

artspace

Northside Arspace Lofts Information Packet



June 2020





Northside Artspace Lofts

229 Irving Ave. North, Minneapolis, MN 55405

Dear Applicant,

Thank you for your interest in Northside Artspace Lofts. The project provides 100 units of affordable housing for individuals and families and up to 3,500 square feet of commercial space for arts-oriented businesses and organizations. Developed by Artspace Projects, Inc., Northside Artspace Lofts is located in Minneapolis' Harrison Neighborhood, approximately one mile from the Minneapolis Central Business District.

The project will offer its residents:

- **Efficiencies, one, two and three bedroom live/work units**
- **Open floor plans with high ceilings and durable surfaces**
- **On-site washer and dryer facilities**
- **Window coverings**
- **Community Gallery**
- **Outdoor arts engagement and child play area**
- **On-site management office**
- **Indoor bike storage and underground parking**

Artspace Projects, Inc. is committed to attracting creative individuals and families from diverse backgrounds; however, preference will be placed on applicants who can demonstrate a commitment to the arts. An artist's creative work need not be the person's occupation or source of income. It is customary for artists to work in other careers in order to support themselves, their dependents, and their art form. Artspace is interested in individuals who are committed to building a creative community and will give some of their time and energy toward this goal.

In this packet you will find information about renting a unit at Northside Artspace Lofts. Please note that the information is not all-inclusive and is subject to change. Please read all parts of the information packet. Due to federal support for the development of this project, we may require more information than what is common when renting an apartment. The types of information that we require are explained on the following pages. Please review the entire packet carefully and remember it is imperative to provide all requested materials when submitting your application.

--The Artspace Team

♦ **Household Size /Occupancy Standards:** Prospective residents must accept a unit based on their household size at move-in per the chart below:

Number of Bedrooms	Minimum Number of Persons	Maximum Number of Persons
Efficiency	1	1
1 bedroom	1	2
2 bedroom	2	4
3 bedroom	3	6

♦ **Estimated Rents, Income and Affordability Restrictions (this information may be subject to change):** Northside Artspace Lofts was made possible with financing that encourages affordable housing. As a result, units are restricted to residents who meet certain income guidelines.

ESTIMATED RENTS

Based on MHFA 2020 Maximum Rent Schedule SUBJECT TO CHANGE IN 2021

<u>Unit Type</u>	<u>30% AMI</u>	<u>50% AMI</u>	<u>60% AMI</u>
STUDIO	\$474	\$836	\$1,017
1BR 1BA	\$504	\$892	\$1,086
2BR 1BA	\$603	\$1,068	\$1,301
3BR 2BA	\$693	\$1,231	\$1,500

Rental Rates subject to change in 2021 & unit square feet may vary

ESTIMATED MAXIMUM INCOME LIMITS

Based on MHFA 2020 Maximum Income Limits Schedule
SUBJECT TO CHANGE IN 2021

<u>Family Size</u>	<u>30% AMI</u>	<u>50% AMI</u>	<u>60% AMI</u>
1 Person	\$21,720	\$36,200	\$43,440
2 Person	\$24,840	\$41,400	\$49,680
3 Person	\$27,930	\$46,550	\$55,860
4 Person	\$31,020	\$51,700	\$62,040
5 Person	\$33,510	\$55,850	\$67,020
6 Person	\$36,000	\$60,000	\$72,000

Max Income Limits are based on 2020 Hennepin County. These limits are subject to change

The Northside Artspace Lofts project must follow Section 42 of the IRS Code, along with all HOME, Department of Housing and Community Development rules and program guidelines.

The property recognizes and utilizes all Fair Housing Laws and all other state and federal regulations when giving preferences to special persons. The Project provides housing on an equal opportunity basis. We do not discriminate against applicants on basis of race, color, religion, sex, national origin, family status, disability or handicap.

The property will not deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs; provide housing that is different than that provided others; subject a person to segregation or disparate treatment; restrict a person's access to any benefit enjoyed by others in connection with the housing program; treat a person differently in determining eligibility or other requirements for admission; deny a person access to the same level for services; or deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the housing program.

Artspace Projects, Inc. and MetroPlains does not discriminate on the basis of disability status in the admission of or access to, or treatment of or employment in its federally assisted programs and activities.

Resident Selection Criteria

Artspace and MetroPlains are committed to providing, managing, and promoting quality affordable housing to diverse communities in diverse locations. Residents will be impartially selected based upon the criteria specified below. Qualifying artists will be given preference.

