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Chapter 1: Introduction

The City of Bloomington (the “City”) established the Affordable Housing Trust Fund (AHTF) to promote the creation and preservation of affordable housing under the Opportunity Housing Ordinance. In 2019, the Opportunity Housing Ordinance was the first in the region based on an affordable housing nexus study and feasibility analysis that documents the quantitative nexus, or relationship, between new market rate rental housing development and the need for additional affordable housing in the City. The Opportunity Housing Ordinance is designed to encourage on-site production of affordable housing units and preserve existing affordable units, while not creating undue constraints to the financial viability of new market rate housing developments.

The AHTF is managed by the Housing and Redevelopment Authority in and for the City of Bloomington (the “HRA”) with guidance from an Advisory Committee comprised of local officials and housing development experts. The HRA Administrator, or designee, will administer and supervise the AHTF program and the City’s finance department will administer the fund.

1.01 Purpose

There is a need to encourage and assist in the development and preservation of affordable housing for families who are part of the workforce in the City who fall within the extremely- low-income to low income categories. Extremely low-income households are at or below 30% of Area Median Income (AMI). Very low-income households are above 30% AMI to at or below 50% AMI. Low-income households are above 50% AMI to at or below 60% AMI. The City will focus on households that are at or above 30% AMI to at or below 60% of AMI.

The AHTF encourages development that:

- Produces new affordable housing and/or preserves existing naturally occurring affordable housing and economic development;
- Is located in a high impact area including the Opportunity Zone, Gateway District, and/or on aging commercial and transportation corridors;
- Offers high quality design that is human-scaled urban design including walkable blocks and streets, housing and shopping in close proximity, and accessible public spaces;
- Brings visibility and new amenities to serve as a catalyst for future investment in the area; and/or
- Provides a return on investment and shows a demonstrated need for AHTF resources beyond traditional public financing available for affordable housing development for the project to be viable.

1.02 Goals

The AHTF shares the goals of the Opportunity Housing Ordinance:

- Promote the health, safety and economic welfare of the present and future residents of the City by providing availability of a range of housing choices affordable to persons and families who comprise the City’s workforce.
- Provide stable, safe, and affordable housing with measurable health benefits for persons and families in the City.
- Encourage and assist in the development of affordable housing for families who are part of the workforce who fall within the extremely low to low income categories.
- Preserve naturally occurring affordable housing (NOAH), as rental housing costs are increasing, and create tools and incentives for the redevelopment or substantial renovation of NOAH units.
- Meet the City’s Comprehensive Plan Update Forward 2040 goal of creating at least 842 new units of affordable housing with at least 445 of those being at 30% of area median income.

- Advance the best interests of the residents of this community to develop initiatives to provide various affordable housing programs to aid in the development, financing and acquisition of affordable housing.

1.03 Priorities

As a public investment instrument, the AHTF is expected to result in public good and encourages development projects that contribute to economic growth and community revitalization.

The following community development priorities will be considered in evaluating the public good:

1.03a Affordable Housing & Economic Development

- Number of Affordable Units created or preserved
- Level of Affordability
- Economic Integration
- Dispersion
- Jobs
- Supports Tourism

1.03b High Impact Area

- Priority Area: Development Districts, Gateway District, Opportunity Zone, Priority Commercial Node, etc.
- Transit Oriented Development
- Comprehensive/ District Plan Objectives
- Bike/Walkable
- Density
- Proximity to Amenities

1.03c High Quality Design

- Environmentally Sustainable Design LEED status or similar, high level of best practices used
- Universal Design
- Human Scale, Street Front Activation, Mixed Use
- Consistency with district plans/relevant plans
- Public Amenities (Art, Plaza, etc.)
- Infill Development
- Community Input

1.03d Catalyst for Future Investment

- Visibility
- Scale/ Magnitude of Project
- Consequence of No Action
- Demonstration Project
- Taking advantage of recent City investment in the area

1.03e Return on Investment

- Developer Capacity
- Verifiable Development Gap
- Cost/Benefit
- Financial Readiness
- Tax Generation
- Market Need
- Shovel Readiness
- Private Funding Ratio

- Leverages Additional Resources

Chapter 2: Policies and Procedures

2.01 Eligible Activities

Funds from the AHTF may be used to support the acquisition, redevelopment or preservation of affordable housing units. These funds may be used flexibly to ensure the financial feasibility of the projects. A wide range of financial assistance is available from the AHTF. The following is a list of possible use of funds provided through the AHTF. Other uses of funds may be considered.

