



ARTSPACE JACKSON FLATS

901 18 ½ Ave NE, Minneapolis, MN, 55418

Dear Applicant,

Thank you for your interest in the Artspace Jackson Flats. The project provides 35 units of affordable housing for individuals and families, developed by Artspace Projects, Inc. Artspace Jackson Flats are conveniently located in northeast Minneapolis and will offer residents:

- One-, two- and three-bedroom apartments ranging from 794–1,373 sq. ft.
- Spacious floor plans with durable surfaces
- Off-street parking
- Located in the heart of the Central Avenue arts corridor, near galleries, restaurants, bus lines, and other amenities.

Artspace Projects is committed to attracting creative individuals and families from diverse backgrounds. We encourage all people to apply regardless of race, color, creed, religion, employment or occupation, national origin, ethnicity, gender, gender identity or expression, marital status, familial status, sexual orientation, age, personal appearance, political affiliation, matriculation, place of residence or business, victim of domestic violence, and status with regard to public assistance, mental or physical disability.

Preference will be placed on applicants who can demonstrate a commitment to the creative arts. How much income (if any) that a qualifying applicant earns from his or her artistic pursuit is not considered in assessing whether the applicant has a commitment to or participation in a creative endeavor. We are especially interested in individuals who are committed to building community and will give some of their time and energy toward this goal. An artist's creative work need not be the person's occupation or source of income. It is customary for artists to work in another field to support themselves, their dependents, and their art form.

Attached you will find an application process packet and information about renting a unit at Artspace Jackson Flats. Note that the information is not all-inclusive and is subject to change. Please read all the information carefully. Due to financing and federal support for the development of the building, we may require more information than you are used to providing when renting an apartment. The types of information that we require are explained on the following pages. Please review carefully and make sure you are submitting all of the required materials.



ARTIST SELECTION COMMITTEE PROCESS

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people to apply regardless of race, color, creed, religion, employment or occupation, national origin, ethnicity, gender, gender identity or expression, marital status, familial status, sexual orientation, age, personal appearance, political affiliation, matriculation, place of residence or business, victim of domestic violence, and status with regard to public assistance, mental or physical disability. We are especially interested in individuals who are committed to building a creative community and will give some of their time and energy toward this goal.

Once management has determined income eligibility and all background checks are complete, applicants will be forwarded to the Artist Selection Committee (ASC). The ASC will meet to talk with all members of your household and will ask questions about your commitment to the arts, to the community and your interest in living at Artspace Jackson Flats. Use of the ASC to identify artist tenants is a permitted preference, pursuant to HUD Handbook 4350.3 2-25, which is subject to any applicable federal, state, or local preferences.

Artist Selection Committee

The ASC interviews applicants and reviews their artist resumes and artist statements to determine their participation in, and commitment to, the arts; they do not judge the content or quality of an applicant's artistic work.

Artistic processes that are extremely noisy, require industrial zoning or involve hazardous materials will not be permitted to be conducted in the Artist Housing development. (Welding, woodworking using power tools, amplified band practice or glass blowing would not be allowed.)

Artist Definition

An Artist shall be defined as:

- A person who works in, or is skilled in any of the fine arts, including but not limited to, painting, drawing, sculpture, book arts, printmaking and mixed-media.
- A person who creates imaginative works of aesthetic value, including but not limited to literature, poetry, photography, music composition, choreography, architecture, film and video.
- A person who creates functional art, including but not limited to metal, textiles, paper, wood, ceramic, glass or plastic objects.

- A performer or theatrical artist, including but not limited to, singers, dancers, musicians, actors, performance artists; costume, lighting, sound, and set designers.
- In all art disciplines, a designer, technician, craftsman, teacher or administrator who is dedicated to using their expertise within the community to support, promote, present, and/or teach and propagate their art form through events, activities, performances and classes.

What does the ASC do?