Appropriate Family Size – It is important that housing units are maximized to ensure that as many individuals as possible are housed. Therefore, the household size must be appropriate for the available unit – at least one person per bedroom and not more than two people per bedroom - See Appendix attached.

- A. **Legal age** - You must be 18 years or older if applying for occupancy as head of household or co-head of household.
- B. **Income** - The household income must fall within the established guidelines under the Section 42 tax credit program or other Federal or State program requirements. (See Appendix).
- C. **Applicant Must Demonstrate Good Rental History** – We understand that life happens, so we are looking for “good” rental history, not “perfect” rental history. We will consider only three years prior to the date of application. Good rental history includes, for example, honoring the obligations of prior leases, honoring the rules of the community, making rental payments on time, engaging in a pattern of respectful conduct toward other community members, and leaving the community in the same condition as it was when it was initially rented.

Evictions filed within one year and resulting in a judgment, or two within five years resulting in a judgment, from date of application will be cause for denial of rental application. If the eviction is filed in connection with a foreclosure of the primary residence, it will not result in denial.

APPEAL OR REVIEW: Applicant may request an appeal or review if the only reason for denial is rental history and if they can show that the reported history is false or there were extenuating circumstances such as serious illness or loss of job.

- D. Credit History** – An applicant’s past financial performance in the form of credit history will be used to determine their likelihood of rental success. The following criteria will be applied on an individual basis and is limited to the 12-month period preceding the application date.

At least five negative credit items or negative credit items totaling \$5,000.00 or more within one year of the application may result in a denial. A negative credit item is defined as a charge-off, bad debt, or a current late account over 90-days past due.

Court actions for collections resulting in judgements, either pending or levied, may result in denial if the cumulative total, including negative credit items, exceeds \$5,000.00.

Balance owed to a previous landlord within three (3) years from the application (except within the managed portfolio of MetroPlains), may result in denial. The balance must be paid in full to be considered for housing.

POLICY: If there is a balance owing to a community that MetroPlains currently manages, the balance must be paid in full prior to lease approval. There is no time limit in this circumstance. MetroPlains will not approve a rental application if money is owed to current clients of MetroPlains’.

EXCEPTIONS: Discharged bankruptcy proceedings, and the debts that have been discharged thereunder, past due medical bills, student loans, or a foreclosure of your primary residence will not be considered a negative credit item.

APPEAL OR REVIEW: Applicant may request an appeal or review if the only reason for denial is credit history and if they can show that the reported history is false or there were extenuating circumstances such as serious illness or loss of job.

- E. Criminal History** - Only conviction history will be considered for denial. All timeframes are determined from the date of the application.

The following criminal convictions, or convictions for conspiracy, will result in a fifteen (15) year denial period: homicide; kidnapping or false imprisonment; weapons crimes; arson; crimes against children; sex crimes; robbery; assault and/or battery; theft/larceny.

Other felony convictions not listed above will result in a seven (7) year denial period.

Felony convictions relating to distribution of illegal drugs will result in a five (5) year denial period.

Gross misdemeanor convictions will result in a three (3) year denial period. Gross misdemeanor convictions involving operation of a motor vehicle will not be considered.

Incarceration (defined as more than 12 consecutive months of incarceration) will result in denial for three (3) years from the date of release.

Misdemeanors or petty crimes will result in denial if there are two or more within three years. Misdemeanor or petty crimes involving operation of a motor vehicle will not be considered.

Any convictions for possession of marijuana will not be considered.

In the case of domestic violence, dating violence, sexual assault, or stalking convictions, where the applicant is a victim, determination of tenancy or occupancy will be made on a case-by-case-basis in compliance with the Violence Against Women Act or state law.

APPEAL OR REVIEW: Applicant may request an appeal or review if they believe a denial based on criminal background is based upon incorrect or insufficient information.

F. Student Status – A household that is comprised of only full-time students will not be eligible for occupancy unless:

- a) Students are married and entitled to file a joint tax return;
- b) At least one (1) student is a single parent with child(ren) and this parent is not a dependent of someone else, and the child(ren) is/are not dependent(s) of someone other than a parent;
- c) At least one student is receiving Temporary Assistance for Needy Families (TANF) (formerly known as Aid to or in Minnesota, the Minnesota Family Investment Program (MFIP); or
- d) At least one student participates in a program receiving assistance under the Job Training Partnership Act (JTPA), Workforce Investment Act or under other similar federal, state or local laws.
- e) At least one student of the household was, within five (5) years of the effective date of the initial income certification, in foster care.