- Acquisition and construction of affordable housing units
- Gap financing for affordable units created at the extremely low, very low, and low-income levels
- Grant funds for the difference between units at low income levels of 60% of AMI and extremely low-income levels of 30% of AMI
- Purchase, rehabilitation and long-term preservation of NOAH units to be affordable to households at or below 60% of AMI
- Home rehabilitation of existing single-family owner-occupied units to retain affordability
- Low cost financing or grants in support of accessory dwelling units
- Predevelopment services in support of affordable housing creation
- Development fee waiver and deferral of fees in support of affordable housing creation
- Land acquisition and land banking for affordable housing creation
- Support for the difference between affordable rents and market rate rents to preserve affordable housing due to loss of subsidy, expiring tax credit developments or sale of NOAH property
- Infrastructure improvements
- Relocation assistance
- Other activities to support affordable housing as determined by the HRA

2.02 Funding Sources

The Bloomington HRA allocates resources to the AHTF as part of the annual budget process. The total available funding may include newly allocated resources or reallocated funds. Potential funding sources for the AHTF Program are primarily from the following:

- HRA levy
- Tax Increment Financing (TIF) allocation
- Payments in lieu of Opportunity Housing requirements
- Proceeds obtained from the sale of HRA or City-owned land
- Community Development Block Grant Programs (CDGB funds)
- Payments of interest and principal from previous Revolving Loan Fund borrowers
- Funds from other sources authorized by the HRA, City Council or the voters
- Gifts, grants or donations from individuals or organizations

2.03 Administration

Application

1. Applicant submits the completed application, along with a non-refundable initial application fee of \$5,000. The applicant will work with staff to assure all appropriate information is supplied.
2. Staff reviews the application.
3. Staff submits applications to the Advisory Committee and appropriate governing authorities for preliminary approval of the proposal.
4. If preliminary approval is granted, the applicant shall submit a deposit of \$15,000 for the City's legal and consultant fees and expenses. Additional deposits from the applicant may be required to pay all fees and expenses incurred by the City.
5. The process of negotiating a development agreement commences between the City, HRA,

and/or the Port Authority.

6. The HRA or Port Authority must recommend approval of the proposal.
7. The City Council grants final approval or denial of the proposal.

Advisory Committee

The Advisory Committee will consist of four or five members including the following individuals:

- Community Development Director
- HRA Administrator
- HRA Board of Commissioners Chair
- HRA Municipal Advisors

Advisory Committee Responsibilities

The Advisory Committee is responsible for working with the AHTF applicants from application through pre-development and loan closing, construction and project completion. It will also maintain all records of the AHTF; monitor the use of distributed AHTF funds to assure ongoing compliance with the purposes of the AHTF and the conditions under which the AHTF funds were granted or loaned; and report to the HRA Board regarding the operation and activity of the AHTF.

The completed application and structured loan are reviewed by the Committee for approval or disapproval. It is the responsibility of the Committee to verify that the application process has been met and that all documents are in order. Most importantly, the Committee sets the terms and conditions of the loan. The proposed interest rate and term may be altered, additional collateral requested, or other such conditions placed on the borrower. The purpose is to safeguard the position of the HRA while at the same time, provide the needed "gap financing" to make the deal happen.

The Committee's recommendation is forwarded to the City Council for final action. The loan closing and disbursement of funds is primarily the responsibility of the loan administrator and the designated attorney for the program. Proper loan documentation is critical to the success of the program, because it improves the loan administrator's ability to recover funds in case of default. Each project will have its own set of applicable closing documents.

