



Manufactured Home Community Redevelopment Program

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Agenda

- **Minnesota Housing Introduction**
- **Manufactured Home Community Redevelopment Program**
 - Program Overview
 - Eligibility Requirements
 - Grantee Requirements
 - Pre-Award Risk Assessment - **NEW**
- **2024 RFP**
 - Scoring Criteria
 - How to complete an application
 - Uploading Documents





Our Mission

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

Manufactured Home Community Redevelopment Program

- Grant Program designed in 2020 to meet the needs of aging manufactured home communities in Minnesota
- Health, safety and critical needs of communities
- Not used for individual homes, but benefit the community as a whole
- 2024 Legislation: \$2 million state appropriations & TBD in Housing Infrastructure Bonds
- Managed by Jeramiah Townsend and Monica Tucker



Program Overview

- **Grant Funds**
 - State Appropriations (\$2 million for 2024 RFP)
 - Housing Infrastructure funds (Amount TBD for 2024 RFP) *



*Depending on qualifying projects and available funding

Eligible Activities

ELIGIBLE

- **Infrastructure Improvements**
 - Water/Sewer Upgrades
 - Road Repair
 - Storm Shelters
 - Tree Removal
 - Electrical Systems
 - Lighting & Signage
 - Other Approved Activities

INELIGIBLE

- Reimbursement of work that has already started
- Individual Manufactured Homes
- Seasonal Lots



Eligible Activities

- **Acquisition of Manufactured Home Parks**



Eligible Applicants

Private Manufactured Home Park Owners

Resident Owned Cooperatives

**Government or Tribal Owned
Manufactured Home Parks**

**Non-profit Organizations applying on
behalf of a park owner**



Income Limits

- **Lot Rents must be affordable to residents at or below 115% area median income**

Gross Household Income	11-County Twin Cities Metro Area*	Rochester MSA**	Balance of State
50%	\$62,100	\$61,600	\$55,900
60%	\$74,500	\$74,000	\$67,100
80%	\$99,400	\$98,600	\$89,400
100%	\$124,200	\$123,200	\$111,700
115%	\$142,800	\$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



Grant Requirements

Grant Contract Agreement

- Must be signed and fully executed before receiving disbursements
- 3-year term
- Signed via DocuSign
- Contract also connects to the Procedural Manual and Declaration of Restrictive Covenants

Declaration of Restricted Covenants

- Property must remain a Manufactured Home Park for 25 years
- Lot rent increases of no more than 5% annually for a period of 25 years
- Replacement reserves account in place for future improvement repairs
- Sale or transfer of ownership approved by Minnesota Housing
- Agree to monitoring activities

Program Manual

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Manufactured Home Community Redevelopment Program

The Manufactured Home Community Redevelopment Program is a grant program to fund infrastructure improvements or the acquisition of manufactured home parks.

The program addresses the needs of aging manufactured home communities around the state and prioritizes projects based on health, safety and critical need improvements. It also prioritizes projects leveraging support from local municipalities or projects converting a community to a cooperative ownership model.

Eligible applicants include privately, publicly or cooperatively owned communities, as well as nonprofit organizations acting as an intermediary on behalf of a park.

Funds will be available through an annual competitive request for proposals (RFP) process, beginning in summer with funding recommendations selected mid-winter.

[2024 Intent to Apply](#)

[2024 Request for Proposal \(RFP\) Online Application](#)

Application Materials and Forms

- [Program Manual](#)
- [Intent to Apply](#)
- [Request for Proposal \(RFP\) Instructions](#)

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Related Items

Pre-Award Risk Assessment

- New for the 2024 RFP
- Per [Minn. Stat. §16B.981](#), Minnesota Housing is required to conduct a pre-award risk assessment of grantees awarded grant funds of \$50,000 or more.
- The information requested is for assessing the risk of grantees not able to perform the required duties of the grant.
- Minnesota Housing will review the grantee's past performance, tax returns, audits, principals, and standing with the Secretary of State.
- Applicants will be scored as:
 - Approved
 - Approved with Conditions
 - Denied





Pre-Award Risk Assessment

The Pre-Award Risk Assessment will include:

- A Risk Assessment Form with questions to be completed as part of the application
- Financial Information as applicable to the applicant organization and detailed on the Risk Assessment Form
- Evidence of good standing with the Minnesota Secretary of State
- Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified
- Minnesota Housing may request additional information one time from the applicant to clear up documentation or questions.
- An applications with incomplete or inaccurate information will be disqualified and the RFP application will not be reviewed.