G. Behavior and Conduct - If applicant exhibits any of the following, Management has the right to deny their application for housing: display of uncooperative, abusive or belligerent attitude towards Management and/or members of an interviewing committee during the application process, providing information on application or in an interview which is false, misrepresented, incomplete or non-verifiable.

H. State and Federal Laws - Applicants shall meet the eligibility requirements imposed by applicable State and Federal laws and any regulations.

I. Denial of Application: In the event any application is not approved, the applicant shall be notified, in writing, by first class mail as to the reasons for non-selection and whom to contact for additional information.

J. VAWA (Violence Against Women Act): Applicant may not be denied tenancy solely on the basis of criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking if the applicant otherwise qualifies for admission or occupancy.

K. Holding a Unit: If an applicant prefers a specific unit and they want that unit to be taken off the market, they must pay a holding fee. Any holding fee paid at this time will be applied to the security deposit when the applicant leases the unit. Unless the holding fee is paid, there is no guarantee that the applicant will secure the desired unit. Management will continue to process other applications for the unit. Prior to move-in, the security deposit and first month's rent must be paid in full.

L. Verification: Information provided on your application will be verified. For required verification purposes, applicants must sign a written authorization and release of information. Applications are not considered complete until all required verifications have been obtained.

♦ **Smoke Free Community-** Northside Artspace Lofts is a smoke-free property. Residents, authorized occupants, guests, and other persons on the Property shall refrain from smoking in any units, as well as in any common areas of the Property.

♦ **Pets**

- 1) There will be two (2) pets allowed per unit. Failure to comply with this provision will result in a fine of \$100.00, a lease violation, and possible lease termination.
- 2) Pets must not exceed 50 lbs.
- 3) A refundable pet fee of \$250.00 for one (1) pet and an additional \$150.00 for the second pet must be paid in full prior to housing the pets on the premises.
- 4) Resident understands that they will be fully responsible for any damage caused to the unit or grounds by resident's pets.

♦ **Parking-** There are 100 spaces available, one space per household. Parking will cost \$75 dollars per month. There are two levels of parking with two separate garage doors, the north entrance off Irving is a full level of about 70 spaces and the south entrance, off James has the remaining spaces. These garage spaces are accessible by card reader and have security cameras. Both levels connect to the lobby of the building. There are parking lots between our building and Wellingtons, these are for Wellington's full use during the workday and our use for nights and weekends. Our use of these spaces is only for special events that we will need approved.

Contact

For questions regarding leasing, income and eligibility qualifications, please contact MetroPlains Management at northsideartspace@metroplains.com or 612-378-4778 or www.metroplains.com.

NORTHSIDE ARTSPACE LOFTS APPLICATION PROCESS

Northside Artspace Lofts applications are available free of charge online and in person. Applications will be processed by the management company, MetroPlains Management.

Waitlist Registration:

Waitlist Registration forms are available now. We recommend submitting your waitlist form as soon as possible. MetroPlains will put your name on a communication list to stay in contact with you about the application.

Applications will be available on January 15, 2021:

- Online at www.artspace.org
- In person during business hours 9 a.m. to 4 p.m. at:
2720 Louisiana Court, St Louis Park, MN 55426

Applications will be accepted February 15th, 2021 on a first come, first serve basis.

All applications will be date, and time stamped as they are received. Applications received via mail will be time and date stamped at 5pm the day of receipt and processed by random selection for that date.

We recommend submitting your completed application as soon as possible on February 15th, 2021. The applications can be received in one of two ways:

1. In person, beginning at 9:00 a.m. at: 2720 Louisiana Court, St Louis Park, MN 55426
2. Via United States Postal Service:
Northside Artspace Lofts
c/o of MetroPlains Management
2720 Louisiana Court
St. Louis Park, MN 55426

*Applications sent via US Mail should be postmarked no earlier than February 15th 2021; failure to comply will result in your application being placed at the end of the application waitlist.

Procedure and Timetable:

Each adult applicant will be required to pay a non-refundable **application screening fee of \$12.00 per adult age 18 and over** when submitting the full application for processing. This fee covers the credit report and criminal, employment and rental history background check. **A holding fee in the amount of \$250 is also required at this time.** This fee is to select a preferred unit type and is refundable if an application is rejected, or if the applicant decides to withdraw their application by notifying management within three days of background/credit check approval. Upon notification of approved tenancy, the holding fee will be applied towards security deposit.

Please be patient, the process of document verification may take several weeks to complete and management may request additional documentation. After the income verification and background check, if it is determined that your application meets eligibility criteria to reside at the Northside Artspace Lofts, management will contact you regarding next steps including the Artist Selection interview process.

