

## CHAPTER 4900

# MINNESOTA HOUSING FINANCE AGENCY

## HOUSING LOANS AND GRANTS

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### 4900.0010 DEFINITIONS.

Subpart 1. **Scope.** The terms defined in the act, known as the Minnesota housing finance agency law of 1971, have the same meaning when used in these rules as are ascribed to them in the act.

Subp. 2. **Act.** "Act" means the Minnesota housing finance agency law of 1971 in Minnesota Statutes 1971, chapter 462A, as now in effect and as from time to time amended.

Subp. 3. **Adjusted income.** "Adjusted income" means the gross annual income, from all sources and before taxes or withholding, of all residents age 18 and over, of a housing unit, after deducting the following:

A. an amount equal to \$1,000 for each resident of the housing unit; and

B. extraordinary medical or other expenses as the executive director approves for exclusion.

Subp. 4. **Administering entity.** "Administering entity" means a nonprofit or governmental entity, including but not limited to an incorporated county or municipality, a housing redevelopment authority, and a community action organization, which enters into a contract with the agency for the local administration of the home improvement grant or rehabilitation loan program pursuant to parts 4900.0610 to 4900.0700.

Subp. 5. **Approved mortgagee.** "Approved mortgagee" means an individual, partnership, corporation, or other business entity that has been approved by the United States Department of Housing and Urban Development.

Subp. 6. **Builder.** "Builder" means a person or entity engaged in the business of housing construction who meets all licensing and other requirements of applicable laws, ordinances, and regulations; who possesses satisfactory experience and credit worthiness; and who will enter into an agreement satisfactory to the agency to sell or rent the residential housing constructed in whole or in part from the proceeds of an agency loan to persons and families of low and moderate income.

Subp. 7. **Capital contribution of the investors.** "Capital contribution of the investors" means the excess of the total development cost of the project as determined by the agency, whether or not paid in cash, over the original principal amount of the agency's loan.

Subp. 8. **Cooperative housing corporation.** "Cooperative housing corporation" means and refers to those corporations which qualify as cooperative housing corporations pursuant to section 216 of the Internal Revenue Code of 1954, as amended.

Subp. 9. **Development cost loan.** "Development cost loan" means a loan, or participation in a loan, with or without interest in the discretion of the members, authorized by resolution of the members and made or to be made to a housing sponsor from the housing development fund created by the act, for the purpose of defraying development costs, commonly referred to as a "seed money loan."

Subp. 10. **Developmentally disabled.** "Developmentally disabled" means an individual who has a severe, chronic disability which:

A. is attributable to a mental or physical impairment or a combination of mental and physical impairments;

B. is manifested before the person attains the age of 22;

C. is likely to continue indefinitely;

D. results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic sufficiency;

E. reflects the person's need for a combination and sequence of special interdisciplinary or generic care, treatment, or other services which are of lifelong or extended duration.

Subp. 11. **Executive director.** "Executive director" means the executive director employed by the agency, who is the chief administrative officer of the agency.

Subp. 12. **Gross annual income from self-employment.** "Gross annual income from self-employment" shall be deemed to be the net profit from said self-employment as declared by the applicant in Schedule C, F, or E, Part III, as appropriate, of the United States Internal Revenue Service Form 1040, or such other schedule as may be hereafter promulgated, but including as income all depreciation.

Subp. 13. **Housing sponsor.** "Housing sponsor" means an individual, a nonprofit entity, a limited dividend entity, or a cooperative housing corporation engaged in sponsoring a housing project for occupancy by persons and families of low and moderate income.

Subp. 14. **Limited dividend or limited dividend entity.** "Limited dividend" or "limited dividend entity" means and refers to those individuals, partnerships, joint ventures, and corporations: which, by their organizational documents or by agreement or otherwise, comply with limitations established by the agency or by other governmental agencies, on the rate of return which such individuals, partnerships, joint ventures, or corporations may realize on investments in

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proposed housing projects; and which, in the case of corporations, are in compliance with all the provisions of Minnesota Statutes, chapter 301 or 303, whichever is applicable.

**Subp. 15. Limited-unit development.** "Limited-unit development" means a loan or grant to a person or family of low or moderate income for new or existing residential housing intended for occupancy by such person or family and by not more than five other families.

**Subp. 16. Local community.** "Local community" means and refers to a city, village, or borough, however organized, in the state of Minnesota, and any housing and redevelopment authority created pursuant to the provisions of Minnesota Statutes 1971, sections 462.411 to 462.711.

**Subp. 17. Low-income purchasers.** "Low-income purchasers" means, with respect to parts 4900.1110 to 4900.1180, those persons and families whose adjusted income does not exceed \$14,000.

**Subp. 18. Members.** "Members" means those persons appointed to the agency pursuant to section 4 of the act.

**Subp. 19. Mortgage loan.** "Mortgage loan" means a loan authorized by resolution of the members and made or to be made to a housing sponsor, or to a person or family of low or moderate income, or to a low income purchaser, from the proceeds of sale of the agency's bonds or notes, or from appropriations, for the purpose of providing construction financing, long-term financing, or both, for residential housing, and the payment of which is secured or to be secured.

**Subp. 20. Multi-unit development.** "Multi-unit development" means a loan or grant for new or existing residential housing which is intended for occupancy by more than one family, and the mortgagor of which is a nonprofit or limited dividend entity.

**Subp. 21. Nonprofit or nonprofit entity.** "Nonprofit" or "nonprofit entity" means and refers to: housing and redevelopment authorities established under and pursuant to the provisions of Minnesota Statutes 1971, sections 462.411 to 462.711; and those partnerships, joint ventures, corporations, and associations which are established for a purpose not involving pecuniary gain to the members, partners, or shareholders thereof, pay no dividends or other pecuniary remuneration, directly or indirectly, to the members, partners, or shareholders thereof, and in the case of private, nonprofit corporations, are established under and pursuant to Minnesota Statutes, chapter 317 and are in compliance with all the provisions thereof; provided, however, that in no event shall a limited dividend entity be deemed a nonprofit entity.

**Subp. 22. Planning grant.** "Planning grant" means a grant authorized by resolution of the members and made or to be made to a local community from the housing development fund, for the purpose of providing funds to assist the local community in planning for land and building acquisition, improvements, renewal, relocation, or conservation on specific sites upon which housing is or will be situated, for occupancy by persons and families of low and moderate income.

**Subp. 23. Persons and families of low and moderate income.** "Persons and families of low and moderate income" means:

A. With respect to limited-unit mortgage loans pursuant to parts 4900.0310 to 4900.0360, except for loans issued under parts 4900.0370 and 4900.0380, development cost loans pursuant to parts 4900.0210 to 4900.0240, planning grants pursuant to parts 4900.0410 and 4900.0420, and American Indian housing loans pursuant to parts 4900.0900 to 4900.1080, which loans and grants are intended for a limited-unit development, or a dwelling unit in a planned unit development or a condominium, those persons and families whose adjusted income does not exceed the amounts set forth in the following exhibits or such

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lower amount as shall be required to assure that the interest on obligations of the agency will be exempt from federal income taxation. "Metropolitan area" has the meaning given it in Minnesota Statutes, section 473.121, subdivision 2.

### Maximum Adjusted Income for Loans for New Construction

Mortgage Interest Rate	Nonmetropolitan Area Maximum Adjusted Income	Metropolitan Area Maximum Adjusted Income
0-10.00%	\$26,000	\$34,000
10.01-10.50%	\$27,000	\$35,000
10.51-11.00%	\$28,000	\$36,000
11.01-11.50%	\$29,000	\$37,000
11.51% and over	\$30,000	\$38,000

### Maximum Adjusted Income for Loans for Existing Construction

Mortgage Interest Rate	Nonmetropolitan Area Maximum Adjusted Income	Metropolitan Area Maximum Adjusted Income
0-10.00%	\$21,000	\$31,000
10.01-10.50%	\$22,000	\$32,000
10.51-11.00%	\$23,000	\$33,000
11.01-11.50%	\$24,000	\$34,000
11.51% and over	\$25,000	\$35,000

B. With respect to limited-unit mortgage loans to veterans and veterans' dependents to assist in making down payments pursuant to Minnesota Statutes, section 462A.05, subdivision 19, those persons and families whose adjusted income does not exceed \$22,000 for the nonmetropolitan area and \$27,000 for the metropolitan area regardless of the interest rate on the mortgage loan for which down payment assistance has been given.

