# Community Planning and Economic Development

505 4th Ave. S. - Room 320

Minneapolis, MN 55415

**TEL** 612.673.5001

**Minneapolis Homes: Financing Housing Development Checklist**

**Developer:**       **Developer Contact:**        **Phone:**

**Project Coordinator:**       **Construction Management Specialist:**

***Provide all documents separate, named as bolded and underlined below and per phase in one complete submittal. Submit blue documents to the Project Coordinator and the shaded documents to the Construction Management Specialist. Developers with financing through Land Bank Twin Cities are encouraged to copy Land Bank Twin Cities staff on all submissions of phase documents.***

**Phase 0: Application** (Senior Project Coordinator may collect all application items)

[ ]  Program **Application** or RFP response

[ ]  **Offer to Purchase**, if purchasing a City-owned property

[ ]  **Broker’s Price Opinion (BPO)** to establish after rehab or completed new construction estimated sales price

[ ]  **Documentation of financing** dated within last 90 days

[ ]  **Proforma** filled out in “Application Budget” column

[ ]  **Elevation/Site/and Floor Plans** can be sketches

[ ]  Evidence of **Affirmative Action Plan** approved by Minneapolis Department of Civil Rights or documentation it has been submitted for approval. **Only** **for projects of $100,000 or more**.

[ ]  **Long Term Affordability Application** (if LTA project)

**Phase 0: Additional Items for HOW Program** (Provide the additional documents ONLY when property is not acquired from the City of Minneapolis)

[ ]  **Voluntary Acquisition Form**

[ ]  Initial property acquisition **purchase agreement**

[ ]  **HUD 1** settlement statement related to the initial property acquisition

[ ]  **Property Deed** / evidence of ownership

[ ]  **Evidence property** was **vacant** at time of acquisition a minimum of 90 days prior to acquisition

[ ]  **Neighborhood notification letter**

[ ]  Confirmation that the property is located in an **eligible area**

[ ]  **Environmental review record** (include SHPO and FEMA panel)

**Phase 1: Financing Contract PLAN**

[ ]  Signed **CPED Financing Contract** including title company information

 [ ]  If HOME funded ensure Project is set-up in IDIS after execution of contract

**Phase 2: Closing**

**Step 1:**

SUBP Requirements with **Civil Rights (this is triggered when a project receives over $175,000 in funding ) Partner with SPC and assigned staff to initiate the process.**

**Pre-Bidding** (All items must be submittedand approved prior to bidding. If Civil Rights is triggered, a meeting with Civil Rights **is required** to address SUBP Requirements)**:**

[ ]  **Plans/Specifications/Lot Survey**

[ ]  Pre-Construction Intended Methods **Green Communities Checklist**

[ ]  Initial **Energy Audit** or Energy Modeling Report

[ ]  **Bid advertisement,** consistent with CPED Bidding Requirements in contract

[ ]  **Construction Management Specialist Notice to Proceed with Bidding**

**Additional Items Required for Rehab Projects (pre-bidding)**

[ ]  **Asbestos inspection report**

[ ]  **Radon testing** results

**For projects constructed prior to 1978 provide the following**

[ ]  **Lead Based Paint Inspection** and Risk Assessment Report (Hennepin County)

[ ]  **Lead abatement scope** of work

[ ]  **Lead calculations**

[ ]  **Lead certifications**

[ ]  **Notification of Lead Hazard Reduction** (Minnesota Department of Health (MDH))

**Prevailing Wage** (Where applicable, prevailing wage requirements must be met)**:**

**Items Need to Satisfy this requirement:**

[ ]  **Prevailing Wage Certification Form**

[ ]  **Completion of certified payroll reports during the project**

**Step 2: Post-Bidding** (All items must be submitted **10 business days** before closing)**:**

[ ]  **Bid tally**

[ ]  General or subcontractor **Bids**

[ ]  General contractor’s or developer’s **Builders License**

[ ]  Executed general or sub**contractor** **agreements** with the developer

[ ]  **Sworn Construction Statement**

[ ]  **Building Permit:** evidence of a full submission to Development Review as required for a building permit (upon approval provide copy of stamped plans to Construction Management Specialist)

[ ]  sam.gov Excluded Party List System **(EPLS) search** for ALL vendors, suppliers, contractors, title company

 [ ]  **Title Commitment**

 [ ]  **Proforma** (contract exhibit) updated in column “Closing budget”

 [ ]  **Builders Risk Insurance** equaling 100% of the insurable value of the Minimum Improvements (construction costs). Can be provided by Developer or their General Contractor. City must be named as additional insured. The property address must be listed on the certificate.