Northside Artspace Lofts Income and Asset Verification Checklist



To ensure an efficient approval process, please be sure to include copies of as many of the supporting documents/or information listed below that applies to you in addition to your full application. It is imperative that you read through the entire application and fill out all the information requested. Omission of any of the requested documentation **will** delay processing. Each household member over the age of 18 must submit the following:

Income Verification

- ☐ If you are Employed, we will require your six most recent consecutive pay statements.
- ☐ If Self-Employed, submit a signed copy of last year's federal income tax return, including all attachments, such as Schedules C, E and F (if applicable). If you have been self-employed for less than one-year, you will need to sign "Self-Employment Verification" form provided by management and your application will require a Profit and Loss statement.
- ☐ If on Social Security/SSI, unemployment, disability or any government assistance, a copy of the most recent award letter from the agency. This letter informs the applicant what their benefits will be for the next year.
- ☐ If receiving county public assistance, a printout of monthly benefits will be needed, along with an EBT printed receipt showing current cash value on the card.
- ☐ Any pension/annuity/VA award letters. In the absence of an award letter, you will need to bring us the address of the agency, which we will need to complete the verification form. The applicant who receives this benefit must sign the corresponding verification form for any pensions/annuities.
- ☐ Records of a divorce decree and if alimony is received.
- ☐ Court Ordered Child Support documentation.
- ☐ Regular Contributions- Documentation from person verifying financial contributions given to household.

Asset Verification

- ☐ A copy of your six most recent bank statement(s) that includes an account number and address of bank.
- ☐ A copy of you most recent statement of investments, such as stocks, bonds, IRA's, CD's, 401(k), Money Market funds, etc. that includes the account number and address of the bank. The applicant who owns the asset must sign the corresponding verification form for any assets.

- ☐ A copy of any real estate contracts for sale or rental the applicant may be holding that identifies the term, the amount and the interest rate. An amortization schedule, if available, would also be helpful.
- ☐ A copy of the closing statement if any real estate has been bought or sold within the past 2 years.
- ☐ Verification of any assets that have been disposed of in the past 2 years for less than market value.

When all paperwork is completed, verified and approved, the applicant will be notified of their acceptance or rejection to move on to the final stage of the selection process.

Management will require all applicants to provide the remainder of the security deposit (equivalent to one month's rent) prior to your move in date.

Frequently Asked Questions

1. *What is the Northside Artspace Lofts?*

The property is a new five-story, 100-unit, Green Community designed building located on the Northside of Minneapolis. This unique project will be located in the Harrison Neighborhood, just two blocks south of Glenwood Avenue, bordering Cedar Lake Road. It is a transit friendly location that is in walking distance of bus stops, Cedar Lake Trail and the future Basset Creek Valley stop on the Southwest Light Rail.

2. *What is Artspace Projects, Inc.?*

Artspace is a non-profit corporation whose mission is “to create, foster, and preserve affordable sustainable space for artists and arts organizations.” Our development activities have included construction/renovation of more than 2,000 units of live/work space for low/moderate income artists. Artspace now has 53 projects in 20 states, of which there are three working studio buildings and one performing arts center.

3. *Who can apply to live at the Northside Artspace Lofts?*

Anyone can apply. Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds and gives an artist preference. 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, or physical disability.

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

There are 100 units, including efficiencies, one, two- and three-bedroom units ranging in size from 500 to 1,134 square feet. Please contact MetroPlains Management for current rental rates. Residents will be responsible for paying their own telephone, electric, cable, and internet bills in addition to their rent.

5. *How do you define affordable housing?*

There are specific qualifying income guidelines imposed on our projects due to the low-income housing tax credits we use to fund the project. These income guidelines are based on the area median household income of Hennepin County and can change yearly. You must submit income information annually.

The program will allow your income to increase to a specified level without requiring you to move out, however, each situation is different so please contact management. This must be your only residence.

6. *How is income determined?*

If self-employed, we will use Schedule C and use your net income after business expenses. If employed, your annual gross income and 6 most recent consecutive pay stubs will be used to determine current income. Gross income from all sources must be included and verified via employer, with copies of pay stubs and/or a W-2 and tax return. Please refer to the checklist to see all sources of income that may be used to determine your income.

7. What about assets, pensions, spousal and child support, homeownership, temporary income, disability income, Section 8 Vouchers and student financial aid?

All income from assets is added as part of the household annual income. Income also includes any disability, SSI, child support payments, student financial aid, etc. Applicants who own real estate may also qualify, depending on the net income generated from the real estate asset. Persons with Section 8 vouchers are encouraged to apply. Please refer to the checklist to see all sources of income that may be used to determine your income.

