

**REQUEST FOR FINANCIAL ASSISTANCE  
FOR  
AMERICAN RESCUE PLAN ACT (ARPA) FUNDS**

Date of Application:	
Project Name:	
General Project Overview:	

**1. Applicant Information**

Name:	
Address:	
Telephone number:	
Email address:	
Business Entity Type (choose applicable type):	<input type="checkbox"/> <b>Corporation</b> <ul style="list-style-type: none"> <li>State where incorporated: _____</li> <li>Date registered with Minnesota Secretary of State: _____</li> <li>Names of all stockholders as of the date of Application (attach additional pages if needed):</li> <li>Have any of the officers or owners or any majority stockholder (20% or more ownership) ever been convicted of a felony? (attach additional pages if needed) <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Have any of the officers or owners or any majority stockholder (20% or more ownership) ever been in bankruptcy? (attach additional pages if needed) <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Have any of the officers or owners or any majority stockholder (20% or more ownership) ever defaulted on any loan, bond, or mortgage commitment? (attach additional pages if needed) <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
	<input type="checkbox"/> <b>Limited Liability Company (LLC)</b> <ul style="list-style-type: none"> <li>Date registered with Minnesota Secretary of State:</li> </ul>

	<p>_____</p> <ul style="list-style-type: none"> <li>Names of all LLC Members as of the date of Application:</li> </ul> <ul style="list-style-type: none"> <li>Have any of the LLC Members ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Have any of the LLC Members ever been in bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Have any of the LLC Members ever defaulted on any loan, bond, or mortgage commitment? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
	<p><input type="checkbox"/> <b>Limited Liability Partnership (LLP) or other partnership</b></p> <ul style="list-style-type: none"> <li>Specify other type (if applicable): _____</li> <li>Date registered with Minnesota Secretary of State: _____</li> <li>Names of all partners as of the date of Application:</li> </ul> <ul style="list-style-type: none"> <li>Have any of the partners ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Have any of the partners ever been in bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Have any of the partners ever defaulted on any loan, bond, or mortgage commitment? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
	<p><input type="checkbox"/> <b>Sole Proprietorship</b></p> <ul style="list-style-type: none"> <li>Date registered with Minnesota Secretary of State: _____</li> <li>Has the Applicant ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Has the Applicant ever been in bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Has the Applicant ever defaulted on any loan, bond, or mortgage commitment? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>
	<p><input type="checkbox"/> <b>Other</b></p> <ul style="list-style-type: none"> <li>Specify type: _____</li> <li>Date registered with Minnesota Secretary of State: _____</li> </ul>

	<ul style="list-style-type: none"> <li>• Principals involved:</li> </ul>          <ul style="list-style-type: none"> <li>• Have any of the Principals ever been convicted of a felony? <input type="checkbox"/> Yes   <input type="checkbox"/> No</li> <li>• Have any of the Principals ever been in bankruptcy? <input type="checkbox"/> Yes   <input type="checkbox"/> No</li> <li>• Have any of the Principals ever defaulted on any loan, bond, or mortgage commitment? <input type="checkbox"/> Yes   <input type="checkbox"/> No</li> </ul>
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Authorized Representative:	Name: Address:  Phone number:
Legal Counsel:	Name: Address:  Phone number:
Financial References:	<u><b>Bank</b></u> Name: Address:
	<u><b>Commercial Mortgage</b></u> Name: Address:

Add a brief description of the type of business engaged in by Applicant, as well as the organizational structure, history, experience and annual sales and income of applicant for the past three years (attach additional pages if necessary).

## 2. Applicant's Employee Data

Total number of persons employed by Applicant:	
Total number of persons employed by Applicant in Minnesota:	
Total number of persons employed by Applicant in Ramsey County:	
Estimated number of permanent full-time jobs upon completion of Project, at location of Project:	_____ New _____ Existing
Expected Annual Wages of NEW Full-Time Jobs:	

## 3. Previous Projects

List any projects financed through the County in which Applicant, if an individual; officers or majority stockholders, if a corporation; LLC Member; or any existing or prospective general partner, has participated:

## 4. Project Data

Location:
Description of Project (include building(s) type, use, size of building(s), # of housing units, s.f. of commercial uses, etc.):
Has the Project received all approvals from local jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Project compliant with applicable local City and State codes and regulations? (Please attach local municipality approval). <input type="checkbox"/> Yes <input type="checkbox"/> No
Real estate taxes: <ul style="list-style-type: none"><li>• Total estimated amount of yearly real estate taxes which will be paid upon Project completion: _____</li><li>• Amount of real estate taxes currently paid on Project site: _____</li></ul>

## 5. Project Worksheet

Please attach the project worksheet showing project budget, development costs, sources, and uses, operating proforma (15 years), unit mix, unit breakdown, unit affordability, and development team.