C. With respect to multi-unit mortgage loans pursuant to parts 4900.0310 to 4900.0360, development cost loans pursuant to parts 4900.0210 to 4900.0240, planning grants pursuant to parts 4900.0410 and 4900.0420, and American Indian housing loans pursuant to parts 4900.0900 to 4900.1080, which loans or grants are intended for a multi-unit development, those persons and families whose adjusted income does not exceed the greater of \$16,000 or 550 percent of the gross rental for the dwelling unit to be occupied; provided, however, that the gross rentals for at least 75 percent of the dwelling units in such development shall not exceed 120 percent of the fair market rents for the geographical area in which such projects are located, as determined and adjusted from time to time by the United States Department of Housing and Urban Development; provided further, that the members may allow higher gross rentals for units in any structure if the members determine that such higher gross rentals are necessary because of prevailing levels of construction costs, unusually high or low family incomes, or similar factors relating to income available for housing or housing costs.

D. With respect to home improvement grants and rehabilitation loans pursuant to parts 4900.0610 to 4900.0700 to be made by the agency, those persons and families whose adjusted income does not exceed \$7,000 and whose assets, excluding the property to be improved, does not exceed \$25,000.

E. With respect to home improvement loans and accessibility improvement assistance pursuant to parts 4900.0510 and 4900.0520, those persons and families whose adjusted income does not exceed \$24,000 or such lower amount as the agency may establish to assure that the interest on obligations of

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the agency will be exempt from federal income taxation.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *8 SR 2661*

## **4900.0011 EFFECTIVE DATE.**

The amendment to part 4900.0010, subpart 3, is effective on June 1, 1983, or five days after its final adoption, whichever occurs first, for multi-unit mortgage loans under parts 4900.0310 to 4900.0360; on July 1, 1983, or five days after its final adoption, whichever occurs first, for home improvement loans under parts 4900.0510 and 4900.0520, and for home improvement grants and rehabilitation loans under parts 4900.0610 to 4900.0700; and on January 1, 1984, for all other programs of the agency.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

## **4900.0020 SCOPE OF RULES.**

The parts in this chapter are made and published pursuant to subdivisions 4 and 11 of section 6 and subdivision 10 of section 7 of the Minnesota Housing Finance Agency Law of 1971, and relate to the providing of development cost loans, mortgage loans, rehabilitation loans and grants, development grants, and technical assistance to qualified housing sponsors for construction and rehabilitation of housing for occupancy by persons and families of low and moderate income.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

## **AGENCY PROCEDURE**

## **4900.0030 AGENCY MEETINGS.**

Regular meetings of the agency shall be held on the fourth Thursday of each month at 1:00 p.m. at the offices of the agency in St. Paul, Minnesota, unless another place of meeting is designated by resolution. In the event such date shall fall on a legal holiday, the regular meeting shall be held the next succeeding business day. Special meetings of the agency may be called by the chairperson or by a majority of the existing members of the agency, for the purpose of transacting any business designated in the notice, and shall be held at the business offices of the agency in St. Paul, Minnesota, unless another place of meeting is designated by resolution. At any such special meeting, no business shall be considered other than as designated in the notice; provided, however, that if all of the members of the agency are present at such special meeting, this limitation shall not apply.

A majority of the existing members of the agency shall constitute a quorum for the purpose of conducting the agency's business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the agency on the vote of the majority of the members present.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

## **4900.0040 PROCEDURES FOR PUBLIC APPEARANCE AT MEETINGS OF MEMBERS.**

The following procedures shall govern public appearances at meetings of the members:

A. With respect to regular meetings, the executive director shall complete the agenda for meetings of the members, not less than five nor more than seven days prior to the date of any such meeting.

B. With respect to regular meetings, any person who desires to appear and address the members shall make a written request to the executive director, with a copy to the chairperson, at least ten days prior to the date of the meeting, setting forth the nature of the matter about which such person wishes to appear.

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C. With respect to regular or special meetings, any person who desires to appear and address the members with respect to any matter enumerated on the agenda shall make a written request to the executive director, with a copy to the chairperson, at least 24 hours before the meeting.

D. Any member may at any time request that a person be permitted to appear and address the members at any regular or special meeting.

E. All such requests shall be placed on the agenda for review by the members at the meeting. A majority vote of the members present shall be required in order to grant any such request to address the members.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**LOAN AND MORTGAGE APPLICATIONS**

**4900.0050 STAFF SERVICES TO ASSIST HOUSING SPONSOR IN PREAPPLICATION PROCEDURE.**

The executive director may provide staff services to assist a housing sponsor in complying with the requirements of the act and this chapter and may establish a preapplication procedure.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**4900.0060 ELIGIBLE HOUSING SPONSORS.**

No development cost loan, pursuant to parts 4900.0210 to 4900.0240, or multi-unit development mortgage loan, pursuant to parts 4900.0310 to 4900.0360, shall be made or disbursed until such time as the housing sponsor is an eligible sponsor. An eligible housing sponsor is a sponsor which is authorized by the act to receive a development cost loan or a multi-unit development mortgage loan and which has obtained the executive director's approval of its organizational documents, including proposed or existing articles of incorporation, proposed or existing partnership agreement, joint venture agreement, trust agreement, or other document of basic organization, and proposed amendments thereto, together with such other documents as the executive director may determine, in specific cases, are necessary in order to determine eligibility.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**4900.0070 FORMS AND PROCEDURES.**

With respect to each mortgage loan program, rehabilitation loan program, rehabilitation grant program, and development cost loan program from time to time instituted by the agency, the executive director shall prepare guides setting forth uniform procedures by which applications for loans or grants shall be submitted, the contents thereof, and the conditions upon which loans or grants shall be made. Each said guide, and any amendments thereto, shall be submitted to the members of the agency for their review at any regular or special meeting called for such purpose and shall become effective only upon the approving vote of the members.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**4900.0080 CREDIT REVIEW.**

The agency may review, or cause to be reviewed, loan and mortgage applications for suitable credit worthiness. In evaluating credit worthiness the agency may consider:

- A. the percentage of applicant's income which can reasonably be expected to be spent on housing costs;
- B. the amount of applicant's outstanding debts;
- C. the applicant's employment history and likelihood of continued employment;
- D. the applicant's credit history;

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E. whether applicant has ever sought bankruptcy relief; and

F. on a case-by-case basis, the general educational background and residential stability of the applicant.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

### **4900.0090 WAIVERS.**

The provisions of this chapter may be waived by the members upon their determination that the application of such rules, in specific cases, may result in undue hardship.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

### **4900.0100 SEPARABILITY.**

If any word, phrase, sentence, paragraph, section, or part of this chapter is finally adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this chapter.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

### **4900.0110 PROJECTS IN COMPLIANCE WITH CIVIL RIGHTS.**

All agency projects must be administered in compliance with all applicable federal, state, and local civil rights laws, ordinances, and regulations including but not limited to those applying to the selection of recipients for agency loans and grants, and the site selection, construction, purchase, and rental of residential housing financed in whole or in part with agency participation. Any determination that a project or recipient has failed to comply with the civil rights laws, if made by a court or an administrative agency charged with the enforcement of said laws, shall be sufficient grounds for termination of agency participation and immediate recall of outstanding agency loans. This part shall not be construed to prohibit housing programs administered by or for American Indians.

**Statutory Authority:** *MS s 462A.06 subds 4,11; 462A.07 subd 10*

### **4900.0120 PREFERENCE IN OCCUPANCY.**

Each recipient of an agency loan who is the owner of residential housing occupied in whole or in part by renters shall give preference in occupancy to those persons and families of low and moderate income who occupied the residence at the time of the loan application, subject to the right of the owner to reside there himself.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

## **DEVELOPMENT COST LOANS**

### **4900.0210 APPLICATION FOR DEVELOPMENT COST LOAN.**

An application by a housing sponsor, or by an approved mortgagee on behalf of a housing sponsor, for a development cost loan or for agency participation in a development cost loan shall contain:

A. information with respect to the eligibility of the housing sponsor, or with respect to the steps which have been taken by such sponsor to become eligible;

B. information with respect to the site of the proposed housing project, including location, dimensions, ownership, present zoning, present use and occupancy, relocation requirements as to present occupants, present on-site utilities and streets, present property taxes and assessments, utility charges and liens or other charges on the land, and all physical characteristics of the site which might affect construction;

C. information with respect to the characteristics of the proposed housing project, including number and size of dwelling units, type of occupancy (ownership, rental, or cooperative), rehabilitation or new construction, range of



proposed rents, occupancy charges, or sale prices, building type, federally aided mortgage or otherwise, and proposed incidental or appurtenant educational, social, recreational, commercial, community, and other supporting facilities;

D. a schedule of the proposed uses of any requested development cost loan and the amounts proposed to be allocated to each such use;

E. a copy of the option in favor of such sponsor to purchase property, or other evidence of agreement for, or authorization to purchase of property on the proposed housing site, or a copy of the certificate of title or abstract of title, as the case may be, evidencing the sponsor's ownership of such property; and

F. such other information as to the proposed housing project, the housing sponsor, or other parties involved in the housing project, as the executive director may require.