8. How do student loans, bankruptcies and credit ratings effect qualification?

Credit checks are completed to verify applicants' credit and establish a history of past credit problems. Documented extenuating circumstances such as a divorce or medical problems MAY be cause for waiving credit requirements or to justify recent bankruptcy.

9. Do Northside residents get priority?

No, applications will be accepted on a first come first served basis regardless of current place of residence. Fair Housing Laws requires that anyone can apply for housing.

10. How is household defined?

You must be over 18 to apply. Each adult in the household must supply qualifying information. The total household income must fall below the maximum amount. A household may be adults who choose to live together.

11. Can I sublet my unit?

No, subletting or use as an Airbnb is not allowed in the LIHTC/HOME program.

12. What about insurance?

Tenants are strongly encouraged to obtain renter's insurance.

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

Your new home at Northside Artspace Lofts will have all the amenities of a residential unit built to code. It will include bathroom, kitchen, and bedroom(s). All modifications to your unit must meet fire and safety codes and be approved by management prior to those modifications being installed.

14. Who will manage the property?

MetroPlains Management will oversee daily operations and maintenance of the property.

15. Will artists be able to make and sell works, teach classes, and have space open to the public?

Your live/work unit is a residential unit with space for you to make your work. It is not a commercial space for selling work. A business with regular hours cannot be operated out of a residential unit however you can sell your work and open your unit to the public.

ARTSPACE FREQUENTLY ASKED QUESTIONS



Q: What is Artspace?

A: Artspace is a nonprofit real estate developer specializing in creating, owning and operating affordable spaces for artists and creative businesses. Artspace is the nation's leading developer of arts facilities — live/work housing, artist studios, arts centers, commercial space for arts-friendly businesses and other projects.

Q: What is Artspace's mission?

A: Our mission is to create, foster and preserve affordable and sustainable space for artists and arts organizations.

Q: How does Artspace fulfill that mission?

A: Artspace works in three major areas — Consulting Services, Property Development and Asset Management.

- Through our Consulting Services, we share our expertise with clients across the country. In our process, we analyze and study the feasibility of new Artspace projects.
- Property Development creates new Artspace projects through a mix of historic renovation and new construction.
- Artspace's Asset Management group ensures long-term financial stability and affordability for artists.

Q: How many projects are currently owned and operated by Artspace?

A: At present, we own and operate more than 50 projects across the country. Most are live/work or mixed-use projects comprised of more than 1,720 residential units. Our portfolio of projects is rounded out with non-residential projects that provide space for artists and cultural organizations.

Q: What is the definition of a "live/work" project?

A: A live/work project is a residential building in which each dwelling has extra space (100 to 150 square feet) that the artist can use as a studio. Live/work units by Artspace have consistent design elements, such as high ceilings, large windows, durable surfaces and wide doorways. These spaces are designed to accommodate and

foster a variety of creative processes. Artspace live/work projects also include common spaces such as galleries, meeting rooms and green space that encourage tenant engagement, cooperation and community involvement. Most Artspace live/work projects are mixed-use buildings with housing on the upper floors and non-residential space on the lower floors.

Q: How does Artspace decide where to develop its projects?

A: Communities interested in pursuing an Artspace project invite our Consulting Services staff to assess the feasibility of developing a project. In an average year we make 15 to 20 feasibility visits to cities around the country; of these, two to four typically lead to projects. Our location decisions are primarily based on the feasibility and viability of the project as well as community support and engagement.

Q: After an Artspace project is started, what is the estimated time until completion?

A: Artspace projects normally span from four to seven years in most cases.

Q: Why does it take so long?

A: First, we are committed to community engagement as an essential part of the development process. Each Artspace project is built to address the unique needs of a specific community. We believe that the key to a successful project is taking the time to observe and listen to artists, civic leaders and other stakeholders in the community. Second, we research and build relationships with a variety of public and private funding sources. Though this can be a time-consuming process, it has an important upside: Artspace projects are fully supported and funded at the time of ground breaking.

ARTSPACE FREQUENTLY ASKED QUESTIONS

Q: How are Artspace projects funded?

A: We access public funding sources including those available for the creation of affordable housing, economic development, historic preservation and cultural facility development. Private sector funding often includes conventional bank financing as well as individual and community philanthropic support.

Q: Do the Artspace live/work projects qualify as affordable housing?