The following items will be considered:

- Loan Agreement
- Promissory Note
- Security Agreement
- Mortgage (real estate)
- Subordination Agreement
- Personal Guaranty
- Title Insurance
- Articles of Incorporation/Partnership Agreement
- Corporate Resolution
- Good Standing Certificate
- Insurance
- Opinion of Counsel

The Advisory Committee will take responsibility for reviewing loan proposals, determining the eligible applicants, designating an administrative body (can be public, nonprofit, or private), and contracting with a local bank for the loan fund's portfolio management responsibilities.

Implementation Evaluation

The Housing and Redevelopment Authority Administrator may establish rules, policies, and guidelines to assist in the implementation, administration, and evaluation of the AHTF policies and procedures. On or before October 1 of each calendar year, the Community Development Director will provide a report to the City Council on the implementation of these policies.

The HRA attorney is authorized to enforce the provisions of these policies and all associated agreements, instruments, and other requirements by administrative or judicial action or any other proceeding or method permitted by law.

Chapter 3: Opportunity Housing Requirements

3.01 New Construction

Newly constructed or infill multi-family or townhome residential developments with 20 or more units must have at least 9% of the new units be affordable to households at or below 60% of Area Median Income

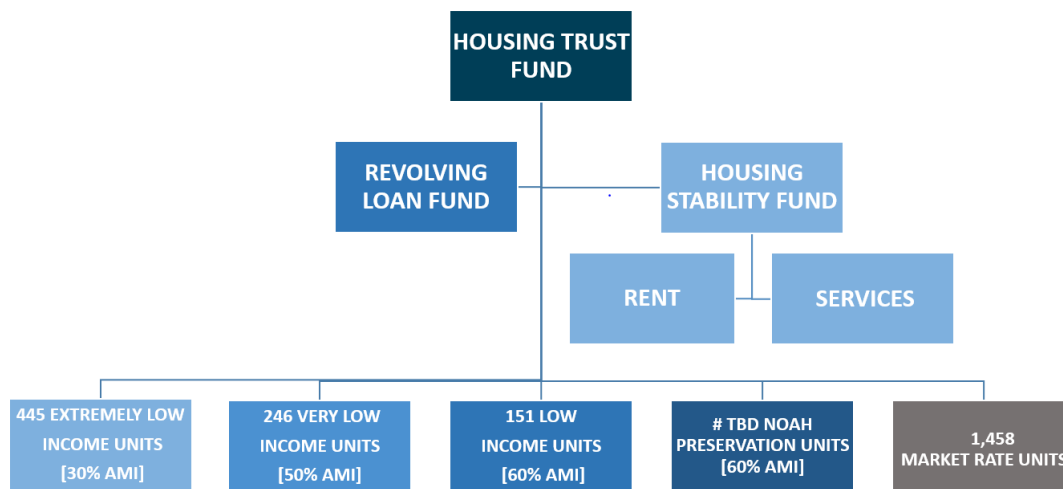
Newly constructed or infill single-family detached residential developments with 20 or more new units must have at least 9% of the new units be affordable to low income family households up to 110% Area Median Income

3.02 Preservation and Rehabilitation

When a NOAH property with 20 or more units that received some form of financial assistance from the City or HRA is transferred or is otherwise conveyed to a new owner or member of the prior owner or under goes substantial rehabilitation, then at least 9% of the units must be preserved as affordable to households at or below 60% of Area Median Income

Chapter 4: Affordable Housing Trust Fund Programs

The HRA may approve awards of funds to specific projects based on demonstrated need and the advancement of City priorities. As development competition for the AHTF increases, the HRA may issue a Request for Proposal (RFP) twice per year for each of the funds. Qualification for a loan or a grant under one of the funds does not preclude qualification under the other. The requirements of each of the funds are listed below.



4.01 Housing Stability Fund

Grants for renting and maintaining housing rents affordable at 30% of Area Median Income and for housing services connected to the units.

