnesota and to fund the acquisition of manufactured home parks for conversion to cooperative or nonprofit ownership. Funds are available through an annual request for proposals (RFP) process.

The purpose of this program is to fund projects which will improve the safety and habitability of Manufactured Home Communities located in the State of Minnesota.

**Equity and Inclusion**

Minnesota thrives because of its diversity of race, ethnicity, sexual orientation, gender identity, (dis)abilities, ages, families, and geographies. Discrimination and lack of access to resources and other barriers have led to disparities that inhibit Minnesotans from achieving their fullest potential. Minnesota Housing centers communities most impacted by housing instability and disparities in its work to advance equity. This is a core value in all of Minnesota Housing’s actions, including resources administered through the annual Manufactured Home Community Redevelopment RFP process, which includes the awarding and allocation of grant funds. This Manufactured Home Community Redevelopment Program RFP is designed to prioritize projects that center on communities most impacted.

It is the policy of Minnesota Housing to affirmatively further fair housing in all its programs so that individuals of similar income levels have equal access to Minnesota Housing programs, regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, familial status, gender identity or sexual orientation.

**Available Funding**

 The Minnesota Legislature has funded the program with $17 million in state appropriations for the next two years (2024 and 2025), and the program is an eligible use of Housing Infrastructure funds. Depending on eligible and qualifying projects, **Minnesota Housing anticipates funding at least $20 million in projects through this program in the 2023 RFP.** Funds will be awarded annually through a competitive RFP process.

**Disbursement of Funds**

Funding disbursements are typically distributed on a reimbursement basis. For some projects, up to one-third of the funds can be disbursed prior to completion of project work at the discretion of Minnesota Housing. No funds will be disbursed prior to the execution of a Grant Contract Agreement.

**Matching Funds & Organization Collaboration**

The Manufactured Home Community Redevelopment Program does not have a minimum matching funds requirement; however, the amount of matching funds may positively impact the score of the project proposal under the Community Support Scoring Metric (see Manufactured Housing Community Redevelopment Program Scoring Metrics).

The Manufactured Home Community Redevelopment Program does not collaborate with additional organizations for funding or resources, outside of Minnesota Housing.

**Eligibility Criteria**

## Eligible Applicants

Eligible applicants can be any one of the following:

* Cooperative Manufactured Home Park Owners
* Privately Owned Manufactured Home Park Owners
* Government Manufactured Home Park Owners
* Housing Redevelopment Authority Manufactured Home Park Owners
* Nonprofit Manufactured Home Park Owners
* Nonprofits acting as an intermediary on behalf of a Manufactured Home Park

## Eligible Parks

Eligible parks must be permanent, year-round parks without property age restrictions that are either:

* Cooperatively Owned
* Privately Owned
* Publicly Owned

## Ineligible Parks

The following parks are ineligible for funds:

* Seasonal and/or Resort Parks

All applicants should review and comply with the requirements outlined in the Manufactured Home Community Redevelopment program guide found on the Minnesota Housing [website.](https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html)

**Eligible Infrastructure Improvements and Acquisition**

The Manufactured Home Community Redevelopment Program is focused on funding eligible infrastructure and improvement projects. Eligible projects include, but are not limited to, water and sewer installation and improvements, installment or repair of storm shelters, electrical system installation and repairs, road and sidewalk installation or improvements, necessary installation or repair of park signage, installation or repair of security systems and fences, and/or park lighting installation or repair.

The Manufactured Home Community Redevelopment Program may also fund the acquisition of manufactured home parks for the purpose of conversion to nonprofit or cooperative ownership. Improvements required prior to an acquisition of a manufactured home park for the purpose of conversion to nonprofit or cooperative ownership will also be eligible. Other infrastructure improvements may be eligible as approved in writing by Minnesota Housing.

Applicants will comply with the minimum architectural design standards posted on the Department of Health [website.](https://www.health.state.mn.us/facilities/regulation/engineering/index.html) These are the minimum standards required to maintain a license to operate as a manufactured home park.

Applications for infrastructure improvements must include an assessment of the existing infrastructure item(s) to be improved. Assessments should include a reasonable cost estimate for the improvement and must be completed by a licensed assessor who has specific knowledge in the area of infrastructure needing improvement.