## 6. ARPA Requirements

Explain how the proposal fits with the American Rescue Plan Act funding requirements. For example, how will the project address housing needs for populations, households, or geographic areas disproportionately impacted by the pandemic. Applications should describe how the proposal will support affordable housing for those disproportionately impacted populations, households, or locally-defined geographic areas to be served.

## 7. Additional Information

Applicant (does) _____ or (does not) _____ intend to sell Project upon completion of construction.
Applicant (does) _____ or (does not) _____ have control of substantially all the Project site.
Applicant (does) _____ or (does not) _____ executed any contracts for construction of any portion of any Project.
Applicant (does) _____ or (does not) _____ intend for property to be used as a permanent address.

Submit this form along with the Acknowledgement Letter to:

Ramsey County  
Community & Economic Development  
250 Courthouse  
15 West Kellogg Blvd  
Saint Paul, MN 55102

All Application and supporting materials and documents shall remain the property of Ramsey County. All such materials may be subject to disclosure and/or public review under applicable provisions of state law.

By submitting and signing this application form and Acknowledgement Letter, the Applicant certifies that this Application, including the Exhibits detailed in Attachment A and Relocation and Housing Replacement Notification (if applicable), are true, correct, and complete to the best of its knowledge.

Applicant \_\_\_\_\_

By \_\_\_\_\_  
Its \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

## **ATTACHMENT A**

### **(Addendum to Application)**

#### **REQUEST FOR ASSISTANCE FROM RAMSEY COUNTY**

For the proposed financing requested in the Request for Assistance from Ramsey County, Minnesota (Attachment A) the following additional data needs to be submitted as part of the application and identified as the following EXHIBITS:

#### **1. PROJECT DESCRIPTION**

Include a narrative description of the project and surrounding land uses. Include a description of services or amenities proposed for tenants and/or residents. Include photographs of the site and buildings.

#### **2. EQUITABLE DEVELOPMENT AND LIVABILITY**

Would the project to ensure restorative, regenerative, and healthy outcomes for the people most impacted by the development? Submit the attached Equitable Development and Livability form (**Attachment C**)

#### **3. DEVELOPMENT AND FINANCING TEAM**

Provide names and resumes/pertinent experience backgrounds of development company including all principal partners, property management company, borrower's legal counsel, bond counsel, underwriter, underwriter's legal counsel, bond trustee, accounting firm, architectural firm, and general construction contractor.

#### **4. PROJECT SCHEDULE**

#### **5. FINANCIAL ANALYSIS/UNDERWRITING REPORT**

Describe with supportive documentation and assumptions, your analysis substantiating the feasibility and long-term financial viability of the project.

#### **6. FINANCIAL STATEMENTS**

Submit at least past three years audited statements and current (within 60 days) financial statement of the project, proposed property management company, asset management company, and applicant/development company.

#### **7. DETAILED PROJECT BUDGET**

#### **8. SOURCES AND USES OF FUNDS STATEMENT**

**9. TERMS AND CONDITIONS OF SOURCES OF FUNDS**

**10. ARCHITECTURAL DRAWINGS, SWORN CONSTRUCTION COST STATEMENT, BIDS AND SPECIFICATIONS, SITE IMPROVEMENT PLANS, SCOPE OF WORK**

**11. OPERATING EXPENSE PROJECTIONS**

Include a detailed operating expense budget and the amount and purpose of project reserves (e.g., replacement and operating) with underlying assumptions or background information.

**12. 15-YEAR PRO FORMA PROJECTIONS**

Submit a 15-year proforma operating budget with underlying assumptions.

**13. PERSONAL FINANCIAL STATEMENTS OF THE PRINCIPALS/GENERAL PARTNERS OF THE PROJECT**

*(ONLY IF SPECIFICALLY REQUESTED BY THE COUNTY)*

**14. MARKET FEASIBILITY ANALYSIS/PLAN**

Describe the target market and need for the type of housing being proposed; include market studies and/or analysis. Also, include your plan and methods to market the units.

To ensure and further fair housing, an Affirmative Fair Housing Marketing Plan will be required. A draft Plan must accompany the application, a final Plan must be submitted prior to closing.

**15. DETAILED HOUSING UNIT BREAKDOWN**

Include unit mix, size of units, and gross and project rent structure.

**16. OCCUPANCY/FILL PROJECTIONS**

Provide a schedule/timeline for lease-up of the units; provide historical occupancy rates.