**Statutory Authority:** *MS s 462A.05 subd 5*

#### 4900.0220 AUTHORIZATION OF DEVELOPMENT LOANS.

No development cost loan shall be made until the members of the agency have received and reviewed the recommendation of the executive director relating to such loan, and until the members of the agency have adopted a resolution approving such loan, which resolution shall include determinations that:

A. the housing sponsor is a nonprofit entity;

B. the proceeds of the development cost loan are to be used to defray development costs;

C. the proposed housing project is eligible or potentially eligible for a federally insured construction loan or a federally insured mortgage;

D. the development cost loan is repayable in full concurrently with initial endorsement of the housing project by the FHA; and

E. the development of the proposed housing project will assist in fulfilling the purposes of the act.

In addition, any such resolution may contain such other provisions and conditions which the members of the agency, in their sole discretion, deem advisable.

**Statutory Authority:** *MS s 462A.05 subd 5*

#### 4900.0230 DISBURSEMENT OF LOAN WITH EVIDENCE OF INDEBTEDNESS.

The executive director of the agency shall not permit any disbursement of an approved development cost loan until such loan is evidenced by a fully executed note or other evidence of indebtedness, and by such other instruments as the executive director may in specific cases deem necessary or appropriate.

**Statutory Authority:** *MS s 462A.05 subd 5*

#### 4900.0240 CANCELLATION OR RECALL OF DEVELOPMENT COST LOAN.

The members of the agency may, from time to time, review the remaining unexpended balance of any development cost loan and cancel and/or recall the remaining balance thereof from the housing sponsor upon a determination, in the sole discretion of the members, that reasonable progress has not been and/or will not be made in the development of a housing project.

**Statutory Authority:** *MS s 462A.05 subd 5*

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## RENTAL REHABILITATION PROGRAM

### 4900.0290 SCOPE.

Parts 4900.0290 to 4900.0296 govern the implementation of the rental rehabilitation program and the disbursement of rental rehabilitation grants authorized by section 301 of the Housing and Urban - Rural Recovery Act of 1983, Public Law No. 98-181 (November 30, 1983), codified at United States Code, title 42, section 1437o.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

### 4900.0291 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 4900.0290 to 4900.0296, the following terms have the meanings given them.

Subp. 2. **Agency.** "Agency" means the Minnesota Housing Finance Agency.

Subp. 3. **Application.** "Application" means a submittal requesting a rental rehabilitation grant.

Subp. 4. **Lower income family.** "Lower income family" has the meaning used by the Department of Housing and Urban Development as specified in the Code of Federal Regulations, title 24, section 511.2.

Subp. 5. **Rental rehabilitation program, or program.** "Rental rehabilitation program" or "program" means the organization of agency procedures designed to distribute funds for the purposes of rehabilitating rental dwelling units and to provide for the distribution of subsidies for tenant rental payments as specified in parts 4900.0290 to 4900.0296 and Code of Federal Regulations, title 24, part 511.

Subp. 6. **Rental rehabilitation program grant, or grant.** "Rental rehabilitation program grant" or "grant" means an appropriation of money to an eligible applicant under the program.

Subp. 7. **Rental dwelling unit.** "Rental dwelling unit" means a housing unit containing cooking, sleeping, and bathroom facilities that is occupied by a household other than the owner of the structure in which the unit is located, and for which rent is paid either in cash or in kind.

Subp. 8. **Very low income family.** "Very low income family" has the meaning used by the Department of Housing and Urban Development as specified in the Code of Federal Regulations, title 24, section 511.2.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

### 4900.0292 INCORPORATION OF FEDERAL REGULATIONS.

Except as further limited by parts 4900.0290 to 4900.0296, the operation of the rental rehabilitation program and the disbursement of grants under it are governed by the Rental Rehabilitation Program Interim Rule, Code of Federal Regulations, title 24, part 511, as published in the Federal Register, volume 49, number 78, April 20, 1984, as amended and modified by the final rule, and any waivers of the interim and final rules obtained by the agency, which will be published in the State Register.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

### 4900.0293 ADDITIONAL AGENCY REQUIREMENTS FOR PARTICIPATION IN RENTAL REHABILITATION PROGRAM.

Projects selected for grants under the rental rehabilitation program, in addition to meeting the eligibility and ineligibility criteria in Code of Federal Regulations, title 24, section 511.10, must comply with all of the following requirements:

A. The project must consist of one or more buildings that contain one or more rental dwelling units.

B. The project must consist of one or more buildings situated within municipalities that are eligible to take part in the program and that have entered into a participation agreement with the agency.

C. The project must consist of one or more buildings situated within the jurisdiction of a public housing authority, housing development authority, or other entity that is authorized to administer the Department of Housing and Urban Development Section 8 Existing Housing Program or Department of Housing and Urban Development Voucher Program and that entered into a participation agreement with the agency.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249; 9 SR 2174*

**4900.0294 AGENCY LOANS.**

At its discretion the agency may make grants under the rental rehabilitation program in conjunction with loans funded by the agency under Minnesota Statutes, chapter 462A.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

**4900.0295 NOTICE OF FUND AVAILABILITY.**

From time to time the agency shall publish a notice of fund availability in the State Register prior to the date upon which it first accepts applications for grants. The notice must include the date upon which applications will first be accepted and the specific requirements for obtaining forms and other materials for the submission of applications.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

**4900.0296 SELECTION OF APPLICATIONS.**

The agency shall review applications for grants to determine their compliance with Code of Federal Regulations, title 24, part 511. The agency may accept or reject applications for grants based on the requirements of parts 4900.0290 to 4900.0296.

In the selection of an application for a grant, the agency shall apply the following criteria:

A. the extent to which the building or buildings proposed for rehabilitation are currently occupied by lower income families;

B. the extent to which rental dwelling units with two bedrooms or more will be rehabilitated;

C. the extent to which very low income families who reside in the building or buildings that are proposed for rehabilitation are housed in substandard conditions;

D. the extent to which the building or buildings proposed for rehabilitation are free from serious adverse environmental and site conditions;

E. the extent to which the proposed rehabilitation is financially feasible, given the maximum grant per rental dwelling unit, prevailing interest rates, proposed rents, and market for rehabilitated units;

F. the extent to which displacement of existing tenants will be minimized;

G. the extent to which the rehabilitated rental dwelling units will be affordable to low and very low income families;

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H. the extent to which the proposed rehabilitation will have a positive impact on the physical environment of the surrounding neighborhood;

I. the extent to which the proposed rehabilitation eliminates substandard housing and prevents the recurrence of such conditions;

J. the extent to which a municipality rates proposals, if such rating has been performed, within their community;

K. the extent to which proposals selected by the agency achieve a distribution of funds among participating communities; and

L. the extent to which the grant funds will be utilized for physical rehabilitation as opposed to relocation expenses and other eligible nonconstruction costs.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

### MULTI-UNIT DEVELOPMENT MORTGAGE LOANS

#### 4900.0310 APPLICATION FOR MULTI-UNIT DEVELOPMENT MORTGAGE LOANS.

An application by a housing sponsor, or by an approved mortgagee on behalf of a housing sponsor, for a multi-unit development mortgage loan or for agency participation in a multi-unit development mortgage loan shall contain:

A. information with respect to the eligibility of the housing sponsor, or with respect to the steps which have been taken by such sponsor to become eligible;