**Grant Outcome & Reporting Requirements**

The Manufactured Home Community Redevelopment Program is a three-year grant. All project funds must be expended within three years of the execution date of the Grant Contract Agreement. The project or project phase must be completed within 6 months of the expenditure of funds.

Grantees must adhere to annual reporting requirements, including providing documentation related to the project progress, as well as submission of lot rent rolls and any other documents requested by Minnesota Housing for reporting or monitoring purposes.

**Federal, State and Local Laws**

Grantees receiving financial assistance from Minnesota Housing under the Program must comply with all requirements of applicable federal, state and local laws including prevailing wage requirements including the Fair Labor Standards Act (Minn. Stat. 177) and those established by statute. Minn. Stat. 116J.871

Minnesota Housing requires Grantees to certify they will comply with all applicable federal, state and local prevailing wage laws.

It is the Grantee’s responsibility to determine if prevailing wage laws apply. Failure to determine applicability and/or comply with prevailing wage laws may subject Grantee to criminal liability, civil penalty, and/or termination of participation.

All questions regarding state prevailing wages and compliance requirements should be directed to the Department of Labor and Industry as follows:

Division of Labor Standards and Apprenticeship Prevailing Wage State Program Administrator 443 Lafayette Road N, St. Paul, MN 55155

651-284-5091 or dli.prevwage@state.mn.us

**Application Requirements**

The Applicant is responsible for understanding the submission requirements necessary for a complete application. The Program application, supplemental materials and resources can be found on Minnesota Housing’s website. The application package must include all items listed on the Program application checklist. The application and materials must be signed. Applications that are unsigned or missing requested supporting documentation will be considered incomplete and will not be reviewed, unless Minnesota Housing deems the error or omission to be immaterial.

The following requirements must be met to submit an application for funding:

## All Applicants:

## Intent to Apply: All applicants must submit an Intent to Apply by 12:00 p.m. on Friday, September 1st, 2023. The Intent to Apply can be submitted by completing the link on the [website](https://cvent.me/0xXPNx), or by filling out the Intent to Apply form and emailing it to MNHousing.ManufacturedHomes@state.mn.us

* **Credit Review Documents**: Applicants must submit the appropriate documents based on the ownership structure of the park so that a credit review can take place. Government entities are exempt from a credit review.
* **Inspection Report**: Applicants must submit the most recent park inspection report from the Department of Health or local delegated authority.
* **License**: Applicants must submit a valid park license.
* **Rent Rolls**: Applicants must submit three months of consecutive rent rolls to demonstrate park vacancy levels as well as verifying lot rents.

# Applicants must provide documentation that the lots are available to year-round residents within the Manufactured Home Park. If a portion of the park is available to seasonal residents, funds will be awarded pro-rata based on resident occupancy if selected for funding.

## Applicants Proposing Infrastructure Redevelopment:

* **Cost Estimate Documents**: Applicants must supply assessment and reasonable cost estimate documents with application when applying for infrastructure redevelopment. If multiple bids are conducted and the lowest bid was not selected, applicants must provide an explanation in the application and narrative. The selected bid should be clearly identified. If only one bid or assessment was completed, provide an explanation why multiple bids were not obtained. Cost estimates and assessments should be completed by an assessor with the legal, educational and/or industry authority to complete a reasonable assessment.
* **Construction Timeline**: Applicants must submit a construction timeline when applying for infrastructure redevelopment to verify the work will be completed within the terms laid out in the Grant Contract Agreement.

## Applicants Proposing Acquisition as Part of the Project:

* **Commitment Letter**: Applicants must submit a commitment letter from the first mortgage lender outlining the loan amount, terms and an estimated closing date.
* **Purchase Contract**: Applicants must submit a copy of the executed purchase commitment for the park.
* **Credit Review Documents**: In addition to the credit review documents outlined above, applicants must submit the appropriate documents for the proposed ownership entity post-acquisition.

**Manufactured Housing Community Redevelopment Program Household Income Limits**

Funds for the Manufactured Home Community Redevelopment Program can be used for the acquisition of a park by a cooperative or nonprofit owner, improvement and/or infrastructure development of Manufactured Home Parks. Minnesota Housing must have adequate assurances that the acquisition, improvement or infrastructure development will benefit low- and moderate-income Manufactured Home Park residents, which is defined at residents who are, in aggregate, at or below 115 percent Area Median Income (AMI), based on the greater of state or local AMI.

If the applicant is a city, county, or community action program, preference must be given to households at or below 50 percent of the city or county AMI.

