



Workforce Housing Development Program Application Checklist

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1. Application Narrative and Certification

Complete and submit the Request for Proposals (RFP) [Application Narrative and Certification](#) document.

2. Application Workbook

Complete and submit the 2024 [Application Workbook \(Workbook\)](#) in Excel format with the WHDP application. The Workbook incorporates standard underwriting assumptions; any deviations from these assumptions should be explained. For additional detail, refer to the underwriting standards in the WHDP RFP Instructions. If the project is subject to prevailing wage, make sure the development budget in the Workbook accounts for that. The Workbook must reflect all costs associated with each project. For projects that include commercial space (which cannot be funded by this program), those costs must be broken out in the Workbook using a reasonable per diem (include per diem explanation in narrative). Please include the \$7,000 processing and loan fee due to Minnesota Housing on the

Development Cost tab of the Workbook in cell H104. This fee is required of any project awarded funding and is due upon execution of the Deferred Loan Agreement.

3. Certification Form

Submit a signed [Certification Form](#).

4. Evidence of Eligible Project Area

This requirement is met by demonstrating that the project area meets one of the following (check one and submit documentation, as applicable; refer to Note Regarding Eligible Project Area section below):

- (a) Is a home rule charter or statutory city located outside of the Metropolitan County with a population of more than 500;
- (b) A community that has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city located outside a Metropolitan County
- (c) An area located outside of a Metropolitan County that serves a federally recognized Indian Tribe in Minnesota, or their associated Tribally Designated Housing Entity as defined by [United States Code, title 25, section 4103\(22\)](#), as approved in writing by Minnesota Housing;
- (d) An area served by a Joint County-City Economic Development Authority

Note Regarding Eligible Project Area:

- If the project meets (a) and is listed on the [WHDP 2024 Eligible Cities and Federally Recognized Indian Tribes](#) document, this requirement is met.
- If the project meets (b), provide a map of the project area and evidence that the community has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city.
- If the project meets (c) and is listed on the [WHDP 2024 Eligible Cities and Federally Recognized Indian Tribes](#) document, this requirement is met.
- If the project meets (d), provide documentation of the project area and the Joint County-City Economic Development Authority.

5. Evidence of Employer Support

Provide a written statement from at least one or more businesses that employ a minimum of 20 full-time equivalent employees and is/are located in the Eligible Project Area or within 25 miles of the area. The written statement must indicate:

- The lack of available rental housing has impeded their ability to recruit and hire employees
- The number of full-time equivalent employees

- The distance from the Eligible Project Area

A Letter of [Employer Support Template](#) may be used.

NOTE: A local school district counts as a local business when applicants are securing a letter of one or more employers who employ a minimum of 20 full-time equivalent employees.

6. Evidence of Site Control

- Acceptable evidence of site control includes either of the following: (1) a purchase commitment; or (2) an option or letter of intent from a governmental body for a sole developer. If there is no transfer of ownership, then the warranty deed is acceptable.
- The evidence of site control must be current, fully executed, include the legal description of the land, and extend to the anticipated date of funding recommendation.

NOTE: A purchase commitment contingent upon receiving a WHDP award qualifies as site control for selection purposes; however, a purchase commitment contingent on other, unsecured financing does not qualify as site control.

7. Match Requirement (and Supporting Documentation)

Matching funds can come from a local government, a business, a nonprofit organization or a federally recognized Indian Tribe in Minnesota. The developer or an entity affiliated with the developer will not qualify as a source for the match unless they are an Eligible Recipient, and the match is approved in writing by Minnesota Housing. Minnesota Housing's approval of an eligible source of a match is at its sole discretion.

The matching funds can be a below market deferred loan, but the interest rate must be 2% or less. Minnesota Housing reserves the right to determine, at its sole discretion, that the loan does not qualify as a matching contribution based on the loan terms or source of funds.

The matching funds may be contingent on an award of funding from Minnesota Housing.