B. information with respect to the site of the proposed housing project, including location, dimensions, ownership, present zoning, present use and occupancy, relocation requirements as to present occupants, present on-site utilities and streets, present property taxes and assessment, utility charges and liens or other charges on the land, and all physical characteristics of the site which might affect construction;

C. information with respect to the characteristics of the proposed housing project, including number and size of dwelling units, type of occupancy (ownership, rental, or cooperative), rehabilitation or new construction, range of proposed rents, occupancy charges, or sale prices, building type, federally aided mortgage or otherwise, and proposed incidental or appurtenant educational, social, recreational, commercial, community, and other supporting facilities;

D. identity and qualifications of the design architect, supervisory architect, sponsor's attorney, housing consultant, general contractor, marketing or sales agent, and management agent;

E. architectural drawings and specifications, site plan, schedule of construction costs, reports of soil tests or engineering studies performed, executed construction contract, and evidence of approval of the architectural drawings, specifications, and site plan by governmental bodies having jurisdiction;

F. proposed marketing plan, reports of market surveys or analyses, schedule of proposed rents, occupancy charges, or sales prices, proposed operating budget, proposed management plan, proposed relocation plan and cost analysis, schedule of the proposed uses of the requested mortgage loan, and the amounts to be allocated to each such use including the sponsor's equity investment where applicable, and a proposed construction schedule;

G. a schedule of the proposed initial rents or occupancy charges;

H. a plan setting forth: arrangements contemplated for tenant referral from local housing authorities or other governmental agencies or community organizations, having contact with potential eligible occupants, and procedures contemplated to make generally known to minority groups the availability of units on a nondiscriminatory basis; and

I. such other information as to the proposed housing project, the housing sponsor, or other parties involved in the housing project, as the executive director may require.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**4900.0320 AUTHORIZATION OF MULTI-UNIT DEVELOPMENT MORTGAGE LOANS.**

No multi-unit development mortgage loan shall be made until the members of the agency have received and reviewed the recommendation of the executive director relating to such loan, and until the members of the agency have adopted a resolution approving such loan; which resolution shall include determinations that:

A. a multi-unit development mortgage loan would not otherwise be available, wholly or in part, from a private lender upon equivalent terms and conditions;

B. the development of the proposed housing project will assist in fulfilling the purposes of the act;

C. in the case of a housing sponsor which is a limited dividend entity, the rate of return on the investment in the proposed housing project is reasonable in light of then existing conditions in the housing industry and financial markets and rate of return then prescribed by other governmental agencies; and

D. the obligation of the agency to make such loans is contingent on the ability of the agency to sell its bonds or bond anticipation notes, on terms which the members of the agency, in their sole discretion, deem acceptable.

In addition, any such resolution may contain such other provisions and conditions which the members of the agency, in their sole discretion, deem advisable.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**4900.0330 PROJECT SELECTION CRITERIA FOR MULTI-UNIT DEVELOPMENT MORTGAGE LOANS.**

In determining whether to accept applications of housing sponsors for development cost loans or multi-unit development mortgage loans, the members shall examine the following facts and make their determinations thereon:

A. whether a need exists in the geographical area for the proposed development;

B. whether adequate provision has been made for housing opportunities for minority families, including elderly persons and families;

C. whether the proposed development is consistent with orderly growth and development in the geographical area;

D. the impact of the proposed development on the physical environment of the surrounding neighborhood;

E. whether the housing sponsor has adequate capacity to proceed promptly to the construction and completion of the proposed development;

F. the extent to which the proposed development will create minority employment and business opportunities;

G. the effect of the proposed development in eliminating substandard housing and preventing the recurrence of such conditions;

H. the extent to which the proposed development will reduce the cost of mortgage financing or rentals for housing for low and moderate income persons and families;

I. the extent to which the proposed development will house persons and families of varied economic means and of a wide range of incomes;

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J. the relationship of the proposed development to public facilities, sources of employment, and services, including public transportation, health, education, and recreation facilities, and public utilities, essential to orderly growth;

K. the relationship of the housing development to any comprehensive plans, policies, procedures, and programs adopted and approved according to law by an agency of state or local government acting pursuant to legislative authority, including but not limited to the plans, policies, procedures, and programs of regional development commissions and the Metropolitan Council;

L. whether a loan would otherwise be available, wholly or in part, from a private lender upon equivalent terms and conditions;

M. in the case of a housing sponsor which is a limited dividend entity, whether the rate of return on its investment in the proposed development is reasonable in light of then existing conditions in the housing industry and financial markets and in the rates of return then prescribed by other governmental agencies; and

N. whether the proposed development will assist in fulfilling the purposes of the act.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

### **4900.0340 OCCUPANCY IN MULTI-UNIT DEVELOPMENTS.**

Initial occupancy in multi-unit developments financed by the agency shall be limited to persons and families of low and moderate income; provided, however, that to the extent necessary to avoid economic loss resulting from inability to achieve full occupancy, and in order to encourage economic integration, a housing sponsor may, with the prior written approval of the executive director, permit initial occupancy of up to 25 percent of the units in the housing project by persons and families who are not persons and families of low and moderate income.

Preference for occupancy in multi-unit developments financed by the agency may not be given to persons and families by virtue of their prior residence in the community in which the development is located; except that the housing sponsor may, with the prior written approval of the executive director allow preference for persons and families displaced by public action or natural disaster or for previous residents of a rehabilitated multi-unit development financed by the agency.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

### **4900.0350 DISBURSEMENT OF LOAN WITH EVIDENCE OF INDEBTEDNESS.**

The executive director of the agency shall not permit any disbursement of an approved mortgage loan until such loan is evidenced by a fully executed note or other evidence of indebtedness, a mortgage, appropriate evidence of insurance, if applicable, and by such other instruments as the executive director may in specific cases deem necessary or appropriate.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

### **MARKET RATE ELDERLY SHALLOW SUBSIDY RENTAL PROGRAM**

#### **4900.0351 SCOPE.**

Parts 4900.0351 to 4900.0355 govern the implementation of the market rate elderly shallow subsidy rental program and the disbursement of the subsidy.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

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## 4900.0352 HOUSING LOANS AND GRANTS

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### 4900.0352 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 4900.0351 to 4900.0355, the following terms have the meanings given them.

Subp. 2. **Agency.** "Agency" means the Minnesota Housing Finance Agency.

Subp. 3. **Market rate elderly shallow subsidy rental program, or program.** "Market rate elderly shallow subsidy rental program" or "program" means the agency's plan and procedures designed to distribute funds to assist eligible recipients in the making of tenant rental payments in eligible developments.

Subp. 4. **Eligible recipients.** "Eligible recipients" means the persons and families entitled to receive rental subsidy payments as provided in parts 4900.0351 to 4900.0355.

Subp. 5. **Eligible developments.** "Eligible developments" means those rental developments qualified to receive the benefits of the rental subsidies as provided in parts 4900.0351 to 4900.0355.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

### 4900.0353 ELIGIBLE RECIPIENTS.

An eligible recipient of the market rate elderly shallow subsidy rental program shall:

A. be a tenant household of which at least one member is 62 years of age or older;

B. have an annual income that does not exceed 50 percent of the median income for the county in which they are to receive the subsidy, as determined by the United States Department of Housing and Urban Development;

C. occupy a one-bedroom rental unit;

D. furnish to the agency all information reasonably required to demonstrate the recipient's eligibility; and

E. reside in an eligible development.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

### 4900.0354 ELIGIBLE DEVELOPMENTS.

A development that is eligible to receive market rate elderly shallow rental subsidies for its tenants must:

A. receive permanent financing from the agency after August 1, 1984;

B. be designed to serve low and moderate income elderly households;

C. be either newly constructed or substantially rehabilitated; and

D. be owned by either a limited dividend or nonprofit entity as defined in part 4900.0010.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

### 4900.0355 SUBSIDY PROGRAM.

Subpart 1. **Monthly subsidy.** The agency shall determine the amount of tenant subsidy. It must be a fixed constant amount per month per tenant household, must be the same for all tenant households selected to receive the subsidy during a fiscal year, and must be based upon the amount of funds available to the agency for the program.

Subp. 2. **Term of subsidy.** A recipient of a tenant subsidy under the market rate elderly shallow subsidy rental program may receive the subsidy for as long as the recipient occupies the eligible development in which he or she initially received the subsidy.

