

**30% AMI Deeply Affordable Housing Program
Fall 2022 RFP
Clarifying Questions and Answers
November 29, 2022**

Do you have an anticipated date when awards will be announced for this solicitation?

The anticipated timeline is to announce projects recommended for funding in early 2023 (January or February).

I do not have City Supplier ID #. Is this required at this time?

If your project is awarded funding, you will need to set up a City Supplier ID. However, the number is not required at this time for application purposes, and you may leave that line blank or indicate not available.

Does project need to provide supportive services? Are points for support services all or nothing?

Projects without resident support services are eligible in this RFP. However, up to 15 points are awarded to projects that provide resident support services or establish a strong, integrated referral system for residents. Points will be awarded on a range between zero to 15. Providing services does not guarantee the maximum 15 points.

Can duplexes with two units be included?

No, duplexes on their own would not be eligible. A minimum of 4 units is required and these 4 units must be located on the same parcel. We would consider a project that is made up of multiple detached units or duplexes if they are all part of one site and development project.

Are pre-existing rental projects eligible?

No, pre-existing rentals are not eligible, unless the property has been entirely vacant and unused as rental housing for over a year.

Could an entirely senior project be eligible?

Yes, a project that is entirely designated for seniors is eligible.

Is my project eligible if rezoning is needed?

The applicant does not need to have suitable zoning in place at the time of application. However, the applicant should present a timeline and pathway that is feasible for rezoning. If there are significant barriers to rezoning, that could negatively influence scoring in the feasibility category.

Do applicants need to demonstrate that they have all financing other than ARPA funds secured?

No, proposals do not need to have all other sources committed but must show a strategy and timeline wherein financing will be secured to allow for a close by December 31, 2024. Our review committee will evaluate the sources and uses and timing in our scoring of feasibility.

Can ARPA be used to pay for costs if the project is mixed income? How do you determine what portion of the overall costs are for the 30% AMI units vs the other units?

Yes, funding may be awarded to projects that have both 30% AMI units and non-30% AMI units within the same project (provided a minimum of 10% of the units are at the 30% AMI level). However, we will only be awarding funding to support the costs associated with the 30% AMI units in the project. We ask

the applicant to provide their own explanation of the 30% AMI costs within their financial narrative response.

One way City staff have analyzed this question in the past is to compare two version of the multifamily workbook: one version with 30% AMI units in the mix and a second version with no 30% AMI units (units adjusted to be at a higher income level). This is just one example of possible analysis. The review committee may follow up during the review period to ask for additional information or workbook variations as we analyze your project's specifics.

In the RFP guidance it states that costs need to be incurred before December 31, 2024. Do costs incurred includes costs that have been legally obligated (i.e., construction contract, etc.) but not necessarily spent/paid?

Correct. Costs incurred includes legally obligated costs such as a construction contract.

Do you have an anticipated subsidy-per-project or subsidy-per-unit identified?

No.

What 30% AMI projects has Saint Paul funded with ARPA so far? How much funding was awarded?

Answer: Saint Paul conducted its first 30% AMI Deeply Affordable Housing Fund solicitation in March of 2022. Five projects were recommended for funding from this solicitation. To date, two projects from this solicitation have received funding approval. These are:

- Twelve 22 Apartment Project – The City Council approved \$2,534,489 in ARPA funding at its 6/22/22 meeting ([link to resolution](#)). The project was also awarded conduit housing revenue bonds and pooled TIF financing at the 6/22/22 HRA meeting ([link to resolution and board report](#)).
- Soul Project at 176 South Robert Street - City Council approved \$7,850,000 ARPA loan at its 8/24/22 meeting. ([link to resolution](#)), The project was also awarded conduit housing revenue bonds at the 8/24/22 HRA meeting: ([link to resolution and board report](#))
- Additional information about the prior solicitation is available at: <https://www.stpaul.gov/departments/planning-and-economic-development/housing/30-ami-deeply-affordable-housing-fund>

I am a new business and do not have audited financial statements or a 990 tax form. What information should I provide about financial statements?

Please attached to the application a brief statement or letter explaining that you do not have audited financials available and why. We may follow up during the review period to ask for additional information such as current balance sheet or other financial statements.

Do you have a template in mind for the project schedule, terms and conditions of sources of funds, financial analysis narrative, or scope of work? What specific information do you want us to include if we are creating our own template?

No, we do not have any specific formats required for these items. Please feel free to use your own formatting or templates. In terms of content, please use your best judgement, but basic information would include:

- Timeline – Anticipated timing for major project milestones.
- Terms & Conditions of Sources of Funds – identification of sources of funds with a brief summary of key information (status, timing of awards and applications, basic terms anticipated, etc.). You may also attach award letters or preliminary terms sheets.
- Financial Analysis/Underwriting Narrative – Information and narrative that helps us understand why your project is financially feasible. Additionally, information about how the ARPA funds will support the 30% AMI units in the project would be encouraged (if that is not addressed elsewhere in your application)
- Scope of Work – Activities that are included in the construction project.