 [ ]  **Comprehensive General Liability Insurance** along with an ISO Form B Additional Insured endorsement or Owner/Contractor Policy naming the City of Minneapolis as an additional insured. Limits against bodily injury and property damage are required at $1,000,000 for each occurrence with an aggregate limit of $1,000,000. Can only be provided by Developer. City must be named as additional insured.

 [ ]  **Worker’s Compensation Insurance** with statutory coverage. Can only be provided by Developer.

**Closing**

 [ ]  Developer schedules **CLOSING** with Real Estate Coordinator (if property acquired from City) or with Project Coordinator (if property is a HOW project) after the Project Coordinator, in consultation with Construction Management Specialist, approves project to close

[ ]  Project Coordinator issues the **NOTICE TO PROCEED** after closing.

[ ]  **ALTA Loan Policy** (title insurance policy)

**Step 4: Disbursement** (Developer can submit disbursement requests no more than every 30 days)

[ ]  **Disbursement Request**, including loan requisition (Contract Exhibit)

[ ]  **AIA Documents G702 and 703**

[ ]  **Invoices** from each provider to be paid or reimbursed

[ ]  Onsite **project signage evidence**

**Phase 3: Construction Completion**

[ ]  **Certificate of Occupancy**, Truth in Housing or Code Compliance as applicable

[ ]  Post-Construction **Final Green Communities Compliance Report**

[ ]  **Home Energy Rating System (HERS)/Final Energy Audit**

[ ]  **Final radon testing** results

[ ]  Construction Manager performs site review and issues **Final Inspection Approval**

**Phase 3: Additional Items Required for Rehab Projects**

[ ]  **Asbestos manifest**

[ ]  2 year **Paint Warranty**

[ ]  **Mechanical certification** of original equipment by a licensed professional

[ ]  **Sewer clean out certification** of original equipment by a licensed professional

[ ]  **Roofing certification** of original equipment by a licensed professional

**For projects constructed prior to 1978 provide the following**

[ ]  **Lead Clearance Report Post Abatement** (Hennepin County)

[ ]  **Lead Clearance Report Pre-Occupancy** (Hennepin County)

[ ]  **Lead Record Keeping Checklist** (Environmental Protection Agency (EPA))

[ ]  **Lead Hazard Reduction Report** (MDH)

[ ]  **Lead Safe Practices Form** (CPED)

[ ]  **Lead Adhesion/Cohesion Report**

**Phase 4: Occupancy**

[ ]  **Certification Application and Tennessen Warning**

[ ]  HOME/HOW funded projects: Project Coordinator performs **Buyer Subsidy Layering Analysis**

[ ]  Project Coordinator provides **Closing Instructions** to developer

[ ]  SAM.gov **EPLS search** for ALL **remaining** vendors, suppliers, contractors, title company in addition to real estate company, agents, lenders and homebuyers.

[ ]  **Homebuyer purchase agreement**

[ ]  **Previous Year’s Tax Return**

[ ]  **Household income verification** (typically 6 months bank statements, 2 months paystubs or verification of employment, and prior years federal income tax return)

[ ]  **Income Eligibility Worksheet**

[ ]  **RECAPTURE ONLY: Recapture Down Payment Assistance Worksheet**

[ ]  Fannie Mae (FNMA) **1003 Mortgage Loan** Application

[ ]  FNMA **1008 Lender’s Underwriting** Transmittal

[ ]  Documentation that **primary financing** is a fixed rate "A" or "prime" FHA, VA, FNMA, or Freddie Mac loan product as listed on the Uniform Residential Loan Application (Form 1003).

[ ]  **Summary appraisal**. REQUIRED: Use appraisers from Approved CPED appraiser list

[ ]  NSP or HOME/HOW funded projects: **Purchase Price** does not exceed 95 % of HUD's median area sales price requirement. Required for Neighborhood Stabilization Program (NSP) and Home Ownership Works (HOW) funds

[ ]  **Pre-purchase Counseling Certificate** for all the adults in the household.

[ ]  HOME/HOW funded projects: **Pre-purchase Housing Maintenance Certificate** for all the adults in the household.

**Phase 5: Post Occupancy** (Due within 10 business days of homebuyer closing)

m Final **Proforma** with column “Final Budget” completed with supportingAIA Documents G702 and 703, and invoices

[ ]  **Homebuyer Assistance** Note and Mortgage (Contract Exhibit)

[ ]  **Homebuyer Affidavit** (Contract Exhibit)

[ ]  **Homebuyer Household Characteristics Form** (Contract Exhibit)

[ ]  **Closing Disclosure**/Previously HUD 1Settlement Statement

[ ]  **Homeowners insurance** certificate

[ ]  **Ground Lease** (Contract Exhibit) NOTE: Applies to land trust projects only

**COMMENTS**