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Subp. 3. **Selection of eligible recipients.** The agency shall select recipients of the market rate elderly shallow subsidy rental program and shall give priority to the following:

A. a household displaced by government action or private action for which it is not responsible;

B. a household that presently occupies substandard or overcrowded housing or housing with serious health or housing code violations;

C. a household that is not receiving housing assistance under another state, county, city, or federal program;

D. a household that is in need of the assistance of family members in order to live independently, where such family members live in the immediate vicinity of the eligible development.

If more than one applicant meets these criteria for selection equally, the agency shall prefer the applicant that applied first in time.

Subp. 4. **Distribution of subsidy.** The owner or owner's agent of the eligible development in which the recipient resides shall collect from the recipient and place in the development's management accounts an amount equal to the monthly market rent for the unit in which the recipient resides, less the specified subsidy amount. The agency shall apply the subsidy amount as provided in a regulatory agreement with the owner of the eligible development.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 1249*

### LIMITED-UNIT DEVELOPMENTS AND HOUSING PROGRAM LOANS

#### 4900.0360 MORTGAGE LOANS FOR LIMITED-UNIT DEVELOPMENTS.

Mortgage loans for limited-unit developments shall be made only to applicants who: are persons or families of low or moderate income; are fee owners of the dwelling and who intend to occupy such dwelling as their principal place of residence; satisfy minimum standards of credit worthiness; and execute such documents as the agency deems necessary to secure the mortgage loan.

No mortgage loan shall be approved unless the agency determines that a mortgage loan would not otherwise be available, wholly or in part, from a private lender upon equivalent terms and conditions.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

#### 4900.0370 MEDIUM DENSITY HOUSING PROGRAM LOANS.

For the purpose of medium density housing program loans, "persons and families of low and moderate income" means those persons and families whose adjusted income does not exceed the amounts set forth in this part or a lower amount as required to assure that the interest on obligations of the Minnesota Housing Finance Agency will be exempt from federal income taxation.

##### Maximum Adjusted Income for Medium Density Housing Program Loans

Mortgage Interest Rate	Maximum Adjusted Income
0-10.59%	\$30,000
10.60-11.09%	\$31,000
11.10-11.59%	\$32,000
11.60-12.09%	\$33,000
12.10-12.59%	\$34,000
12.60% and over	\$35,000

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *8 SR 1402*



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## 4900.0380 HOUSING LOANS AND GRANTS

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### 4900.0380 INCOME LIMITS FOR ROLLOVER HOUSING PROGRAM.

For the purpose of rollover housing program loans, "persons and families of low and moderate income" means those persons and families whose adjusted income does not exceed the amounts set forth in this part, or such lower amount as required to ensure that the interest on obligations of the agency will be exempt from federal income taxation. "Metropolitan area" has the meaning given it in Minnesota Statutes, section 473.121, subdivision 2.

Mortgage Interest Rate	Nonmetropolitan Area Maximum Adjusted	Metropolitan Maximum Adjusted
0-10.59%	\$24,000	\$29,000
10.60-11.09%	25,000	30,000
11.10-11.59%	26,000	31,000
11.60-12.09%	27,000	32,000
12.10-12.59%	28,000	33,000
12.60% and over	29,000	34,000

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *8 SR 1537*

### PLANNING GRANT

#### 4900.0410 APPLICATIONS.

An application by a local community for a planning grant shall contain:

- A. information with respect to the status of the applicant as a local community;
- B. information with respect to the plan of land or building acquisition, improvement, renewal, relocation, or conservation;
- C. the total cost of the plan, the net costs to the local community of the plan, and a schedule of the proposed uses of the requested planning grant and the amounts to be allocated to each such use;
- D. information with respect to the site upon which the housing is or will be situated, including location, dimensions, ownership, present zoning, present use and occupancy, relocation requirements as to present occupants, present on-site utilities, and streets; and
- E. such other information with respect to the site, the local community, or other parties involved, as the executive director may require.

**Statutory Authority:** *MS s 462A.21 subd 3*

#### 4900.0420 AUTHORIZATION OF PLANNING GRANTS.

No planning grant shall be made until the members of the agency have received and reviewed the recommendation of the executive director, relating to such planning grant, and until the members of the agency have adopted a resolution approving such grant, which resolution shall include determinations that:

- A. the applicant is a local community;
- B. the local community is reasonably expected to be able to implement successfully the plan;
- C. the plan will meet a social need in the area in which it is to be operative;
- D. the development of the plan will assist in fulfilling the purposes of the act;
- E. the amount of the grant is not in excess of the net costs, exclusive of any federal aid or assistance, as have been or may reasonably be anticipated to be incurred by the local community in connection with the plan; and

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F. the plan relates to a specific site upon which housing is or will be situated, or relates to a site which is or will be used for purposes which are reasonably related to such housing.

In addition, any such resolution may contain such other provisions and conditions which the members of the agency, in their sole discretion, deem advisable.

**Statutory Authority:** *MS s 462A.21 subd 3*

## HOME IMPROVEMENT LOANS

### 4900.0510 ELIGIBILITY REQUIREMENTS FOR APPLICATIONS FOR HOME IMPROVEMENT LOANS.

**Subpart 1. Interest in property.** Each applicant must individually or in the aggregate possess at least a one-third interest in a fee, or a contract for deed, or a life estate in the property to be improved. All persons who, individually or collectively, possess the type of ownership upon which the application is based, or whose income is to be included for the purpose of determining the adjusted income, and spouses of all such persons, must join in the application and must execute the loan documents. However, occupancy of the property by the applicant shall not be required.

**Subp. 2. Person or family of low or moderate income.** Each applicant must be a person or family, including nonrelated individual adults, of low or moderate income.

**Subp. 3. Credit risk.** Each applicant must be a reasonable credit risk with the ability to pay the loan obligation, as determined by the agency or by the lending institution, if any, servicing the loan on behalf of the agency.

**Subp. 4. Structure.** The structure to be improved must be at least 90 days old. The structure to be improved must not be in violation of applicable zoning ordinances or other applicable land use guides.

**Subp. 5. Property.** The property must be used primarily for residential purposes and must not contain more than six dwelling units. Mobile homes and trailers shall not be eligible for home improvement loans.

**Subp. 6. Use of proceeds.** Home improvement loan proceeds must be used to finance only improvements upon or in connection with existing structures.

**Subp. 7. Time limit.** All improvements must be reasonably capable of being completed, except for causes beyond the applicant's reasonable control, such as fire, strike, and shortage of materials, within nine months of the date of the first disbursement of funds pursuant to the home improvement loan.

**Subp. 8. Conventional financing not available.** At the time of application, conventional financing must not be available from private lenders upon equivalent terms and conditions.

**Subp. 9. Agreement with renters.** Each applicant who is an owner of residential housing occupied in whole or in part by renters, shall enter into such agreement as the agency shall require to ensure that for the term of the loan persons and families of low and moderate income will occupy at least one of the units in the case of a two unit residence, two of the units in the case of a three unit residence, three of the units in the case of a four unit residence, and four of the units in the case of a five or six unit residence.

**Statutory Authority:** *MS s 462A.05 subd 14; 462A.06 subds 4,11*

**History:** *8 SR 475*

**4900.0520 ELIGIBILITY REQUIREMENTS FOR HOME IMPROVEMENT LOANS.**

Improvements made with home improvement loan proceeds shall satisfy the following requirements:

A. Improvements may be made in order: to comply with applicable state, county, and municipal health, housing, building, fire prevention, and housing maintenance codes, or other public standards applicable to housing; or to make the property more desirable to live in; or to increase the market value of the property; or to make the property more habitable; or to make the property more accessible to a handicapped person as provided in parts 4900.0710 to 4900.0740.

B. Each improvement must be a permanent general improvement. Permanent general improvements shall include additions, alterations, renovations, or repairs upon or in connection with existing structures, which materially preserve or improve the basic livability, safety, or utility of the property. Permanent general improvements shall not include materials, fixtures, or landscaping of a type or quality exceeding that customarily used in the locality for properties of the same general type as the property to be improved.

C. Each improvement must be made in compliance with all applicable health, fire prevention, building, and housing codes and standards; provided, however, that no application for a home improvement loan for property occupied by the owner shall be denied solely because the improvements will not bring such property into full compliance with all such codes and standards.