Funding will be contingent on the agreement that Manufactured Home Park owners will maintain lot rents affordable to households at or below 115 percent AMI during the Affordability Period as set forth in the Declaration of Restrictive Covenants (see Affordability Restrictions).

|  |  |  |  |
| --- | --- | --- | --- |
| **Gross Household Income** | **11-County Twin Cities Metro Area\*** | **Rochester MSA\*\*** | **Balance of State** |
| **50%** | **$62,500** | **$61,600** | **$55,900** |
| **60%** | **$75,000** | **$74,000** | **$67,100** |
| **80%** | **$100,000** | **$98,600** | **$89,400** |
| **100%** | **$124,900** | **$123,200** | **$111,700** |
| **115%** | **$143,700** | **$141,700** | **$128,500** |

\*Includes the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright

\*\*Includes the counties of Dodge and Olmsted

**Manufactured Housing Community Redevelopment Program Scoring Metrics**

Applicants’ proposals for the Manufactured Housing Community Redevelopment Program for 2023 will be reviewed and scored by Minnesota Housing staff and community reviewers with industry knowledge with the following criteria:

1. **Community Needs** (0-20 points)
	* **Infrastructure Needs** based on critical need, health & safety issues, or other infrastructure needs for the sustainability of the community. **OR**
	* **Acquisition Needs** based on converting communities to cooperative ownership models, the risk of park closure or the risk of the park being converted to other uses.
2. **Households Served** (0-30 points) – based on affordable lot rents in the community and demographics of the community, with higher scores going toward funding parks with lower income households and households who represent typically underserved communities.
3. **Community Support** (0-30 points) – based on how much the surrounding community is in support of the project, including leverage for the project from local municipalities, converting park utilities into public utilities, or project oversight from a local municipality or housing organization.
4. **Project Leverage and Costs** (0-30 points) – based on amount of leverage in the project, leverage sources from local municipality, project costs compared to the number of lots in a community.
5. **Project Assessment (**0-10 points) – based on how well-planned the project is, how detailed cost assessments have been determined, and how the project timeline is constructed.
6. **Project Experience** (0-10 points) – based on the experience of the contractors, project managers, engineers etc. who have been selected to work on the project through completion.

Scores are totaled and combined (0-130 total), and funding recommendations are based on the total final scores.

 **Manufactured Housing Community**

 **Redevelopment Program**

 **Application and Narrative**

**Application Deadline and Submission Instructions**

**All applicants must submit an Intent to Apply by 12:00pm on Friday, September 1st, 2023**

**Completed Applications must be submitted by 12:00 p.m. on Thursday, September 21st, 2023**

The Intent to Apply can completed through the form found on Minnesota Housing’s [website](https://cvent.me/0xXPNx).

Applications can be completed through the Online Application on the [website](https://cvent.me/3D4d9Z), **or** paper applications can be scanned and uploaded using the [Single Family Secure File Exchange](https://mnhousing.leapfile.net/fts/drop/custom/Index.jsp) (LeapFILE), accessible on the [Partner Login](https://www.mnhousing.gov/partner-login.html) page to MNHousing.ManufacturedHomes@state.mn.us.

**All application materials must be signed**. Minnesota Housing may request additional information or clarification. Applications that are unsigned or missing requested supporting documentation will be considered incomplete and will not be reviewed, unless Minnesota Housing deems the error or omission to be immaterial. If you need technical support when completing or submitting your application, email MNHousing.ManufacturedHomes@state.mn.us with ‘Manufactured Home Community Redevelopment Program’ in the subject line.

Applicants must complete the narrative questions and include all the required information. The narrative questions can be completed through either the Online Application on the [website](https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html) **or** by completing the Application Narrative form – Applicants do **not** need to complete both.

Applicants are encouraged to be clear and concise in the presentation of information. Applicants must also submit the application checklist and all supporting documentation listed.

When uploading files, applicants should use the following naming conventions for each file: “Applicant Name\_Document Name” (i.e. “MN Mobile Home Park\_Application Checklist”).

See the [website](https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html) for more information on completing an application.

**Technical Assistance**

All applicants who complete the Intent to Apply will receive communication from Minnesota Housing to sign up for Technical Assistance sessions.

Applicants are encouraged to review the Recorded Presentation on the Application Instructions and RFP Process found on the [website](https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html). Any additional questions can be emailed to MNHousing.ManufacturedHomes@state.mn.us .

