



Workforce Housing Development Program 2024 Application Narrative and Certification

Instructions: Complete, sign, and submit the following narrative questions, as applicable, based on the specific housing proposal. The answers to the narrative questions should provide supplemental information to the workbook.

Development and Applicant Information

Development and Applicant Information Requested	Response
Development Name	
Development Address	
Name of Eligible Recipient Submitting Application	
Eligible Recipient Mailing Address	
Eligible Recipient's Authorized Representative Name and Title	
Eligible Recipient's Authorized Representative Phone	
Eligible Recipient's Authorized Representative Email	
Primary Contact Name and Title	
Primary Contact Phone	
Primary Contact Email	

Project Description

1. What is the dollar amount of the funding request?
\$ _____
2. Check the box that describes the project area (refer to the [Program Guide](#) for more information on definitions).
 - A home rule charter or statutory city located outside of the metropolitan area with a population exceeding 500
 - 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 the metropolitan area

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

3. Describe the project area and include the population.

4. Summarize the housing proposal. Include the following:

- a. Description of the proposal concept and why it is important to the community
- b. New construction or acquisition/rehabilitation/repurpose
- c. The building type (walk-up, townhome, elevator, etc.)
- d. Number of stories
- e. Number of units

5. Briefly describe the scope of construction work.

6. Will any of the units have income restrictions? If yes, how many of the units will have a restriction? Describe the sources and reasons for the restrictions (for example, another funding source requires the restrictions) and what the restrictions will be.

7. Describe:

Who currently owns the property? _____

Who will own the property during construction? _____

Who will own the property at the time of rental availability? _____

Will any of the above ownership structures include a public entity? _____

8. If this project is rehabilitation/repurpose or acquisition/rehabilitation, provide:

- a. Description of the current use of the property
- b. Description of how the proposal will expand the supply of workforce housing in the community

Market Information

9. How does the proposal meet the workforce housing needs identified in the community?

- a. Include the need for additional market-rate housing related to actual and/or future job expansion/growth: _____
- b. Explain why the market has not filled (or will not fill) the documented need for workforce housing and why financial assistance is necessary: _____

c. Briefly summarize other important benefits of the proposal: _____

NOTE: A market analysis or formal market study is not required; however, if a market analysis or formal market study is submitted, provide information in the narrative below and refer to the supporting information. If the market analysis or formal market study is two or more years old, provide current market information to support the finding.

10. Describe how the proposed housing will serve the local workforce. Specifically:

- a. Demonstrate that the proposed rent levels match the community’s local wages, particularly for sectors with job growth and employees who are likely to rent.
- b. Provide information about actual or expected job growth and describe the type of industry and the anticipated wages. Provide the source of the job and wage information. If you collected the information, explain how you collected it.
- c. Describe how the proposed unit sizes match the household sizes of the local workforce, particularly for sectors with job growth and employees who are likely to rent (if the information is available).
- d. Provide other relevant information.

11. List the name(s) of the local business(es) that have provided letters of support and the number of full-time employees each business has.

Development Team

Development Team Information Requested	Response
Developer	
Architect	
General Contractor	
Management Company	
Will the developer also be acting as the general contractor? (Yes or No)	

12. Briefly explain the developer’s experience with multifamily housing development, including the number of years and other projects they have recently worked on.

13. Briefly explain the architect’s experience with multifamily housing development, including the number of years and the projects they have recently worked on.

14. Will the architect firm provide architectural supervision? If not, what are the plans to provide such supervision?

15. Briefly explain the general contractor’s experience with multifamily housing development, including the number of years and other projects they have recently worked on.

16. Briefly explain the property management company’s experience with multifamily housing development, including the number of years and other projects they have recently worked on.

General Information

17. Describe the current public infrastructure to support this development (ex. water, sewer, roads, and electricity). If not currently in place, describe the infrastructure needed, include the cost, the timetable of installation, and how the infrastructure will be paid.

18. Describe the current status of all required approvals, building permits and zoning, and identify any that have not yet been formally obtained.

19. If funds are awarded, when do you expect construction to begin and to be completed? Provide the expected month and year for both.

Financing Information

20. Who or what is providing the minimum matching funds of one dollar for every two dollars requested? In addition to the government resolution, provide documentation (for example, a letter from a local business, government or nonprofit) stating the amount of the match. If the match will be an in-kind donation, include the monetary value and supporting documentation of the value (for example, a valuation of land donation or an invoice for the materials donated). **NOTE:** Funds from the developer, or an entity affiliated with the developer, will not qualify for the match requirement unless they are an Eligible Recipient and approved in writing.

21. For all other sources of financing listed in the workbook’s Sources and Uses table, indicate below where they are coming from and if they have been formally secured. Review the Application Checklist for more information about what supporting documentation is needed and what must be included for it to count toward the project’s secured financing.

Certification

I certify that, to the best of my knowledge, the information I have provided in the application material is true and accurate. I acknowledge that some information provided in the application material may be or become public data, which is accessible to the public pursuant to the [Minnesota Government Data Practices Act \(Minnesota Statutes, Chapter 13\)](#).

Signature

Printed Name

Title

Date