Pre-Award Risk Assessment

- **Critical Items**

- All business entities must submit evidence of good standing with the Minnesota Secretary of State. Submit a screenshot of your organization's current standing from the [Minnesota Secretary of State website](#).
- The screenshot should show the Business Record Details of your organization and **must include all information above the Filing History**.
- **The Renewal Due Date must be after the start of the proposed grant term.** A copy of your current Certificate of Good Standing will be accepted but is not required.



Pre-Award Risk Assessment

- **Critical Items (cont.)**
 - We are not allowed to look up this information ourselves and if it's not provided it will result in denial.
 - We are only allowed to ask for further documentation one time during the process. IT IS IMPERATIVE WE HAVE ALL THE REQUIRED DOCUMENTATION UPFRONT.



Pre-Award Risk Assessment

Examples of Questions:

- List any state grants you have received in the last 3 years?
- Is your organization currently disbarred or suspended in Minnesota?
- Are there liens on your business assets?
- Have you performed similar work you are proposing in the past?

Documentation Examples:

- Most recent tax returns
- Financial statements
- Evidence of good standing with the Secretary of State
- Certification of no Principals convicted of felony financial crime
- Disclosure of Bankruptcy proceedings



Pre-Award Risk Assessment

- **Examples of possible answers to questions:**

- Q- Describe your organization's history of performing similar work proposed in your application for this grant opportunity?
- A- Our organization has managed previous infrastructure projects within the park over the last few years. We completed electrical upgrades in 2022 with park funds and a grant from our city.
- Q- How does the scale of your grant application compare to the organization's budget for similar work you currently manage?
- A- My organization has managed large scale projects at our park for many years (ties into above question). We feel completely prepared with our current structure to manage any grant funds received with the appropriate care required. If once funds are received it appears we'll require further staff to implement the work the organization will then look to hire and grow as necessary



Pre-Award Risk Assessment Questions

- 1) The PARA process requires a “Certification of Principals”. What is that?
 - a. A principal is a public official, board member, or staff (paid or volunteer) with authority to access funds or determine how funds are used. The list should include any and all people within your organization who will have direct access to the grant funds or who will participate in determining how grant funds are used.
- 2) What do I do if I haven’t filed my 2023 taxes yet?
 - a. Applicants should submit the most recent tax documents, which should be 2023. If you are submitting 2022 tax documents, provide an explanation for why 2023 taxes have not yet been filed and submit documentation that an IRS extension has been requested.
- 3) What do I need to submit for financials?
 - a. A copy of your most recent audited financials is ideal however if you don’t have audited financials, you can submit balance sheets, profit and loss statements, etc.



PARA Document Checklist

1. Pre-Award Risk Assessment Form and accompanying documents detailed in the form
 - A. [Risk Assessment Form—Nonprofit Organizations](#)
 - B. [Risk Assessment Form—For Profit Business Entities](#)
 - C. [Risk Assessment Form—Political Subdivisions](#)
 - D. Accompanying Documentation:
 - a. Financial Documents related to the applicant organization and detailed on the Risk Assessment Form (Non-profits and For Profits Only)
 1. Internal Controls Certification—Nonprofit Organizations, if applicable
 2. Internal Controls Certification—For Profit Business Entities, if applicable
 - b. Evidence of good standing with the Minnesota Secretary of State (Non-profits and For Profits Only)
- Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (Individuals who have access to the grant funds).



Competitive RFP Process

2024 Request for Proposals

- Intent to Apply opens August 12, 2024 (Required to Apply)
- Applications opened August 12, 2024, and the deadline is Thursday September 19th at noon
- Selected Proposals go to Minnesota Housing Board of Directors in winter 2024
- Applicants awarded grant funds are contacted to set up a launch meeting and contract review in early 2025
- Once contracts and related documents are executed including an approved scope of work, grantees can then begin requesting disbursements

Scoring Criteria



- **Community Needs**

- Health & Safety needs for infrastructure redevelopment
- Acquisition that benefits the community or prevents park closure

- **Households Served**

- Affordable rents
- Community benefits lower income households and underserved communities

- **Community Support**

- Leverage from local municipalities, converting to public utilities, or other community support

Scoring Criteria



- **Project Leverage & Costs**
 - Total project leverage and costs compared to number of lots
- **Project Assessment**
 - Cost evaluation, project planning, and project timeline
- **Project Experience**
 - Experience of contractors, managers, engineers, etc. who are working on the project