D. Home improvement loan proceeds shall not be used for the payment, wholly or in part, of assessments for public improvements; provided, however, that such proceeds may be used for improvements which will bring an individual sewage disposal system (including septic systems) located on the property into compliance with local, state, or federal environmental and sanitary standards.

E. All contracts covering all or any portion of an improvement must contain an MHFA approved warranty of workmanship and materials.

**Statutory Authority:** *MS s 462A.05 subd 14*

**RENTAL REHABILITATION LOANS****4900.0530 ELIGIBLE APPLICATIONS.**

Subpart 1. **Property interest.** Each applicant for a rental rehabilitation loan must individually or in the aggregate possess at least a one-third interest in a fee, or a contract for deed, or a life estate in the property to be improved. However, occupancy of the property by the applicant shall not be required.

Subp. 2. **Credit risk.** Each applicant must be a reasonable credit risk with the ability to pay the loan obligation as determined by the agency or by the lending institution, if any, servicing the loan on behalf of the agency pursuant to part 4900.0080.

Subp. 3. **Eligible improvements.** To be eligible, the structure must be in need of repairs in order to bring it into compliance with Minnesota Statutes, section 116J.27, subdivision 3, state energy conservation standards. For structures less than 15 years old, only improvements necessary to bring the structure into compliance with the state energy conservation standards are eligible. Further explanation of this requirement is in part 4900.0540.

Subp. 4. **Compliance with zoning ordinances.** The structure to be improved must not be in violation of applicable zoning ordinances or other applicable land use guides.

Subp. 5. **Use of property restricted.** The property must be used primarily for residential purposes and must consist primarily of comprehensive living units including kitchen and bathroom facilities. Mobile homes and trailers shall not be eligible for rental rehabilitation loans.

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Subp. 6. **Restriction on loan use.** Rental rehabilitation loan proceeds must be used to finance only improvements upon or in connection with existing structures.

Subp. 7. **Time of completion.** All improvements must be reasonably capable of being completed within nine months of the date of the first disbursement of funds pursuant to the rental rehabilitation loan except for delays due to causes beyond the applicant's reasonable control, such as fire, strike, and shortage of materials.

Subp. 8. **Unavailability of financing.** At the time of application, conventional financing must not be available from private lenders upon equivalent terms and conditions.

Subp. 9. **Required occupancy.** The structure to be improved must be occupied at the time of loan closing primarily by persons and families of low and moderate income. Structures containing six rental units or fewer must be occupied by persons and families of low and moderate income in at least one of the units in the case of a one-unit or two-unit rental structure, two of the units in the case of a three-unit rental structure, three of the units in the case of a four-unit rental structure, four of the units in the case of a five-unit or six-unit rental structure, and at least 75 percent of the rental units in the case of rental structures containing more than six units.

**Statutory Authority:** *MS s 462A.05 subd 21*

### 4900.0540 ELIGIBILITY REQUIREMENTS FOR IMPROVEMENT LOANS.

Subpart 1. **Restrictions on loans.** Improvements made with rental rehabilitation loan proceeds shall be in compliance with subparts 2 to 4.

Subp. 2. **State energy conservation standards.** The structure must be brought into compliance with the standards established in Minnesota Statutes, section 116J.27, subdivision 3, state energy conservation standards.

Subp. 3. **Structures less than 15 years old.** For structures less than 15 years old, only improvements necessary to bring the structure into compliance with the state energy conservation standards are eligible.

Subp. 4. **Structures more than 15 years old.** For structures more than 15 years old, permanent general improvements as described in subpart 5 are eligible if the structure has been or will be brought into compliance with the state energy conservation standards.

Subp. 5. **Permanent general improvements.** Each improvement must be a permanent general improvement. Permanent general improvements shall include additions, alterations, renovations, or repairs upon or in connection with existing structures which materially preserve or improve the basic livability, safety, or utility of the property. However, conversions of structures, or portions thereof, from nonresidential use to residential use are not eligible. Permanent general improvements shall not include materials, fixtures, or landscaping of a type or quality exceeding that customarily used in the locality for properties of the same general type as the property to be improved.

Subp. 6. **Other codes and standards.** Each improvement must be made in compliance with all applicable health, fire prevention, building, and housing codes and standards, but no application for a rental rehabilitation loan for property occupied by the owner shall be denied solely because the improvements will not bring the property into full compliance with all codes and standards, except that the property must be brought into compliance with state energy conservation standards as specified in subpart 2.

Subp. 7. **Public improvements.** Rental rehabilitation loan proceeds shall not be used for the payment, wholly or in part, of assessments for public improvements; provided, however, that the proceeds may be used for

improvements which will bring an individual sewage disposal system located on the property, including septic systems, into compliance with local, state, or federal environmental and sanitary standards.

Subp. 8. **Warranty.** All contracts covering all or any portion of an improvement must contain an agency-approved warranty of workmanship and materials.

**Statutory Authority:** *MS s 462A.05 subd 21*

#### LOCAL PARTICIPATION HOME IMPROVEMENT LOANS

#### 4900.0550 FUNDS.

Subpart 1. **Request for funds.** A local government that wishes to receive an allocation of funds to make local participation home improvement loans shall submit a request for funds that includes the following items, which may be further described by the agency:

- A. a description of the proposed program;
- B. a description of program requirements to be imposed by the local government that are not set forth in parts 4900.0510 to 4900.0570;
- C. an analysis of the need for the proposed program in the community;
- D. a demonstration of financial feasibility of the proposed program;
- E. evidence that an adequate delivery mechanism is available for the proposed program; and
- F. the specific funding amount requested and the time period, that is within the maximum time period set by the agency, during which the funds will be expended.

Subp. 2. **Deadline for requests for funds.** The agency shall give notice that it will accept requests for funds to make local participation home improvement loans from local governments for the period specified by the agency. This period may not be less than 30 days.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 112*

#### 4900.0560 ELIGIBLE APPLICATIONS.

An application for a local participation home improvement loan must meet all of the requirements of part 4900.0510.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 112*

#### 4900.0570 ELIGIBLE IMPROVEMENTS.

An improvement financed with the proceeds of a local participation home improvement loan must meet all of the requirements of part 4900.0520.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 112*

#### 4900.0580 DEFINITION: PERSONS AND FAMILIES OF LOW AND MODERATE INCOME.

For local participation home improvement loans, "persons and families of low and moderate income" means those persons and families whose adjusted income does not exceed 125 percent of the median income for the county in which these projects are located, as determined and adjusted from time to time by the United States Department of Housing and Urban Development, or the income limit for home improvement loans under parts 4900.0510 and 4900.0520, whichever is greater; provided, however, that the maximum adjusted income may not exceed 100 percent of the median income for the county in Minnesota that

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has the highest median income, as determined and adjusted from time to time by the United States Department of Housing and Urban Development.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 112*

## ACCESSORY APARTMENT LOANS

### 4900.0581 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 4900.0581 to 4900.0584, the following terms have the meanings given them.

Subp. 2. **Accessory apartment loan.** "Accessory apartment loan" means a loan the proceeds of which are used to construct an additional dwelling unit within a structure, or to improve not more than two rental dwelling units located in a structure that, at the time of the loan application, contains a total of not more than three dwelling units.

Subp. 3. **Borrower.** "Borrower" means one or more persons who apply for and receive an accessory apartment loan and who are the makers of a note in evidence of the loan.

Subp. 4. **Dwelling unit.** "Dwelling unit" means a housing unit that includes self-contained cooking, sleeping, and bathroom facilities, and is located in the structure. A dwelling unit may be occupied by either a tenant or the owner of the structure.

Subp. 5. **Rental dwelling unit.** "Rental dwelling unit" means a dwelling unit that is occupied by a person or household other than the owner of the structure and for which rent in cash or in kind is received by the owner.

Subp. 6. **Structure.** "Structure" means a building that was originally built as a single-family residence and that satisfies the eligibility requirements of part 4900.0582, subpart 5.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 295*

### 4900.0582 ELIGIBILITY REQUIREMENTS.

Subpart 1. **Property interest.** A borrower shall individually or in the aggregate possess at least a one-third interest in a fee ownership of, a contract for deed for, or a life estate in the property on which the structure to be improved is located.

Subp. 2. **Occupancy.** If the proceeds of an accessory apartment loan are used to construct an additional dwelling unit, at least one of the borrowers shall occupy the structure as his or her principal residence at the time of loan application or shall occupy one dwelling unit within the structure within 60 days of the date of the note in evidence of the loan.

