MINNESOTA HOUSING

Workforce Housing Development Program (WHDP)
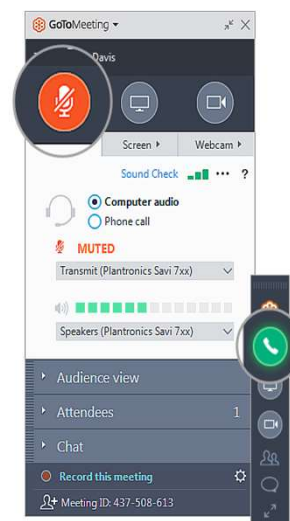
2024 Request for Proposal (RFP) Information Session
Sara Bunn | Program Manager

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Meeting Logistics

- This session is being recorded and may be posted publicly.

- We will leave time at the end for questions.

- Please mute your line unless you are speaking. Webinar audio controls are orange when muted.

- Please do not put your line on hold, as this may trigger hold music.

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Our Mission: The Core Purpose

Housing is foundational to a full life and a thriving state, so we equitably collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.

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Program Overview

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Program Overview

Workforce Housing Development Program (WHDP) targets small to midsize communities in Greater Minnesota with rental workforce housing needs. Deferred, forgivable loans are available through a competitive request for proposal process (RFP).

- Market rate program
- Applicants are cities, communities or Minnesota Tribal entities
- Can apply for up to 50% of a projects total development costs (TDC)
- Must provide a commitment of matching funds, at a minimum, for half of what is requested from the program
- Simplistic application process

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Program Overview

2024 Program Updates

- No longer offering grants
- Updated all references of metropolitan area to metropolitan county
- Federally recognized Indian Tribes or Tribal entities in Minnesota are now eligible applicants
- An eligible recipient may now act as developer
- Can apply for up to 50% of a projects total development costs (TDC)
- A below market deferred loan may be used as matching funds
- General updates and process improvements including the addition of a Request for Proposal Instructions document

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Available Funding and Technical Assistance (TA)

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Available Funding and TA

Available Funding: Up to $39 million

- The entire biennial appropriated funding for this program is being released in this RFP

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Available Funding and TA

Technical Assistance will be available starting the week of February 19th

- Please email workforcehousingdevprog.mhfa@state.mn.us

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RFP Timeline

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RFP Timeline

2024 RFP Timeline

Date	Activity
Monday, January 29th, 2024	RFP publishing date
Tuesday, February 13, 2024	Virtual RFP information session
Tuesday, April 30, 2024	Applications due by noon CST
August 2024 - tentative	Selection recommendations presented to Minnesota Housing's board

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Eligibility Requirements

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Eligibility Requirements

Eligible Recipient

- A home rule charter or statutory city with a population of exceeding 500 located outside of a Metropolitan County

- 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

- 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

- An area served by a Joint County-City Economic Development Authority

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Eligibility Requirements

Eligible Housing Types

- Market Rate Residential Rental Properties to serve employees of a business or businesses located in an Eligible Project Area

- Manufactured homes

- Modular homes

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Eligibility Requirements

Eligible Activities

- New construction

- Acquisition and rehabilitation of a property that creates new housing units. WHDP would only fund those new units of housing.

- Adaptive reuse of an existing property that is not currently used for housing

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Eligibility Requirements

Qualified Expenditures are project related costs resulting in the direct development of new Market Rate Residential Rental Properties.

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Funding and Application Requirements

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Funding and Application Requirements

Statutory Requirements

- Eligible Project Area: Small-to medium-sized cities in Greater Minnesota or areas serving an Indian Tribe in Greater Minnesota

- Project Area Rental Vacancy Rate: At or below 5% for at least the prior two-year period

- Eligible Uses: Funds will be used on Qualified Expenditures (refer to eligibility requirements above)

- Match: Secured matching funds of one dollar for every two dollars requested in funding

- Community Need: One or more letters of support from a local business/business that employ a minimum of 20 full-time employees in aggregate

- Maximum Award Amount: Funding request does not exceed 50% of the project's total development costs

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Funding and Application Requirements

Threshold Criteria

- The application must be complete and include all required items listed in the Application Checklist.

- The application must be submitted by the deadline.

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Funding and Application Requirements

Selection Criteria

The Self Scoring Worksheet outlines the competitive selection criteria. This worksheet must be completed by the applicant and submitted as part of the Application Checklist. The project will also be scored by Minnesota Housing.

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Application Checklist

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Application Checklist

1. Application Narrative
2. Application Workbook
3. Certification Form
4. Evidence of Eligible Project Area
5. Evidence of Employer Support
6. Evidence of Site Control
7. Match Requirement
8. Photographs of the of the Site

9. Secured Funding Sources
10. Site Map
11. Self-Scoring Worksheet
12. Zoning documentation from the city
13. Infrastructure Assessment (if required)
14. Market Study (optional)
15. Marketing or Lease-up Plan

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State Housing Tax Credit Program and Contribution Fund

New program in 2023

Funded entirely by taxpayer contributions

85% state tax credit

General Contribution Pool and Designated Contributions

Information on webpage
State Housing Tax Credit (SHTC) (mnhousing.gov)

Contact: Krissi Mills
stateHTC.mhfa@state.mn.us

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State Housing Tax Credit Program and Contribution Fund

What does this mean for the Workforce Housing Development Program?

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Submission Requirements

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Submission Instructions

Application materials must be received by 12:00 p.m. (noon) Central time on Tuesday April 30, 2024, to be considered for funding

- It is strongly recommended that applicants submit their application at least 48 hours before the deadline and during regular business hours

- All documents with a signature block must be signed.

- Email mhfa.app@state.mn.us for technical support

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Contractual Requirements

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Submission Instructions

All applicants awarded funding will be required to:

- Sign a Deferred Loan Agreement with Minnesota Housing

- Pay the WHDP fee of $7,000

- Provide a Payment Information Form

- Provide a Prevailing Wage Certification if the project is subject to Prevailing Wage

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Other Agency Resources

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Single Family Division

Tal Anderson

Tal.Anderson@state.mn.us

651-296-2198

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Manufactured Housing

Annie Reierson

MNhousing.ManufacturedHomes@state.mn.us

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Local Government Housing Programs

Jennifer Bergman

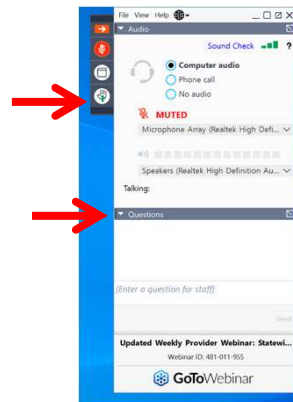www.mnhousing.gov/local-government.html

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2/14/2024

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Q & A

Q&A Protocol

- Click the raise your hand button of the GoToWebinar toolbar. This will allow us to call on you and unmute your line to ask your question.

- Type your question in the Question/Chat Box of the GoToWebinar toolbar

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Thank You!

Sara Bunn

workforcehousingdevprog.mhfa@state.mn.us

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