**Email Updates**

Sign up for updates on the Manufactured Housing Community Redevelopment Program through eNews on the Minnesota Housing [website](https://public.govdelivery.com/accounts/MNHOUSING/subscriber/new?qsp=MNHOUSING_1). Select “Single Family Community Development Programs” to join.

**Approval Date and Award Notification**

**Board Approval**

The Minnesota Housing Board of Directors anticipates considering the Agency’s funding recommendations for the Manufactured Housing Community Redevelopment Program in **December 2023.**

Minnesota Housing reserves the right to not select proposals. Proposals selected for funding through the Manufactured Housing Community Redevelopment Program RFP are subject to availability of funding.

**Award Notification**

Selected proposals will be posted on the Minnesota Housing [website](https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html) following the board meeting. All applicants will receive a letter following the board meeting with the Agency’s funding decision. Awardees will receive an award letter and funding contracts within approximately three months of the Minnesota Housing board meeting date.

Any co-funders of individual projects will select projects through their own separate funding processes and will notify applicants separately of their funding decisions.

**Contact Information**

General inquiries and technical assistance needs can be emailed to MNHousing.ManufacturedHomes@state.mn.us .

Questions regarding the Manufactured Housing Community Redevelopment Program can be sent to:

Annie Reierson 651.296.3495 annie.reierson@state.mn.us

Colleen Meier 651.296.9811 colleen.meier@state.mn.us

Minnesota Housing reserves the right to withdraw this RFP, to not make a selection(s), and/or modify dates and submission material requirements as it deems necessary. Minnesota Housing will post notice of any such changes on its [website](https://www.mnhousing.gov/index.html). Minnesota Housing is not able to reimburse an Applicant for any costs incurred in the preparation or submittal of proposals. Minnesota Housing also reserves the right, in its sole discretion, to approve nonmaterial errors or nonmaterial omissions in application submissions.

**Grant Requirements**

Review the Grant Contract Agreement [template](https://mn.gov/admin/government/grants/policies-statutes-forms/) for details of the contractual requirements. In summary, all applicants awarded funding under the proposal submitted will be required to:

* + Comply with all local, state and federal requirements.
	+ Meet all construction timelines.
	+ Meet all achievements proposed in the application.
	+ Alert Minnesota Housing staff if any material changes occur after the submission of the application.
	+ Maintain financial records that document the use of all program funds. Review and reconciliation of such records may be requested at Minnesota Housing’s sole discretion.
	+ Maintain records for at least six years after the affordability period term has ended.
	+ Collect data, provide information and participate in evaluation and reporting conducted by Minnesota Housing.
	+ Sign and record a declaration that outlines affordability requirements.

**Public Data**

Per the Minnesota Government Data Practices Act, responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process, which for the purposes of this grant, is when all grant agreements have been fully executed.  After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in Section 13.37. A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

**Affordability Restrictions**

Properties awarded funds will be subject to extended use affordability requirements. Review the sample Declaration of Restrictive Covenants (“Declaration”). Upon execution of the Grant Contract Agreement, a Declaration will be filed of record with the county on the real property upon which the manufactured home park is located. The owner of the manufactured home park must remain in compliance with the Declaration through the affordability period. If not in compliance, Minnesota Housing reserves the right to take action to enforce the Declaration. The affordability period will be determined by Minnesota Housing and is up to 25 years. The Declaration requirements may include:

# The property will remain a Manufactured Home Park

* Manufactured Home Park owners will maintain lot rent affordable to low- or moderate-income households
* Manufactured Home Park owners will establish and fund an account for replacement reserves for infrastructure and improvement repairs
* Lot rent increases will be capped at 5 percent annually, or as agreed upon in writing by Minnesota Housing
* Any sale or transfer of ownership of the Manufactured Home Park must be approved by Minnesota Housing.

**Questions?**

If you have questions about the Manufactured Home Community Redevelopment Program, please contact: MNHousing.ManufacturedHomes@state.mn.us.

**Instructions:** Please complete each section and submit the following narrative questions. Answer the questions with detailed descriptions and provide supplemental documentation, when applicable.