If the proceeds from an accessory apartment loan are used to improve one or more dwelling units, at least one of the borrowers shall occupy one of the dwelling units as his or her principal residence at the time of loan application.

Subp. 3. **Credit worthiness.** A borrower shall be a reasonable credit risk and shall be able to pay the loan obligation as determined under part 4900.0080.

Subp. 4. **Borrower eligibility.** A borrower shall meet either of the following standards to be eligible for an accessory apartment loan:

A. a borrower shall be a person or household of low or moderate income as defined in part 4900.0010, subpart 23; or

B. a borrower shall agree to rent all of the dwelling units that he or she does not occupy at a rate not to exceed the current United States Department of Housing and Urban Development (HUD) Fair Market Rents for Existing Dwellings in the section 8 program under the United States Housing Act of 1937, United States Code, title 42, sections 1437 et seq. as amended through December 31, 1983, as determined and adjusted from time to time by HUD, for

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a period of at least one year from the date the dwelling unit is first occupied by a renter.

Subp. 5. **Eligibility of structure.** The structure to be improved or modified with the proceeds of an accessory apartment loan must comply with applicable zoning ordinances or other applicable land use guides upon completion of the construction or improvements.

If a borrower qualifies for a loan by satisfying the requirement in subpart 4, item A, the structure to be modified or improved must have been completed and occupied as a residence for at least 90 days at the time of the loan application.

If a borrower qualifies for a loan solely by satisfying the requirements in subpart 4, item B, the structure to be modified or improved must be at least 15 years old at the time of loan application.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 295*

## 4900.0583 ELIGIBLE IMPROVEMENTS.

Subpart 1. **Permanent general improvements.** Proceeds from an accessory apartment loan must be used to finance only permanent general improvements. Permanent general improvements include additions, alterations, renovations, or repairs upon or in connection with existing structures. Permanent general improvements do not include materials, fixtures, or landscaping of a type or quality exceeding that customarily used in the locality for properties of the same general type as the structure to be modified or improved.

Subp. 2. **Loan proceed restrictions.** The proceeds from an accessory apartment loan must be used to finance only improvements or modifications to, or in connection with, an existing structure. The proceeds from an accessory apartment loan may be used as follows:

A. to add not more than one dwelling unit to a structure that is a single-family residence at the time of the loan application; or

B. to improve a structure that, at the time of the loan application, contains one or two rental dwelling units in addition to a dwelling unit occupied by the owner of the structure. Use of the proceeds from an accessory apartment loan for the type of structure described in this item is restricted to improvements that will bring all rental dwelling units into compliance with local zoning ordinances and other applicable health, fire prevention, building, and housing codes and standards.

The proceeds from an accessory apartment loan must not be used to pay for assessments for public improvements except if the improvements will bring an individual sewage disposal system (including septic system) located on the property on which the structure is located into compliance with local, state, or federal environmental and sanitary standards.

Subp. 3. **Energy conservation.** If an existing or newly constructed rental dwelling unit does not comply with the state energy conservation standards for rental housing, the proceeds from an accessory apartment loan must be used to bring the rental dwelling unit into compliance with these standards.

Subp. 4. **Time of completion.** Improvements or construction financed in whole or in part by an accessory apartment loan must be completed within nine months of the date of the first disbursement of the loan except for delays due to causes beyond the borrower's reasonable control, such as fire, strike, and shortage of materials.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 295*

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## 4900.0584 OTHER REQUIREMENTS.

Subpart 1. **Unavailability of financing.** At the time of application for an accessory apartment loan, conventional financing for this purpose must not be available from private lenders upon equivalent terms and conditions.

Subp. 2. **Other codes and standards.** Following the completion of construction or improvement, all rental dwelling units must comply with all applicable health, fire prevention, building, and housing codes and standards. However, an accessory apartment loan shall not be denied solely because the construction or improvements to be financed by it will not bring the entire structure into full compliance with these codes and standards.

Subp. 3. **Warranty of workmanship and materials.** Contracts for construction or improvement of a dwelling unit that are financed in whole or in part by the proceeds from an accessory apartment loan must contain a warranty of workmanship and materials that is approved by the agency.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 295*

## HOME ENERGY LOANS

### 4900.0590 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 4900.0590 to 4900.0594, the following terms have the meanings given them.

Subp. 2. **Borrower.** "Borrower" means one or more persons who apply for and receive a loan under parts 4900.0590 to 4900.0594. A borrower must be a person or family, but need not be of low and moderate income.

Subp. 3. **Home energy loan.** "Home energy loan" means a loan made to a borrower, the proceeds of which are used for energy conservation improvements in an eligible property.

Subp. 4. **Persons and families of low and moderate income.** "Persons and families of low and moderate income" means persons and families whose adjusted income does not exceed \$24,000, or such lower amount as the agency may establish to assure that the interest on obligations of the agency will be exempt from federal income taxation.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 506*

### 4900.0591 ELIGIBLE BORROWERS.

Subpart 1. **Interest in property.** A borrower shall individually or in the aggregate possess at least a one-third interest in a fee title, a contract for deed, or a life estate in the property to be improved.

Subp. 2. **Credit review.** A borrower shall be a reasonable credit risk, and shall be able to pay the loan obligation, as determined by the agency under part 4900.0080, or by a lending institution that originates a loan for sale to the agency.

Subp. 3. **Principal place of residence.** A borrower shall occupy the property to be improved as his or her principal place of residence.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 506*

### 4900.0592 ELIGIBLE PROPERTIES.

The property to be improved by a home energy loan is restricted as follows:

A. The property to be improved may not contain more than one dwelling unit.

B. The property to be improved may not be in violation of applicable zoning ordinances or other land use guides.



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C. Not more than 15 percent of the total area of the property to be improved may be used primarily in a trade or business.

D. The property to be improved may not be used as investment property or as a recreational home.

E. A manufactured or factory-made house is eligible for home energy loans only if it is permanently fixed to land by way of a foundation and is taxed as real property.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 506*

## 4900.0593 OTHER REQUIREMENTS.

Subpart 1. **In general.** Improvements made with home energy loan funds must satisfy the following requirements:

A. Improvements made with the proceeds of a home energy loan must be a permanent improvement made upon or in connection with an existing structure, and must improve the energy efficiency of the structure or be directly related to energy efficiency.

B. An improvement must be made in compliance with all applicable health, fire prevention, building, or housing codes and standards; provided, however, that no application for a home energy loan may be denied solely because the improvements will not bring the property into full compliance with these codes and standards.

C. The proceeds of a home energy loan must be used only to finance new improvements and may not be used to refinance an existing loan or mortgage.

D. A borrower shall agree to complete all improvements within nine months of the date of the loan.

Subp. 2. **Conventional financing not available.** At the time of application conventional financing must not be available from private lenders upon equivalent terms and conditions.

Subp. 3. **Qualifications of income.** In order for a borrower to obtain the preference for persons or families of low and moderate income, all persons who, individually or collectively, possess the type of ownership upon which the application is based, or whose income is to be included for purposes of determining the adjusted income, and spouses of these shall join in the application and shall execute the loan note.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 506*

## 4900.0594 PREFERENCE FOR PERSONS AND FAMILIES OF LOW AND MODERATE INCOME.

The agency may, in its sole discretion, give preference to persons and families of low and moderate income by:

A. providing home energy loans to these persons and families at lower rates of interest;

B. providing allocations of funds specifically for use by these persons and families; and

C. other methods as the agency deems appropriate.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 506*

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## ENERGY IMPROVEMENT LOAN INSURANCE PROGRAM

### 4900.0601 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 4900.0601 to 4900.0605, the following terms have the meanings given them.

Subp. 2. **Agency.** "Agency" means the Minnesota Housing Finance Agency.

Subp. 3. **Borrower.** "Borrower" means one or more persons or legal entities.

Subp. 4. **Energy improvement loan insurance program.** "Energy improvement loan insurance program" means a program established by Minnesota Statutes, section 462A.05, subdivision 23 to insure loans that are made by lenders to eligible borrowers to pay the costs of eligible improvements made to eligible structures.

Subp. 5. **Insure.** "Insure" means that the agency will pay to the lender a portion of defaulted loans that are insured by the energy improvement loan insurance program, up to a maximum total amount for each lender.