Rent: The Housing Stability Fund provides grants for the difference between rents affordable at 60% of Area Median Income and rents affordable at 30% of Area Median Income. For affordable housing projects, the Housing Stability Fund will offset the difference in reduced rents for developers that rent units to tenants at 30% of AMI in units developed for tenants at 60% of AMI. Grants may also be available for rent to stabilize existing renters with a loss of employment income.

The grant request will require a calculation of this amount by the developer. The Advisory Committee will review the application and make the final determination as to the amount of the grant. The Advisory Committee's findings will be the final determination of the amount. The developer can then accept or decline such amount. The grants will be paid out semi-annually and are contingent upon the developer certifying that the units continue to be rented at 30% AMI each period.

Services: Grants for housing services connected to housing units affordable at 30% of Area Median Income. Housing services will include rental or property management related services to assist tenants to maintain housing stability. Organizations that provide housing services can also apply for a Housing Stability Fund services grant to help fund an employee (or equivalent) advocate who will coordinate and manage housing support for extremely low-income housing tenants in Opportunity Housing projects. The types of assistance that are anticipated include: rent or property management related tenant assistance.

4.02 Revolving Loan Fund

Loans for developers of affordable housing units affordable at 60% of Area Median Income or below, including new construction of affordable units and preservation of Naturally Occurring Affordable Housing (NOAH) units.

The Revolving Loan Fund (RLF) provides a gap financing measure to meet the community's affordable housing development and redevelopment objectives. It is a self-replenishing pool of money, utilizing interest and principal loan payments on existing loans to issue new ones.

The RLF provides access to a flexible source of capital that can be used in combination with more conventional sources. Often the RLF is a bridge between the amount the borrower can obtain on the private market and the amount needed to redevelop a project site or commence construction of affordable housing. For example, a borrower may obtain 60 to 80 percent of project financing from other sources and use a combination of equity and revolving loans to fund the remaining amount.

4.02a Eligible Activities

- Land and building acquisition
- Demolition and site improvements
- Streets, sidewalks and parking
- New construction
- Facade and building renovation
- Landscape and property improvements
- Infrastructure improvements

4.02b Loan Terms

- Loan amounts up to 20% of total development cost (TDC)
- Must show proof of private financing and equity
- Must have exhausted external financing resources
- Variable or fixed interest rate

- Semi-annual payments
- Term up to 25 years, subject to income affordability criteria and type of financed improvements
- Secured by a mortgage on the property
- Closing costs apply
- \$5,000 application fee

4.02c Loan Evaluation

Upon receipt of a complete application and supporting documentation, a credit analysis will be conducted to determine preliminary underwriting compliance for the project. An important part of the evaluation process will be to meet with the applicant and, if applicable, the participating lender. The purpose of the meeting is to review the application, clarify areas of uncertainty, and confirm lender commitment toward the project.

The following areas will be considered as part of the loan evaluation:

- **Credit** - After review of the historical financial statements and/or reasonable projections, does the applicant demonstrate the ability to repay the loan?
- **Collateral** - Is there sufficient collateral available to cover the bank financing and the RLF financing? If not, is additional collateral available which may be put toward the project?
- **Character** - Has the applicant demonstrated a reasonable approach to the proposed project? Are personal and professional references available? The integrity of the borrower?
- **Management** - Is the business/applicant successful? Does management demonstrate knowledge in a wide variety of areas necessary for long-term success?
- **Guarantees** - Personal or corporate guarantees demonstrate commitment to the project. When evaluating guarantees, consider the following: the net worth of the guarantor; the liquidity of the guarantor; any contingent liabilities; and, whether the assets securing the guarantee can be moved. For many RLF loans, personal guarantees are required.