A: Yes. The majority of Artspace housing units are affordable to households earning at or below 60% of the Area Median Income (AMI) of the city or county in which the project is located.

Q: How much does it cost to live in an Artspace project?

A: In setting our rents, we adhere to affordable housing guidelines established by the U.S. Department of Housing and Urban Development. HUD uses a formula based on the local AMI, the degree of affordability of any given unit (expressed as a percentage of the AMI), the number of bedrooms in the unit, and the number of people in the household. While rents vary by community, our goal is to provide affordable space that is adequate for artists both to live and to work in their units. Artspace buildings provide live/work spaces that are larger than other affordable spaces and usually less expensive than other comparable spaces. And as part of our sustainability model, Artspace buildings remain affordable in perpetuity.

Q: Do you have to be an artist to live in an Artspace live/work project?

A: Anyone who qualifies for affordable housing may apply for residency in an Artspace project, but we give preference to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art.

Q: How does Artspace determine who is an artist?

A: We define the term “artist” broadly to encompass a wide variety of creative pursuits, including traditional art forms and those as diverse as clothing design, weaving and even canoe making. A community-based Artist Interview Committee meets all

applicants. The committee looks for evidence that applicants are seriously committed to their art and that they will be mindful and positive contributors to the building and community. The application and qualification process does not include judgment of quality of work.

Q: Who owns an Artspace live/work project when it is completed?

A: Once completed, Artspace retains ownership of its projects. We remain involved as owner/operators of our projects to ensure that the projects remain affordable for artists over the long term. In addition, we maintain and nurture our partnerships with the communities and artists.

Q: How does Artspace sustain its projects once they are in operation?

A: Artspace projects are financially self-sustaining through tenant rents, which are sufficient to meet mortgage payments, fund reserves and operating costs. Revenues in excess of expenses are set aside for preventive maintenance, common area improvements, and building upgrades. Artspace’s asset managers visit our properties multiple times a year to gather feedback, offer guidance, support and to provide connections for best practices throughout the Artspace community.



AMERICA'S LEADER IN ARTIST-LED COMMUNITY TRANSFORMATION

Artspace is a nonprofit organization that uses the tools of real estate development to create affordable places where artists can live and work. Artspace consistently develops these projects in ways that support stable, healthy communities, anchored in existing assets. Because Artspace owns each of the projects it develops, they are able to ensure that the spaces remain affordable and accessible to artists in perpetuity. With 50+ projects developed over the last three decades, Artspace has supported artist-led community transformation, representing a \$653 million investment in America’s arts infrastructure. While embracing the value the arts bring to individual lives, Artspace has championed the once-radical idea that both artists living with financial hardship, and chronically underfunded arts organizations, can leverage fundamental social change. With headquarters in Minneapolis and offices in Denver, New York, Seattle, and Washington D.C., Artspace is America’s leading developer of arts facilities; and has served as a consultant to hundreds of communities and arts organizations nationwide. www.artspace.org



ARTIST PREFERENCE FREQUENTLY ASKED QUESTIONS



Q: Do you have to be an artist to live in an Artspace live/work project?

A: Anyone may apply for affordable housing in an Artspace project, but we give a preference for occupancy to those applicants who participate in and are committed to the arts. Applicants do not need to derive their income from their art. It is not uncommon for artists to work in another field to support themselves, their dependents, and their art form.

Q: How does the Artist Interview Committee (AIC) work?

A: The AIC interviews self-identified artist applicants and will ask standard questions about their commitment to the arts, and interest in living in an Artspace building. Applicants are given an opportunity to show their portfolio/examples of their work and ask any questions that they may have at that time. In the Artist Interview Committee meeting, the applicant must be prepared to demonstrate that they are actively engaged in an art form. The willingness and ability to contribute to a cooperative/creative environment and show a commitment to engage in the greater community will also be discussed.

Q: Does the AIC judge my work?

A: No. The AIC interviews applicants to determine their energy and passion for their art form; they do not judge the content or quality of an applicant's artistic work.

Q: How does Artspace determine who is an artist?

A: We define the term "artist" broadly to encompass a wide variety of creative pursuits. An Artist Interview Committee consisting of arts leaders in the local community along with Artspace representatives (and later residents once the building is leased) interviews all applicants. The committee looks for evidence that applicants are seriously committed to their art and that they will be mindful and positive contributors to the building and community. The application and qualification process does not include judgment of quality of work. 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 art, mixed-media and print-making.