The ASC meets with prospective residents and their families, (previously income qualified by the property manager), to determine their level of commitment to the arts, their art form and their willingness to participate in the community. The ASC does not jury the artist's work.

Who makes up the ASC?

Initially the committee members will come from a pool of Artspace staff, community leaders, creative industry leaders, and local artists, representing a range of disciplines, who have not applied to be residents of the project. Project residents in good standing will fill subsequent ASC positions. An owner representative will also attend prospective tenant interviews.

What occurs at the interview?

The owner representative coordinates the interview, leads the meeting and acts as the liaison to the property manager.

Prior to the meeting prospective residents are asked to provide an artist resume and artist statement that is reviewed by the committee. Committee members are also provided a scoring sheet containing specific questions for prospective residents. The scoring sheet questions have been carefully chosen to prompt answers that help the committee ascertain artist and family commitment to creative activities and community. Members of the ASC are required to limit their questions to those on the scoring sheet. Prospective residents are given an opportunity to answer questions, share their artwork and ask any questions that they may have.

Follow-up questions can be asked to help clarify an answer that has been given. Questions or comments pertaining to any of the fair housing protected classes may not be posed. Interviewees will be referred to the property manager if there are additional questions concerning the project or their application status.

Fair Housing

All individuals who serve on the Artist Selection Committee has received and/or will receive fair housing training. Fair housing practices will be followed in all aspects of the interviews and meetings.

Scoring

- Each question must be scored, in a range from 1 to 5.

- Each adult applicant is scored separately, but the household is accepted or rejected in whole. Only one member of a household needs to demonstrate a commitment as a practicing artist, in order to qualify for the artist preference.
- Each approval or disapproval must be defensible by the interviewer and substantiated by the scoring sheet.
- Scoring sheets must be signed.
- Each question must be scored; all sheets are collected and aggregated.
- Applicants are assigned to the artist preference list if their average score is 3 or greater.
- Those scoring an average score of less than 3 are placed on the non-artist list.
- All lists are kept in order of lottery priority.

Guidelines

- Each ASC is initially comprised of 9-12 members
- Interviews are led by the owner representative or by a person designated by the owner.
- Any member of the committee who does not adhere to the process or guidelines of the ASC, will be removed from the committee.
- All interviews are confidential.

Artist involvement is an essential component of every Artspace project. This process may seem formal, yet it is extremely important. We want to be certain that every applicant who comes before the ASC is treated consistently and fairly.

If the ASC determines that your household is qualified for Artspace Jackson Flats, you will become eligible to move in. Management will notify you in writing as soon as possible of your application status and availability of units. **Please do not give notice to your current landlord until you have received final notification of acceptance from management that you have been approved for occupancy of Artspace Jackson Flats.**

ARTSPACE JACKSON FLATS APPLICATION

Applications for the Artspace Jackson Flats will be available for completion and submission July of 2013.

They will be delivered via email or available online. Please sign up for the mailing list at www.artspace.org/our-places/artspace-jackson-flats to receive e-mail notifications, or to download the application directly.

Applications will be accepted in person and via mail.

By mail:

Perennial Management, LLC
ATTN: ARTSPACE JACKSON FLATS
1360 Energy Park Drive, Suite 300
St. Paul, MN 55108
651.644.9600

PLEASE NOTE: The Artspace Jackson Flats will accept applications on a first come, first serve basis. All applications will be time and date stamped as they are received on that day. Mailed in applications will be time and date stamped at the end of the day of receipt. We recommend turning in your completed application IN PERSON. Only physical copies with original signatures will be accepted. Email applications will not be accepted.

Please provide all requested materials in one complete package. Omission of any requested documentation will delay processing of your application.

**Artspace Jackson Flats
Art and Community Involvement**

Please provide written answers to the following questions and **turn in this completed form along with the artist statement described below with your application.**

The Artist Selection Committee (ASC) will not be judging the quality of your artwork, but rather the depth of your engagement and commitment to your work. Your skill at presenting and explaining the content of your work is not as important as showing a body of work and your plan to continue producing work.