Application Checklist

- Application Narrative and Required Supporting Documentation
- Applicant Signature Page
- Tenant Questionnaire (optional)
- Project Cost Assessment Documents
- Construction or Acquisition Timeline
- Credit Review Documents
- Department of Health Inspection Report

- Rent Rolls
- Photographs and/or Aerial Map of the Park (optional)
- Additional Checklist Items if the Project includes a Park Acquisition
- Commitment Letter
- Purchase Contract
- Appraisal

Credit Review Documents

C. Required Documents (must attach)

Organizational, Management and Operations:

1. Operating Agreement
2. Authorizing Resolutions
3. Organization Certificate of Good Standing (current through at least 2022, via Minnesota's Secretary of State Business and Lien System)
4. Strategic Plan or Work/Business Plan

Financial:

5. For organizations with gross revenue \geq \$750,000: The **last two years of audited financial statements**, including **any Management Letter and Internal Controls Letter**.
6. For organizations with gross revenue $<$ \$750,000: Federal and State Tax returns including K1s filed with the IRS (for the last two years)



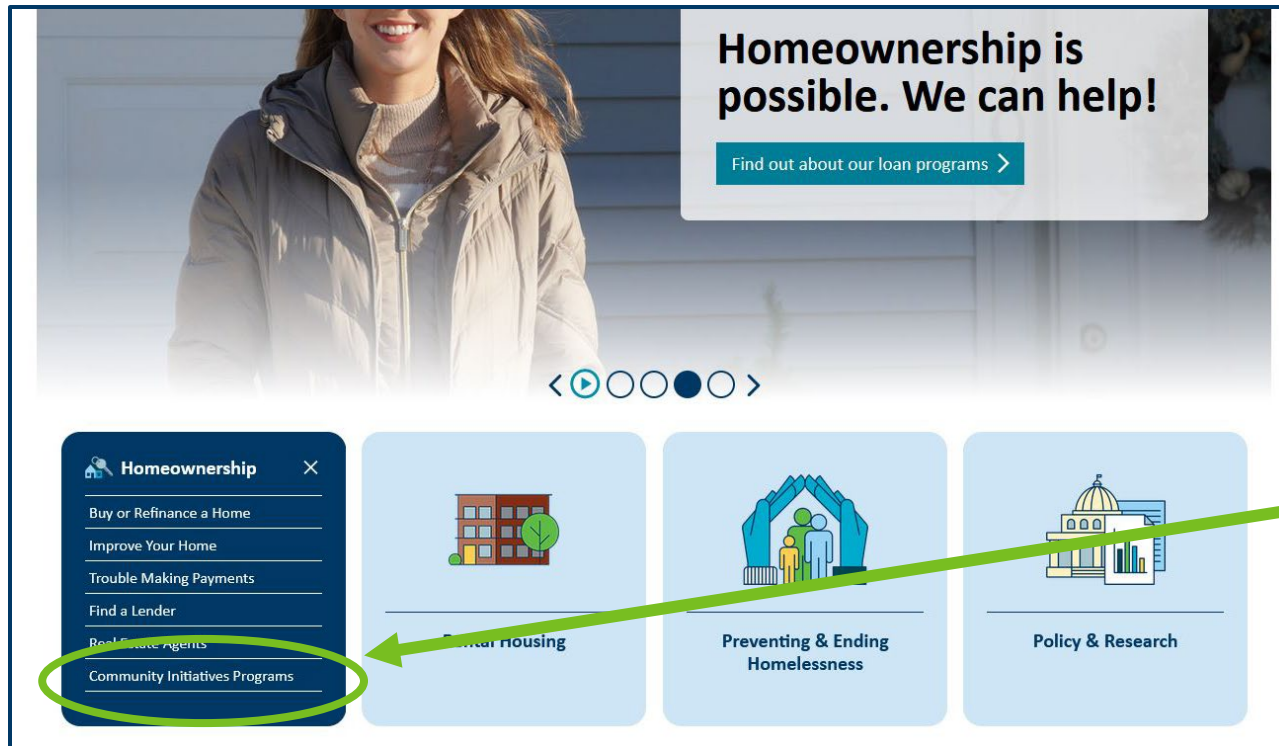
4 Step Application Process

1. Submit Intent to Apply through Cvent link on Minnesota Housing website.
2. Submit Application through Cvent link on Minnesota Housing website or fill out application and submit to Minnesota Housing's Leapfile portal to the website.
3. Complete the Organizational Capacity form and submit with supporting docs through Leapfile.
4. Complete the Risk Assessment form and submit with supporting documents. **Please do NOT send duplicate documents for these steps.**

Forms can be found here:

<https://mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html>

2024 RFP



Visit mnhousing.gov


Select
“Homeownership”

Select **“Community
Initiatives Programs”**

2024 RFP

On the next page, select
“**Manufactured Housing**”

Home / Homeownership / Community Initiatives Programs



Community Initiatives Programs

Minnesota Housing connects our investments in homeownership to the larger goal of fostering strong communities. We build connections and partnerships with the communities, organizations, and agencies that are working on critical homeownership housing issues across the state.