4.02d Loan Structuring

Once the credit analysis is conducted, and it is determined that the borrower can repay the funds, the loan is structured, based on the following:

- **Use of Funds** - To finance acquisition of land and/or building; site development; infrastructure; new construction; remodeling; etc.
- **Maximum Loan Amount** - The maximum amount the RLF will lend on the project
- **Rate Indicate** - The proposed interest rate for the RLF dollars loaned and whether the interest rate is fixed or variable for the term of the loan
- **Term** - The length of the loan in years. Typically, the term of the RLF loan is equal to the bank term. General guidelines are as follows: Equipment --up to 10 years or based on the useful life of the asset; Real Estate --15 to 25 years; Working Capital --up to 3 years
- **Collateral** - The assets being pledged as security for the RLF financing. Generally, RLF's take a subordinate position to the primary lender on the assets financed
- **Bank Participation** - The amount of bank financing in the project, the interest rate, terms of the financing, and the collateral being taken as security for the loan
- **Equity** - What the borrower is investing in the project
- **Other Criteria** - Other program thresholds which must be met by the borrower as part of the loan agreement including affordable housing goals, job creation goals and project completion deadlines, for example

Chapter 5: Affordable Housing Trust Fund Application Requirements

5.01 Project Eligibility

- Project must have housing component – only Opportunity Housing Ordinance units - no payment in lieu allowed – at least 9% of units at 60% AMI located in the City of Bloomington.
- Apartments, townhomes, condominiums and mixed-use properties are eligible.

5.02 Types of Improvements

- Eligible projects include most interior and exterior permanent improvements, including but not limited to roofing, siding, doors/windows, plumbing, electrical, HVAC, insulation, solar, garage, driveways, sidewalks/steps, painting, flooring, additions, and landscaping.
- At least one bid is required from a qualified, licensed contractor.
- Funds may be held in a non-interest-bearing escrow account at the City from loan closing until the work is completed and all final documentation is received.

5.03 Underwriting

While the RLF may take on projects with above average risk, borrowers will be required to provide standard financial requirements and loan security. Before a loan is issued, a business or prospective business will need to provide the following documentation:

5.04 Business Plan

- Business experience and management information
- Credit history and financial statements
- Sufficient collateral to repay bank and Revolving Loan Fund loan
- Other personal or corporate guarantees on the project, and
- Cash flow projections.

5.05 Pro Forma

In addition to the above requirements, the applicant's cash flow pro forma must meet all standard underwriting criteria related to loan-to-value ratios, credit requirements, debt coverage ratios and rates of return. The purpose of the RLF is to fill a financial gap of a proposed project that is caused by extraordinary redevelopment and affordable housing costs. It is not intended to supplant other potential funding sources, reduce developer risk or provide inflated rates of return.

5.06 Eligible Applicants

Eligible applicants include governmental and quasi-governmental units, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other nonprofit organizations, private entities, private individuals, private employers or joint ventures. Eligibility also requires compliance with the revenue and taxation laws, as applicable to the recipient, at the time the loan is made.

5.07 Nonprofit Certification Requirements

Nonprofit applicants must provide a certification from the Minnesota Secretary of State that they are registered to do business in Minnesota as a nonprofit organization. Nonprofit organizations must submit a letter from the Internal Revenue Service designating them as a tax-exempt nonprofit organization.

5.08 Developer Demonstration of Financial Feasibility

Developers must submit financial statements and documentation of experience in housing development. To the extent that a developer cannot demonstrate the proper strength in a particular area, the developer will be required to hire or joint venture with an entity that has strength in that particular area.

Developers must demonstrate the following:

- Professional development experience, reasonable financial strength, and the ability to undertake the proposed project;
- The ability to obtain sufficient financing; and
- Sufficient capability to manage the project successfully after completion or hire a professional management company with experience in managing affordable housing in compliance with AHTF requirements.

Applicants who do not have the experience may enter into a joint venture agreement with experienced developers.

5.09 Rent Ceiling Requirements

The rent and income limits for each unit must match. For example, a unit that is intended for a 50% AMI household must have a 50% AMI rent limit and a 50% AMI income limit unless there is project or tenant based rental subsidy or Housing Support Program funding in the project. For example, a 30% AMI income limit may be matched with a fair market rent (FMR) limit if there is a rental subsidy.