**17. TENANT DATA**

Provide a breakdown of the current or targeted, whichever is applicable, tenant population by racial/ethnic classification, income, household size, single head of household, and age.

**18. SUPPORT SERVICES**

Include a statement on whether support and human services are planned for or are provided to the residents of the project; indicate the services provided and the related service organizations. Indicate names, addresses and telephone numbers of the service providers.

## **19. STATEMENT OF RESIDENT PARTICIPATION; COOPERATIVE HOUSING**

Include a statement on resident participation in the project and whether the project is or will be organized as a cooperative or with a resident association; and indicate the structure of the ownership, cooperative or resident association entities and the role of the residents in the management of the ownership entity and of the project.

## **20. OTHER REQUIREMENTS**

Additional submittals must include the following documents:

- Commitment letters from other lenders
- Letter of support from local municipality
- Zoning and land use documentation from local municipality
- Evidence of site control, unless for acquisition under special circumstances



**ATTACHMENT B**  
**Acknowledgement**

[TO BE SUBMITTED ON DEVELOPER'S LETTERHEAD]

Max Holdhusen  
Ramsey County - Community and Economic Development  
250 Courthouse 15 West Kellogg Blvd Saint Paul, MN 55102

RE:     *(Description of Project)* ("Project")

Dear:

We acknowledge that the following compliance documents ("Compliance Documents") may be applicable for this Project:

I.     Labor Standards – Federal Davis Bacon

In addition to the foregoing compliance areas that are triggered by the award of public financing for the Project, the undersigned acknowledges and understands that it must also comply with the local municipality's zoning and land use ordinances and regulations, including without limitation the following: site plan review, park dedication, storm water management, etc.

We also understand that our acknowledgement of the Compliance Documents does not (a) constitute or create an agreement by Ramsey County or the HRA to approve the Project or grant any financing for the Project, or (b) constitute any representation by the County or HRA that it will approve the Project or agree to provide financing, or c) create any legal or equitable cause of action against the County and HRA arising from any failure or refusal by the County and HRA to approve the Project or any financing for the Project.

Instead, we acknowledge that a legally binding contract will be formed only upon formal approval of the Project by the Board of Commissioners and execution of a legally binding agreement, the terms of which will be discussed with HRA and County staff. Also, we agree not to make any waiver or estoppel arguments to impose any agreement or binding legal obligation on the County or HRA by actions taken by us in response to the Compliance Documents.

By signing below, I certify that this solicitation response has been prepared without any collusion with other contractors, competitors, County employees, County Consultants or County Board members and without taking any other action which will restrict competition or constitute fraud or collusion."

[Signed by applicant]

**ATTACHMENT C**  
**Equitable Development and Livability**

The intent of Equitable Development and Livability is to center racial equity in County land use development and economic development decisions. Applicant should demonstrate that the project ensures restorative, regenerative, and healthy outcomes for the people most impacted by an investment or project; promotes inclusion and belonging; and puts intention and focus on the history, power, and wellness of the community. In addition, the project should significantly reduce racial disparities and the applicant should recognize and work with the community towards reconciliation for harm caused by historical racism and current conditions; and partner with impacted neighborhoods and populations to create vibrant communities (affordable housing, quality education, living wage, etc.).

Please answer the following questions:

1. How does the project reflect priorities of [Ramsey County Economic Competitiveness and Inclusion Plan](#)?

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2. What proactive steps have you taken with community leaders to understand the local history, cultural lineages, and environmental assets of the project area to honor and integrate that legacy into project planning?

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3. How does the project address an issue already identified by the county or the affected community (i.e., racial inequities in homelessness or homeownership)?

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4. How were affected community members involved in the development of the project?

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5. How are engagement practices tailored to the affected community? For example, how are Black and American Indian (or racially and ethnically diverse) residents, immigrants, low-income residents, renters, youth/young adults, residents with disabilities, multilingual communities, and others represented in the engagement process?

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6. Do contractors display a commitment to diverse hiring, etc.? Is Developer to include diverse contracting?

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7. Does the project-design seek to establish or enhance welcoming and inclusive community access to green spaces and public gathering areas to enhance the physical, and emotional wellbeing of residents? Please explain.

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8. How does the project improve housing stability for communities with a record of historic wealth extraction?

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9. Is new housing developed with energy efficiency features to help cut down on utility bills for its residents? Please explain.

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10. Do residential buildings incorporate ADA and/or transit accessible features? Please explain.

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**ATTACHMENT D**  
**Lobbying Certification Form**

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Contractor Name	Program
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Signature of Certifying Official	Print Name	Title	Date
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Solicitation Number:

Solicitation Title: **Ramsey County Multi-Family American Rescue Plan Act Program**