We are working to do our part to ensure that everyone, regardless of where they live, has access to the essential ingredients for economic and social success: affordable homeownership housing, transportation choices, good schools, strong social networks, and access to healthy places.

Minnesota Housing’s Community Initiatives programs provide funding to assist cities, counties, tribal nations, developers, non-profits, and other organizations across Minnesota with their homeownership housing needs, including:

- New construction of homes
- Acquisition, rehabilitation, resale of homes
- Owner-occupied rehabilitation
- Construction loans
- Homeownership education, counseling, and coaching
- Manufactured home community redevelopment

Questions?

If you are a Minnesotan looking for a home ownership, down payment, or home improvement loan or grant, or information about homebuyer education, counseling, and coaching, contact 651.296.8215.

If you are a city, county, tribal nation, developer, non-profit or other organization looking for information about programs on the Community Initiatives Team, contact [Tal Anderson](#), Community Initiatives Programs Manager, at 651.296.2198.

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2024 Online Application Demo

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Manufactured Home Community Redevelopment Program

**CLICK
HERE**

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Application Materials and Forms



Application Process

- **Complete Application on**
<https://www.mnhousing.gov/homeownership/community-initiatives-programs/manufactured-home-community-redevelopment-.html>
- **Select Application Materials and Forms**
 - Request for Proposal (RFP) Application & Instructions
 - Applicant Signature Page
 - Credit Review Forms
 - PARA form and requested documentation.*

*Note: If the PARA review is denied, the application will not be reviewed.





Manufactured Home Community Redevelopment Program Request for Proposal (RFP) Application

Instructions: Complete each section and all of the narrative questions. Answer the questions with detailed descriptions and provide supplemental documentation, when applicable.

Applications and all required documentation must be submitted by 12:00 p.m. on Thursday, September 19, 2024.

* Primary Park Contact First Name

* Primary Park Contact Last Name

* Primary Contact Email

Demo

Secure File Exchange

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Secure File Exchange

[Single Family Secure File Exchange](#)

This tool allows organizations to securely upload and download documentation for the following programs:

- Community Homeownership Impact Fund (Impact Fund)
- Emergency and Accessibility Loan Program
- Enhanced Financial Capacity Homeownership Initiative (Homeownership Capacity)
- Homeownership Education, Counseling and Training Fund (HECAT)
- Rehabilitation Loan Program

Please review the [instructions](#) on how to use the Single Family Secure File Exchange.

Select “**Single Family Secure File Exchange**”.
Use the email
MNHousing.Manufacturedhomes@state.mn.us to
submit documents

Secure File Exchange

Secure Upload

Deliver To: MNHousing Manufacturedhomes

Please enter your contact information

* Please note: All fields are required!

***Your Name**

***Your Email Address**

***Confirm Your Email Address**

Please create a message for the recipient

It's a good idea to describe exactly what you are sending and include any additional contact info.

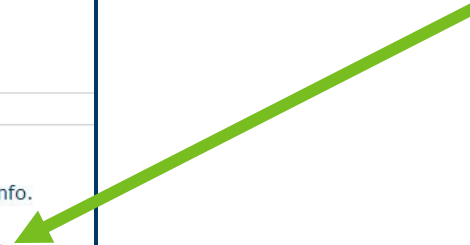
***Subject**

***Message/Description/Instructions**

Select delivery options

☐ **Notify me when the files have been downloaded.**

Type "MHCR Park Name – 2024 RFP"



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Contact Us:
mn.housing@state.mn.us
651.296.7608 | 800.657.3769



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☒ Single Family Community Development Programs

**Select: Single Family
Community Development Programs**



Technical Assistance

Remember some of our processes and required procedures are new this year so please refer to the FAQ on our website.

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General Questions

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Questions?



Due to a new policy, all questions need to be accessible to all interested parties and applicants. We have created a FAQ section on our website to answer your questions and will be updating the site with questions from the training sessions. We can answer questions in this training but will direct you to the FAQs on the website after the training.

Thank you for attending this 2024 RFP training session, and good luck with your applications!