An ASC interview will be scheduled with you after the Resident Selection Criteria from your application has been approved by Management. During the interview, you will be asked to present a portfolio of your work to the review panel that consists of artists and Artspace staff. You will be expected to speak for approximately 5 minutes about your artistic practice in general and the specific projects you will be working on if you are to move into the building. After this, the panel will ask questions about your work, about living in a cooperative environment, and about community involvement.

1. Please provide an artist statement on a separate sheet of paper (maximum length one page), outlining your artistic practice, and discuss the method and intention of your work. Please include how long you have been creating. Please submit your artist resume, if available.

2. What equipment and materials do you use as part of your artistic process? Please be specific.

3. Artspace Jackson Flats depends on the active participation of its residents in order to keep growing as a creative community. Residents are typically involved in a number of committees such as community room programming, garden maintenance and development, and events planning. How do you see yourself contributing to the development of the community, and what kind of new initiatives would you like to start?

Please check the area where you have any experience or interest:

- | | |
|----------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Minor repairs | <input type="checkbox"/> Building security |
| <input type="checkbox"/> Cleaning and maintenance | <input type="checkbox"/> Property management |
| <input type="checkbox"/> Teaching children & youth | <input type="checkbox"/> Volunteer board of directors |
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Recycling |

Other (please list) _____



Artspace Jackson Flats - Frequently Asked Questions

1. What is the Artspace Jackson Flats?

Located in northeast Minneapolis, the four-story building is the first Artspace live/work project for artists in Minneapolis. Artspace Projects will create 35 units of affordable live/work housing and exhibition/community spaces. It provides a sustainable and affordable home for artists and their families to live, create, display, and perform their work.

2. What is Artspace Projects, Inc.?

Artspace is a non-profit corporation whose mission is “to create, foster, and preserve affordable space for artists and arts organizations.” Our development activities have included construction/renovation of more than 1,100 units of live/work space for low/moderate income artists. Artspace now owns 33 buildings in thirteen states, of which there are 25 live/work projects, five working studio buildings, two commercial buildings and one performing arts center.

3. Who can apply to live at the Artspace Jackson Flats?

Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people to apply regardless of race, color, creed, religion, national origin, ethnicity, gender, marital status, familial status, sexual orientation, and status with regard to public assistance, mental or physical disability. We are especially interested in individuals who are committed to building community and will give some of their time and energy toward this goal.

4. How many units are there? What size are they? What will the range of rents be?

We are building 35 units of housing, including one-, two-, and three-bedroom units ranging in size from 794–1,373 square feet. All apartments will have high ceilings, durable surfaces including concrete and luxury composite tile floors, natural lighting, and oversized elevator. Residents will be responsible for paying their own telephone, electric, and cable in addition to their rent. Units have forced air heating and air conditioning (which are included in their electric), operable windows, shower and tub.

6. Can I sublet my unit?

No, subletting is not allowed in the Tax Credit program.

7. Do I need insurance?

Tenants are strongly encouraged to carry renters' insurance.

8. What will be provided and what kind of improvements will I need to make?

Your new home at the Artspace Jackson Flats will have all the amenities of a residential unit built to code. It will include a bathroom, kitchen, and bedrooms with an open design to allow for flexible use of the space. You will be able to make some modifications to your unit, such as lighting and storage, to meet the needs of your discipline. All modifications must meet fire and safety codes and be approved by management.

9. Who will manage the property?

Perennial Management, LLC will oversee general operations and maintenance of the property. Perennial Management will be in charge of scheduling the use of all common area tenant space and who has first right of use. We expect that tenant committees will coordinate other resident activities in the common areas.

More information and application materials can be found at:

www.artspace.org/our-places/artspace-jackson-flats or by calling 651.644.9600