- A person who creates imaginative works of aesthetic value, including but not limited to film video, digital media works, literature, costume design, photography, architecture and music composition.
- A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts.
- A performer, including but not limited to singers, musicians, dancers, actors and performance artists.
- A person involved in all culturally significant practices, including a culture bearer or practitioner, designer, technician, tattoo artist, hairdresser, chef/culinary artist, craftspeople, journalist, 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.

Q: Are all art forms allowed in Artspace residences?

A: Artistic processes that are extremely noisy, do not comply with local zoning regulations or involve hazardous materials are typically not allowed to be practiced in your unit. All uses must comply with applicable code. For example, welding, woodworking using power tools, amplified band practice or glass blowing would not be allowed.



AMERICA'S LEADER IN ARTIST-LED COMMUNITY TRANSFORMATION

Artspace is a nonprofit organization that uses the tools of real estate development to create affordable places where artists can live and work. Artspace consistently develops these projects in ways that support stable, healthy communities, anchored in existing assets. Because Artspace owns each of the projects it develops, they are able to ensure that the spaces remain affordable and accessible to artists in perpetuity. With 50+ projects developed over the last three decades, Artspace has supported artist-led community transformation, representing a \$653 million investment in America's arts infrastructure. While embracing the value the arts bring to individual lives, Artspace has championed the once-radical idea that both artists living with financial hardship, and chronically underfunded arts organizations, can leverage fundamental social change. With headquarters in Minneapolis and offices in Denver, New York, Seattle, and Washington D.C., Artspace is America's leading developer of arts facilities; and has served as a consultant to hundreds of communities and arts organizations nationwide. www.artspace.org



ARTIST INTERVIEW PROCESS



Artspace is committed to attracting creative individuals and families from diverse artistic and cultural backgrounds. We encourage all people in the creative arts to apply regardless of race, color, religion, sex, disability, national origin, ethnicity, gender identity, marital status, familial status, sexual orientation, occupation or status with regard to public assistance, or physical, mental, or emotional 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.

ARTIST INTERVIEW COMMITTEE

Anyone who qualifies for affordable housing may apply for residency in an Artspace project, but we give a preference for occupancy to those applicants who participate in and are committed to the arts. Applicants need not derive their income from their art. It is not uncommon for artists to work in another field to support themselves, their dependents, and their art form. The Artist Interview Committee (AIC) screens applicants to determine their participation in, and commitment to, the arts; they do not judge the content of an applicant's artistic work.

WHAT DOES THE AIC DO?

The AIC meets with pre-qualified applicants and their families, to determine their level of commitment to the arts, community and their art form. An interview is conducted and scored by interviewers. The AIC's average score determines whether or not an applicant receives the artist preference designation. The AIC does not attribute a score to the artist's body of work.

WHO MAKES UP THE AIC?

The committee members will initially be comprised of members of the local arts community, arts and neighborhood advocates and an owner representative. Once the building is leased and in operation, the Artist Interview Committee will expand to include residents in good standing.

WHAT DETERMINES AN ARTIST?

We define the term "artist" broadly to encompass a wide variety of creative pursuits. This does not mean that the art the artist creates generates any or all of the artist's source of income. 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 art, mixed-media and print-making.
- A person who creates imaginative works of aesthetic value, including but not limited to film, video, digital media works, literature, costume design, photography, architecture and music composition.
- A person who creates functional art, including but not limited to jewelry, rugs, decorative screens and grates, furniture, pottery, toys and quilts.
- A performer, including but not limited to singers, musicians, dancers, actors and performance artists.
- A person involved in all culturally significant practices, including a culture bearer or practitioner, designer, technician, tattoo artist, hairdresser, chef/culinary artist, craftsperson, journalist, 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.

PLEASE NOTE:

Artistic processes that are extremely noisy, do not comply with local zoning regulations or involve hazardous materials are typically not allowed to be practiced on the premises.

DOES THE AIC JUDGE THE ARTISTS' WORK?

No. The AIC interviews applicants to determine their level of participation in and commitment to their artistic practice.

ARTIST INTERVIEW PROCESS

HOW ARE THE MEETINGS CONDUCTED?

The owner representative or designated moderator coordinates the interview, runs the meeting and acts as liaison to the property manager. Committee members are provided an Interview Form with a list of questions for the applicant. Applicants share their artwork and ask any questions that they may have.

INTERVIEW GUIDELINES

- Each interview committee is comprised of 3-5 members, including an owner representative.
- Residents serving on the interview committee must be in good standing (no violations of lease or operating policies); management will confirm good standing.
- Interview committee meetings are run by the owner representative or by the person designated by the owner representative.
- If any member of the committee does not adhere to the process or guidelines of the Artist Interview Committee, that member will no longer be allowed to serve on the committee.
- All interviews are confidential.
- Owner representatives participate to ensure objective evaluation of all processes concerning fair housing and other public program guidelines.