**Applications must be submitted by 12:00 p.m. on Thursday, September 21st, 2023**

**If you have completed the Online Application, you do not need to complete this form.**

|  |
| --- |
| **Manufactured Home Park and Applicant Information** |
| Name of Manufactured Home Park |       |
| Park Address |       |
| Name of Ownership Entity of Manufactured Home Park |       |
| Address of Ownership Entity |       |
| Primary Park Contact Name and Title |       |
| Primary Contact Phone |       |
| Primary Contact Email |       |
| When Applicable: |
| Name of Intermediary Organization |       |
| Primary Intermediary Contact Name and Title |       |
| Primary Intermediary Phone |       |
| Primary Intermediary Email |       |
| What is the ownership structure at the time of application (i.e., privately owned, cooperative, nonprofit owned, etc.)? |       |
| What will the ownership structure be at project completion? |       |
| **Lot Information** |
| How many lots are in the park? |       |
| How many lots are vacant? |       |
| How many lots are occupied by rented homes? |       |
| How many lots are occupied by homeowners? |       |
| How many lots are occupied by seasonal homes? |       |

**Project Information**

1. What amount of funding are you requesting?
2. What is the estimated total project cost?
3. Are you applying for funds for Infrastructure Redevelopment, Acquisition, or Both?
4. Select the type of Infrastructure Redevelopment that is included in your project proposal:

[ ]  Water and Sewer System

[ ]  Repair System

[ ]  Replace System

(Selecting this box prompts the question):

Does the system require a Subsurface Sewage Treatment Systems (SSTS) permit?

[ ]  Yes

[ ]  No

Does the system require a State Disposal System (SDS) permit?

[ ]  Yes

[ ]  No

Estimated gallons of water per day pass through the system:

[ ]  Electrical System

[ ]  Repair

[ ]  Replace

* + - Number of lots impacted:

[ ]  Road and sidewalks

[ ]  Repair

[ ]  Replace

* + - Estimated square footage of improvements:

[ ]  Storm Shelters

[ ]  New Construction

* + - Type of structure:

[ ]  Repair existing

* + - Estimated square footage of structure:

[ ]  Other

Please describe:

1. How will you monitor the use of grant proceeds to ensure all improvements are completed diligently and in compliance with all applicable state and local requirements?

1. Are you or have you been involved in litigation with a park community member, board or representative? If so, please describe the action and outcome.

**Community Needs**

1. Describe the manufactured housing community. Is it a residential, year-round park? Are there areas of the park that are seasonal? Describe any unique aspects of the park, the residents and/or the community.

1. How will this project benefit the manufactured housing community? Describe, in detail, the needs of the park. Describe how the funds will be used to address the needs of the park.

1. Are there any immediate or critical health and safety issues that need to be addressed in the park? If yes, describe what the issues are.

1. Is there a risk that the park will close or that the property will be converted to another use if this project is not completed? If yes, describe what the risk of park closure would be.

**Households Served**

1. What are the lot rents in the community? What utilities or services are included in the lot rent? Complete the Applicant Workbook, including details of the rent for each lot.

1. Have lot rents increased more than 5% per year within the previous three years? How often have lot rents increased and what is the process for calculating increases? Include the most recent rent rolls for the past three months.

1. What is the range of income for households living in the community? Describe the socio-economic status of the people who live in the community. Provide any documentation you have that illustrates the range of income of the households (i.e. survey of residents, information from tenant applications, city or county data, etc.).

1. What are the demographics of the people living in the community? Do the residents represent historically excluded or under-resourced communities (i.e. black, indigenous, or people of color, people with disabilities, immigrant communities, etc.)? Provide any documentation you have that illustrates the demographics of the residents.

**Community Support**

1. Describe how the surrounding community is involved in the project. Is a local government, nonprofit, or community organization involved in the acquisition or infrastructure improvements?

1. Describe the role the owner of the park plays in creating community within the manufactured housing community. How does this community engage with the town, city, county or region? What efforts, if any, has the park owner made to bolster this role?

1. Is any portion of the project funded by a local municipality or another entity in the community? Will the city or local organization be contributing resources, discounts or waivers to help with project costs? If yes, describe the source of the funds and state the dollar amount.

1. Are any of the utilities in the park public utilities at the time of application, or will any utilities be converted to public utilities with this project? If yes, please describe.

1. Does the park have a resident association or other body representing the residents of the manufactured park? If so, how will you engage this body in the process of identifying and carrying out needed infrastructure improvements? If not, how will you identify concerns and priorities of residents?