5.10 Applications with Firm State or Federal Funding Commitments

Applications for funding for projects with documented funding commitments from state and/or federal funds may also be accepted at any time if the developer can show that those commitments are in jeopardy unless the HRA commits RLF monies in a timely manner.

5.11 Property Inspection and Appraisal

A full and independent appraisal of the property shall be provided as part of a completed application unless the HRA determines that one is not needed. The HRA reserves the right to conduct an appraisal and site assessment of its own on the property prior to commitment of funding.

5.12 Application Procedures

Each person or business entity requesting a loan as part of the program must timely submit a complete application and application fee of \$5,000. If preliminary staff approval is granted, the applicant shall submit a deposit of \$15,000 for the City's legal and consultant fees and expenses.

5.13 Pre-development Applications

Applications for pre-development assistance may be accepted at anytime. There shall be no more than \$100,000 or ten percent, whichever is less, of available Fund resources committed to pre-development activities in any single fiscal year. The Advisory Committee will review all applications for predevelopment loans. For loans up to \$50,000, the Advisory Committee will make funding recommendations to the HRA Administrator for review and approval. For loans of more than \$50,000, the Advisory Committee will make funding recommendations to the HRA Board for review and approval, however, the amount of the loan shall not exceed the total predevelopment cost of the project. Receipt of a pre-development loan in no way commits the HRA to any future funding.

5.14 Home Ownership Housing Developments

The following guidelines shall apply to homeownership projects:

- The minimum requirements for the number of affordable homeownership units in a project or complex, which can receive assistance from the AHTF is 9% in projects with 20 units or more. Sale prices of affordable units must be set at a price affordable to households with incomes at 110% of AMI. For the purpose of setting a sales price, "affordable" shall be defined as housing costs including mortgage payments, property taxes, insurance, and Homeowner's Association dues (if applicable) that are no greater than 35% of gross income for a household at 65% of AMI.
- All affordable homeownership units shall be made available to first- time homebuyers, or previous owners of limited equity cooperatives or similar type of housing that have occupancy restrictions.
- The HRA shall develop procedures for addressing maximum sales prices, methods of selection of buyers, types of units to be assisted, forms of assistance, forms of resale controls and other

administrative controls as found necessary by the HRA Administrator to ensure that units continue to be affordable to, and sold to, households in the appropriate income category. Ownership projects shall contain resale affordability controls to achieve compliance with the goal of long-term affordability.

- Housing sale prices shall be set based upon prevailing mortgage interest rates and may include the value of second mortgage assistance provided by the RLF.
- Properties acquired for the purpose of becoming part of a limited equity form of ownership shall be considered as homeownership housing rather than rental properties. However, in occupied buildings, existing tenants will have the right to remain in their units as tenants or limited equity owners. The developer shall assist existing tenants to obtain additional necessary financing if they are interested in becoming limited-equity owners.

APPENDIX A: AFFORDABLE HOUSING TRUST FUND APPLICATION

A. APPLICANT INFORMATION

Name of Corporation/Partnership _____

Address _____

Primary Contact _____

Address _____

Phone _____ Email _____

Attorney Name _____

Address _____

Phone _____ Email _____

Accountant Name _____

Address _____

Phone _____ Email _____

Contractor Name _____

Address _____

Phone _____ Email _____

Engineer Name _____

Address _____

Phone _____ Email _____

Architect Name _____

Address _____

Phone _____ Email _____

Brief description of the corporation/partnership's business, including history, principal product or service:

Brief description of the proposed project:

B. PROJECT INFORMATION

1. The project will be:

___ Commercial Redevelopment: ___ New Construction ___ Rehabilitation

___ Mixed-Use Redevelopment: ___ New Construction ___ Rehabilitation

___ Housing: ___ New Construction ___ Rehabilitation

___ Other _____

2. The project will be: ___ Owner Occupied ___ Leased Space ___ Housing ___ Other (describe)

3. Project Address _____

Legal Description & Parcel Identification Number(s) _____

4. Site Plan and Preliminary Construction Plans Attached: ___ Yes ___ No

5. Amount of Funds Requested for:

Land/Property Purchase	\$ _____
Rehabilitation	\$ _____
Public Improvements	\$ _____
Site Improvements	\$ _____
Soil Contamination	\$ _____
Housing Costs	\$ _____
Rehabilitation	\$ _____