SCORING

- Answers to questions are scored, Interview Forms are collected and an average score is calculated.
- Our methodology provides an applicant with a score between 1 and 5. Applicants with an average score of 3 or higher are given an artist preference designation.
- Each household is given preference (or not) 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 designation.
- Households with an average score of less than 3 are placed on a non-artist list.
- Applicants who receive the artist preference designation are offered units prior to applicants who are on the non-artist list.

FAIR HOUSING

Our interview process does not violate fair housing law. Members of the AIC must undergo fair housing training prior to participating. Members of the AIC are limited to the questions on the Interview

Form. Clarification questions can be asked to help a member of the committee to better understand an answer that has been given. The questions on the Interview Form have been specifically chosen because they prompt answers that help committee members ascertain the artist and their family's commitment to their art form and their commitment to the community, without violating provisions of the Fair Housing Act.

Applicants may have questions for committee members. Questions pertaining to any of the protected classes of fair housing may not be addressed. Applicants will be referred to the property manager for further questions that they may have about the project or their application status. Although this process may seem formal, it is extremely important. We want to be sure that every applicant that comes before the artist interview committee be treated consistently and fairly.



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ARTSPACE ARTIST COMMITTEES



Artspace's mission is to create, foster, and preserve affordable and sustainable space for artists and arts organizations. To foster a strong artist community within our projects, we encourage our residents to form committees to build community and self organize.

All committee meetings: 1) will be open to all residents, 2) will include a property manager for continuity, 3) will not have a power structure or hierarchy and 4) will be held in a common area. Meeting Notices announcing the date and time of meetings must be distributed to all residents. At the meeting, notes must be taken and submitted to the Property Manager for distribution to all residents.

Artist Interview Committee – AIC

The Artist Interview Committee conducts the interviews of applicants who have self-identified as artists on their application. The committee meets in groups of at least 3 but no more than 5 to interview applicants. This committee may include an outside member of the arts community as well as an owner representative.

Artspace complies with and operates within the requirements of federal, state, and local fair housing laws. *Artspace* does not discriminate against any person on the basis of race, color, religion, sex, handicap, familial status, or national origin. *At least one committee member per interview session must be trained in fair housing law to ensure the committee complies with fair housing law and non-discrimination.* Interview sessions require timely attendance and responsiveness, and are a critical part of maintaining a residential community of artists.. If residents on the Artist Interview Committee do not meet within *5 business days* to interview an applicant, the interview process defaults to *Artspace and Property Management*.

Exhibition/Events Committee

The Exhibition/Events Committee organizes events, shows, crawls, lectures, activities of all sorts that engage the community, provide exposure and marketability for the artists, and provides a platform for the broader community to visit and benefit from the residents' activities.

These events require substantial coordination, resident involvement and responsibility. They must be balanced with the

residential nature of the building, be sensitive to families, and conducted within local laws and regulations and not in violation of funding requirements. Please see the Artspace Exhibition Policies for Resident Community Spaces.

Activities include managing a process to hear types of events and resident ideas, set a calendar, coordinate volunteer activities, and communicate with the owners and property management about facility needs. Volunteers on this committee will also host residential community spaces as exhibits or events take place.

Subcommittees may be formed for different smaller disciplines such as physical space (paint, hanging shows, etc.), others more in organizing, marketing, and managing the events.

The intensity of this committee varies with the interest and participation of the residents. Please ask your Artspace Asset Manager for examples of ways residents in our buildings across the country have activated their community spaces.

Other Committees

In addition to the two committees described above, residents may decide to organize other committees including:

- | | |
|---------------------|--------------------------|
| Gardening | Spring or Fall clean-ups |
| Communications | Newsletter |
| Security and Safety | Community Outreach |

Community Involvement

Residents connect with the broader community by organizing events and activities that engage their neighbors. Examples of other Artspace projects' community involvement include:

- Biannual St. Paul Artcrawl, Northern Warehouse and Tilsner Artist Lofts, St. Paul, MN (<http://saintpaulartcrawl.org>)
- Pioneer Square First Thursday Art Walk at Tashiro Kaplan, Seattle, WA (<http://www.pioneersquare.org/experiences/first-thursday-art-walk>)
- Tannery Lofts Annual Open Studios, Artspace Tannery Lofts, Santa Cruz, CA (<http://tanneryartscenter.org/open-studios/>)