The following two items **must** be provided to support the required matching funds:

1. **Local Government Resolution.** Submit a signed local government resolution certifying that the match amount is available and committed. A [Local Government Resolution Template](#) may be used.
2. **Match Letter.** Submit a letter stating the amount of the match. If the match will be an in-kind donation, state what it is (materials, labor, etc.), and include the monetary value.

In addition, if the source of matching funds is any of the following, provide the additional documentation listed for each item:

- **In-kind land donation** – If land is provided as an in-kind donation toward the match requirement, the following documentation should be included with the application to determine value:
 - City land valuation
 - Third party appraisal
 - Broker opinion with comparable properties
 - Other data deemed acceptable by Minnesota Housing
- **Tax Increment Financing (TIF)** – If TIF is used toward the match requirement, the following documentation should be included with the application:
 - Provide documentation in the match letter (mentioned under #2 above) that the TIF assistance is committed to the development at the time of application and the anticipated amount and term. AND
 - Provide a TIF analysis from the city or its consultant. Mixed use projects must provide documentation prorating the TIF for the residential portion of the project. The Workbook should reflect the prorated amount.
- **Tax Abatement** – If tax abatement is provided towards the match requirement, provide documentation in the match letter (mentioned under #2 above) that the tax abatement is committed to the development at the time of application, and include the anticipated amount and term. Mixed use projects must provide documentation prorating the tax abatement for the residential portion of the project. The Workbook should reflect the prorated amount.
- **Payment in Lieu of Taxes (PILOT)** – If PILOT is provided toward the match requirement, provide documentation in the match letter (mentioned under #2 above) that the contribution is committed to the development at the time of application, and include the anticipated amount and term.

8. Photographs of the Site

For new construction, provide clear photographs of the site and surrounding area. For existing buildings, provide clear photographs of the exterior and the interior.

9. Secured Funding Sources

Provide evidence of **all** applicable forms of secured and existing funding. The documentation must state the amount and the terms and conditions approved by the lender or contributor. Commitments must contain no contingencies other than receipt of an award from Minnesota Housing.

Historic Tax Credits: In addition to the commitment documentation, at the time of application, provide written documentation of eligibility through evidence of Historic Register listing or Part 1 – Evaluation of Significance form that is certified and signed by the National Park Service (NPS), along with a

syndicator/investor Letter of Intent. NPS must check a box on the form indicating that the property contributes to the significance or appears to contribute to the significance.

Prior commitments of funding from Minnesota Housing: Please provide the selection/award letter.

If submitting a commitment for the State Housing Tax Credit program (SHTC) there are two options:

- A. If a designated contribution has been made to the SHTC program, then the project will have been sent an “award” letter from Minnesota Housing which will count as a prior commitment.
- B. If a contributor is intending to provide a contribution to the project via the SHTC program in the future, a letter that includes the amount and estimated contribution date from the contributor is acceptable.

Funding commitments, or an equivalent commitment, must be maintained and cannot be eliminated or reduced.

10. Site Map

Provide a map showing the site boundaries. Minnesota Housing encourages proposed developments that are or will be located near current jobs.

11. Self-Scoring Worksheet

The [Self-Scoring Worksheet](#) sets the funding priorities that Minnesota Housing will use to prioritize applications requesting WHDP funding that are selected through the WHDP Request for Proposal process. Applicants must self-score themselves using this worksheet. Please carefully read the instructions on the instructions tab of the excel document. It is required that the excel version of this document is submitted, PDF or scanned versions will not be accepted.

12. Zoning Documentation

Documentation from the city confirming all land use and zoning approvals are in place or not required.

13. Infrastructure Assessment (if Required)

Application packages for manufactured home communities will be required to include a third-party infrastructure assessment of the manufactured home community, and the development budget will be required to reflect any costs identified.

14. Market Study (Optional)

Recommended as a best practice but is not required.

15. Marketing or Lease Up Plan (Optional)

Recommended as a best practice but is not required.