

Application Checklist		
<input type="checkbox"/>	1.	Affirmative Action Certification
<input type="checkbox"/>	2.	Application Checklist (this document)
<input type="checkbox"/>	3.	Application and Narrative
<input type="checkbox"/>	4.	Application Workbook
<input type="checkbox"/>	5.	Certification Form
<input type="checkbox"/>	6.	Equal Employment Opportunity Policy Statement
<input type="checkbox"/>	7.	Evidence of Eligible Project Area
<input type="checkbox"/>	8.	Evidence of Employer Support
<input type="checkbox"/>	9.	Evidence of Site Control (if applicable)
<input type="checkbox"/>	10.	Local Government Resolution (and supporting documentation)
<input type="checkbox"/>	11.	Photographs
<input type="checkbox"/>	12.	Secured Funding Sources
<input type="checkbox"/>	13.	Site Map
<input type="checkbox"/>	14.	Infrastructure Assessment

Affirmative Action Certification

Submit a signed [Affirmative Action Certification](#).

Application and Narrative

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

Application Workbook

Complete and submit the 2021 [Application Workbook](#) with the Workforce Housing Development Program application. The workbook incorporates standard underwriting assumptions; any deviations from these assumptions should be explained. If your project is subject to Prevailing Wage, please make sure the development budget in your workbook accounts for that.

Certification Form

Submit a signed [Certification Form](#).

Equal Employment Opportunity Policy Statement

Submit a signed [Equal Employment Opportunity Policy Statement](#).

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 section below):

- (a) Is a home rule charter or statutory city located outside of the metropolitan project area with a population of more than 500; or
- (b) A community that has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city; or
- (c) An area served by a joint county-city economic development authority

NOTE:

- If the project meets (a) and is listed on Minnesota Housing's Eligible Home Rule Charter/Statutory City List, 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), provide documentation of the project area and the joint county-city economic development authority.

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 letter 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.

Evidence of Site Control (if applicable)

Evidence of site control is not required, but preference will be given to applicants who can demonstrate it. Acceptable evidence of site control includes either of the following: (i) a purchase commitment; or (ii) 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.

Local Government Resolution (and supporting documentation)

Submit a signed local government resolution certifying that the match amount is available and committed. A [Local Government Resolution Template](#) may be used. Also submit supporting

documentation in the form of 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 the monetary value.

NOTE: The developer or an entity affiliated with the developer cannot be the source of matching funds.

Photographs

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

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.

Site Map

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

Infrastructure Assessment

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.