**Project Leverage and Costs**

1. What are the total estimated costs of the project, including the grant funds you are applying for? If there are multiple activities in your project, describe how the costs are determined.

1. What other sources of funding are you using for your project? Describe the dollar amounts and where the funds are coming from.

1. Are the funds in hand at the time of the application, or are they anticipated? Provide a copy of any commitment letters or documents that illustrate the leverage for this project.

1. If you are not awarded funding through this RFP, how will your project change (i.e., will you pursue other funding sources, will you eliminate a portion of the project, etc.)?

**Project Assessment**

1. How have the costs of the project been determined? Describe who has been involved with determining the costs of the project. Include a copy of any assessments or bids that have been completed.

1. What is the timeline for the project? Describe when you expect the work to begin and when you anticipate the work being completed. Include any documentation or Gantt charts that illustrate the project timeline.

**Project Experience**

1. Describe the experience of any contractors, appraisers, engineer or consultants (etc.) selected for this project. Include any applicable licenses or certifications that are needed by the parties involved in order to complete the project.

1. Describe how and why the contractor, appraiser, engineer or consultant (etc.) was selected for this project:

**NOTE:** Applicants must also submit the application checklist and all supporting documentation listed on the checklist.

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| --- |
| **Application Checklist**  |
| [ ]  | Application Narrative and Required Supporting Documentation (this Document) |
| [ ]  | Applicant Signature Page |
| [ ]  | Entity Informed Consent Form |
| [ ]  | Project Cost Assessment Documents |
| [ ]  | Construction or Acquisition Timeline |
| [ ]  | Credit Review Documents  |
| [ ]  | Department of Health Inspection Report  |
| [ ]  | Park Owner License  |
| [ ]  | Rent Rolls |
| [ ]  | Photographs and/or Ariel Map of the Park (optional) |
| **Additional Checklist Items if the Project Includes a Park Acquisition**  |
| [ ]  | Commitment Letter |
| [ ]  | Purchase Contract |
| [ ]  | Appraisal |

**Application Narrative**

The RFP application and narrative questions must be signed and submitted, along with any required supporting documentation. This form can be found, as well as the Applicant Signature Page and Entity Informed Consent Form, on Minnesota Housing’s [website](https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html).

**Project Cost Assessment Documents**

Bid and project assessment documents for the proposed scope of work must be submitted. If multiple bids are conducted and the lowest bid was not selected, applicants must provide an explanation in the application and narrative. The selected bid should be clearly identified. If only one bid or assessment was completed, provide an explanation why multiple bids were not obtained. If the project has not gone out to bid at the time of application, provide documents that support a reasonable cost evaluation for the project. Cost estimates and assessments should be completed by an assessor with the legal, educational and/or industry authority to complete a reasonable assessment.

**Construction or Acquisition Timeline**

Submit a project timeline or Gantt chart for the proposed work or acquisition. Include a timeline from the contractor if bids have been selected.

**Credit Review Documents**

Applicants must submit the following documents depending on the ownership structure of the park.

* For-profit: Complete the Single Family RFP Organization and Capacity Review: For Profit Organizations form found on the [website](https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html) and include required documents.
* Nonprofit: Complete the Single Family RFP Organization and Capacity Review: Non-Profit Organizations form found on the [website](https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html) and include required documents.
* Government – Not applicable

**NOTE:** Entities applying as an intermediary on behalf of a park must also submit the appropriate documents listed above for the current ownership entity. In addition, if the proposed project will be a part of an acquisition, applicants must submit credit review documents for the post-acquisition ownership entity type outlined above for:

**Inspection Report**

Submit the most current inspection report from the State of Minnesota Department of Health or local delegated authority.

**License**

Submit a copy of the valid park license.

**Rent Rolls**

Submit the past three months of lot rent rolls.

**Photographs (Optional)**

Provide clear photographs of the park, as well as any photographs of the infrastructure and improvements that will be addressed, when applicable, or an ariel drawing of the park to help explain the project.

|  |
| --- |
| **Additional Items for Acquisition** |

**Commitment Letter**

Submit a letter from the first mortgage lender that states the mortgage amount, terms and anticipated closing date.

**Purchase Contract**

Submit a copy of the executed purchase contract for the park.

**Appraisal**

Provide an appraisal of the manufactured home park, conducted by a licensed appraiser, that supports the purchase cost of the acquisition.