6. Current Real Estate Taxes on Project Site \$ _____

Estimated Real Estate Taxes upon Completion:

Phase I \$ _____

Phase II \$ _____

Phase III \$ _____

7. Construction/Rehabilitation Start Date: _____

Construction/Rehabilitation Completion Date: _____

If Phased Project: _____ Year _____ % Completed

_____ Year _____ % Completed

_____ Year _____ % Completed

C. PUBLIC PURPOSE

It is the policy of the City of Bloomington that the use of the Affordable Housing Trust Fund should result in a benefit to the public. Please indicate how this project will serve a public purpose. Select all that apply.

- New development, which will result in additional private investment in the area.
- Enhancement or diversification of the City's economic base.
- The project contributes to the fulfillment of the City's Comprehensive Plan.
- Removal of blight or the rehabilitation of a high profile or priority site.
- Significantly increase the City's tax base.
- Provides affordable housing.
- Provides variety of mixed-income housing options.
- Other: _____

D. SOURCES & USES

<u>SOURCES</u>	<u>NAME</u>	<u>AMOUNT</u>
Bank Loan	_____	\$ _____
Other Private Funds	_____	\$ _____
Owner Cash Equity	_____	\$ _____
Fed Grant/Loan	_____	\$ _____
State Grant/Loan	_____	\$ _____
Tax Increment	_____	\$ _____
Local Loan	_____	\$ _____
TOTAL		\$ _____

<u>USES</u>	<u>AMOUNT</u>
Land/Property Acquisition	\$ _____
Site Development	\$ _____
Construction/Rehabilitation	\$ _____
Machinery & Equipment	\$ _____
Architectural & Engineering Fees	\$ _____
Legal Fees	\$ _____
Interest during Construction	\$ _____
Debt Service Reserve	\$ _____
Contingencies	\$ _____
TOTAL	\$ _____

E. ADDITIONAL DOCUMENTATION AND CHECKLIST

Applicants will also be required to provide the following documentation.

- 1) Written business plan, including a description of the business, ownership/management, date established, products and services, and future plans.
- _____ 2) Financial statements for previous two years.
 - _____ Profit & loss statement
 - _____ Balance sheet
- _____ 3) Current financial statements.
 - _____ Profit & loss statement to date
 - _____ Balance sheet to date
- _____ 4) Two-year financial projections.
- _____ 5) Personal financial statements of all major shareholders.
 - _____ Profit & loss
 - _____ Current tax return
- _____ 6) Application deposit of \$5,000.
- _____ 7) Construction plans and itemized project construction statement.
- _____ 8) Attach the following documentation as Exhibits.
 - _____ Exhibit A – Corporation/partnership description
 - _____ Exhibit B – Description of project
 - _____ Exhibit C – List of shareholders/partners
 - _____ Exhibit E – Legal description and PID number(s)

Note: All major shareholders may be required to sign personal guarantees if up front financing of the project is required.

The undersigned certifies all information provided in this application is true and correct to the best of the undersigned’s knowledge. The undersigned authorizes the HRA to check credit references and verify financial and other information. The undersigned also agrees to provide any additional information as may be requested by the HRA after the filing of this application.

NOTICE TO APPLICANT: Data Practices Act

The information you supply in your application to the HRA will be used to assess your eligibility for financial assistance. The HRA will not be able to process your application without this information. Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act) governs whether the information that you are providing to the HRA is public or private. If financial assistance is provided for the project, the information submitted in connection with your application will become public, except for those items treated as private data under the Minnesota Government Data Practices Act.

I have read the above statement and I agree to supply the information to the HRA with full knowledge of the matters contained in this notice. I certify that the information submitted in connection with the application is true and accurate.

Applicant Name _____ Date _____