



Workforce Housing Development Program Certification Form

Effective January 2024

Instructions: Applicants must complete, sign, and submit this Certification Form with their application for Workforce Housing Development Program funds.

Eligible Project Area

The applicant certifies that the application being submitted is for the following Eligible Project Area type:

- ☐ A home rule charter or statutory city located outside of the metropolitan area with a population exceeding 500; or
- ☐ 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 the Minnesota Housing Finance Agency (Minnesota Housing); or
- ☐ An area served by a joint county-city economic development authority.

Vacancy Rate

The applicant certifies that the average vacancy rate for rental housing located in the Eligible Project Area, and in any other city located within 15 miles of the boundaries of the area, has been 5% or less for at least the prior two-year period.

Qualified Expenditures

The applicant certifies that the Workforce Housing Development Program funds requested will be used for project-specific costs resulting in the direct development of Market Rate Residential Rental Properties to serve employees of businesses located in the Eligible Project Area or surrounding area.

Environmental Issues

The applicant certifies that any known environmental issues, and any issues discovered during project construction, will be mitigated in accordance to all local, state, and federal laws.

Building Standards

The applicant certifies that the developer, architect, general contractor, and all other parties will adhere to the local building code. If an eligible project area does not have a local building code, the applicant certifies that the developer, architect, general contractor, and all other parties will adhere to the state of Minnesota building code.

Compliance with Local, State and Federal Laws

The applicant certifies that the project will be completed in accordance with all local, state, and federal laws, as well as applicable Minnesota Housing policies.

Maximum Loan Funds

The applicant certifies that the amount of loan funds may not exceed 50% of the rental housing development project cost.

Eligible Properties

The applicant certifies that funds will only be used for Market Rate Residential Rental Properties, which are properties that are rented at market value, including new modular homes, new manufactured homes, and new manufactured homes on leased land or in a manufactured home park. Properties may include rental developments that have a portion of income or rent restricted units.

Matching Funds

The applicant certifies that the source of matching funds is not from the developer or from an entity affiliated with the developer, unless they are an Eligible Recipient and the match is approved in writing by Minnesota Housing.

Signature

I certify and acknowledge that:

- A. The statements and information contained on this Workforce Housing Certification Form, based upon reasonable inquiry and belief, are true, accurate, and complete.

The applicant will promptly notify the Minnesota Housing in writing of a change of any fact or circumstance represented in this certification form, or in any other document furnished in connection with the application, which is reasonably likely to have a material effect on the information contained in the application.

Authorized Signatory

Printed Name

Title

Date