Subp. 6. **Lender.** "Lender" means a banking institution, savings and loan association, or other lender approved by the agency, organized under the laws of this or any other state or of the United States having an office in Minnesota.

Subp. 7. **Rental dwelling unit.** "Rental dwelling unit" means a housing unit containing cooking, sleeping, and bathroom facilities that is occupied by a household other than the owner of the dwelling for which rent is received either in cash or in kind.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 694*

### 4900.0602 ELIGIBLE LOAN.

For a loan to be insured under the energy improvement loan insurance program, the loan must comply with parts 4900.0603 to 4900.0605.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 694*

### 4900.0603 ELIGIBLE BORROWERS.

Subpart 1. **Interest in property.** An eligible borrower shall, individually or in the aggregate, possess at least a one-third interest in either a fee title, a contract for deed, or a life estate in the property and the structure located thereon.

Subp. 2. **Credit review.** An eligible borrower shall be a reasonable credit risk, and shall be able to pay the loan obligation, as determined by the lender that originates a loan to be insured under the energy improvement loan insurance program and as determined by the agency.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 694*

### 4900.0604 ELIGIBLE STRUCTURES.

An eligible structure must contain one or more rental dwelling units and must not be in compliance with applicable energy efficiency standards.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 694*

**4900.0605 ELIGIBLE IMPROVEMENTS.**

Eligible improvements are any improvements that are primarily designed to reduce energy consumption, and any structural or other directly related repairs that are essential to accomplish the eligible improvement.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 694*

**HOME IMPROVEMENT GRANTS AND REHABILITATIVE LOANS****4900.0610 SCOPE.**

Rules in parts 4900.0610 to 4900.0700 govern the home improvement grant program authorized by Minnesota Statutes, section 462A.05, subdivision 15 and the rehabilitation loan program authorized by Minnesota Statutes, section 462A.05, subdivision 14a. The agency is authorized to make rehabilitation loans with or without interest or periodic payments. In parts 4900.0610 to 4900.0700 loans made with interest and periodic payments shall be referred to as "flexible loans" and loans made without interest or periodic payments shall be referred to as "deferred loans."

In addition to the requirements of parts 4900.0610 to 4900.0700, a flexible loan must meet the requirements of parts 4900.0510 and 4900.0520, except that the applicant for a flexible loan need not be a reasonable credit risk as required in part 4900.0510, subpart 3, and the structure to be improved need not be at least 15 years old as required by part 4900.0510, subpart 4.

**Statutory Authority:** *MS s 462A.05 subds 14a,15,16; 462A.21 subd 4a*

**4900.0620 RESERVATION OF FUNDS.**

Subpart 1. **Request.** For a period of at least 30 days after the agency gives notice that the funds for making rehabilitation grants or loans are available, the agency shall receive requests for reservation of funds from prospective administering entities. Requests for reservation of funds for rehabilitation grants or loans may be made by prospective administering entities to the agency, and shall contain:

A. a plan setting forth the proposed method of delivery of the rehabilitation grants or loans;

B. evidence satisfactory to the agency that the administering entity has the capacity effectively and efficiently to carry out the plan;

C. evidence satisfactory to the agency of the approval of the plan by the governing body of the political subdivision within which the plan is to be administered;

D. the specific funding amount requested for a period of not more than 24 months and the administrative allowance, if any, required by the administering entity to defray the expenses of administering the program;

E. other funding sources available to the administering entity for administration and home improvement; and

F. a description of the targeting plan, if any, whereby the administering entity will establish priorities for awarding grant and loan funds based on an assessment of need within its jurisdiction, in the event that the number of applications exceeds the number of grants and loans which can be awarded. The targeting plan, if any, shall be subject to approval by the agency and may not have the effect of excluding any otherwise eligible applicant from making an application and being considered eligible for a grant or loan.

Subp. 2. **Allocation of the funds.** The agency shall allocate the funds available at any time among the several regions, based upon data assembled by the agency and accurately reflecting housing needs and related factors. The agency shall submit its proposed allocation of funds to the applicable regional development commission, including the Metropolitan Council, and shall consider

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the comments and recommendations of the commissions with respect to the extent to which the proposed allocation assists in satisfying the housing needs for the region.

**Statutory Authority:** *MS s 462A.05 subds 14a,15,16; 462A.21 subd 4a*

### **4900.0630 ELIGIBLE RECIPIENTS OF REHABILITATION GRANTS AND LOANS.**

**Subpart 1. Requirement on the application.** In addition to all conditions imposed by the act, an application for a rehabilitation grant or loan shall satisfy the following requirements.

**Subp. 2. Principal place of residence.** The recipient(s) must occupy the structure to be improved as the recipient's(s') principal place of residence and individually or in the aggregate have at least a life estate or a one-third interest in the fee title or in the contract for deed with respect to such structure. The agency may waive or modify the ownership and security requirement when necessary to permit rehabilitation grants for structures located on Indian reservations. For mobile homes taxed as personal property or not permanently affixed to real property, recipient(s) must be current in any loan payments on the structure, and individually or in the aggregate have a 100 percent interest in the title to the mobile home.

For the purpose of complying with the ownership requirements, the recipient may aggregate his interest in such property with the ownership interests of other individuals also occupying the structure to be improved as their principal place of residence. All individuals occupying the structure to be improved as their principal place of residence and having an ownership interest in such structure must join in the application.

**Subp. 3. Person of low and moderate income.** Each recipient must be a person or family of low and moderate income as defined in part 4900.0010, subpart 23, item C.

**Subp. 4. Assets.** "Assets" for purposes of parts 4900.0610 to 4900.0700 shall be the sum of the following, after deducting any outstanding indebtedness:

- A. cash on hand or in checking or savings accounts;
- B. securities or United States Savings Bonds;
- C. market value of all interests in real estate, exclusive of the structure to be improved and a parcel of real property of not more than two acres on which such structure is located;
- D. cash value of life insurance policies; and
- E. all other property, exclusive of household furnishings, clothing, and one automobile.

**Statutory Authority:** *MS s 462A.05 subds 14a,15,16; 462A.21 subd 4a*

### **4900.0640 AMOUNT OF GRANT OR LOAN.**

**Subpart 1. Amount of grant.** The amount of the rehabilitation grant shall not exceed the lesser of \$6,000, the actual cost of the work performed, or that portion of the cost of rehabilitation which the agency determines cannot otherwise be paid by the person or family without spending an unreasonable portion of the income of the person or family thereon.

**Subp. 2. Amount of loan.** The amount of the rehabilitation loan shall not exceed the lesser of \$7,500, the actual cost of the work performed, or that portion of the cost of rehabilitation that the agency determines cannot otherwise be paid by the person or family without spending an unreasonable portion of the income of the person or family thereon.

**Subp. 3. Type of loan.** The agency shall review the credit worthiness of each recipient of a rehabilitation loan pursuant to part 4900.0080. If the recipient has an adjusted income of \$6,000 or less, or if the recipient is not financially capable of making a monthly loan payment of at least \$10, the

recipient shall be eligible for a deferred loan. A recipient whose adjusted income exceeds \$6,000 and who is financially capable of making a monthly loan payment of \$10 or more shall be eligible for a flexible or deferred loan, or a combination of such loans, as determined by the agency.

**Statutory Authority:** *MS s 462A.06 subds 4,11.*

**History:** *9 SR 2174*

**4900.0650 RESPONSIBILITIES OF ADMINISTERING ENTITY.**

The administering entity shall have the following responsibilities.

The administering entity shall have full responsibility for program implementation including public information, reviewing and screening applicants, choosing recipients, and certifying that the rehabilitation work is satisfactorily completed.

The administering entity shall make on-site inspections of the properties to be improved before such application is approved and after work has been completed.

The administering entity shall not charge an applicant or recipient any application, processing, or other fee.

The administering entity may, with the prior written consent of the agency, allocate part of its total funding, to defray a portion of the administrative costs of the program, to the extent that other sources are not available. It shall be the responsibility of the administering entity to bear all administrative costs, including salaries and office rental, automobile and telephone expenses, and costs of counseling or technical assistance. The administrative allowance, if any, shall be distributed by the agency according to a budget submitted by the administering entity and approved by the agency. Disbursements of the administrative allowance shall be contingent upon the agency's review and approval of the satisfactory progress of the program.

**Statutory Authority:** *MS s 462A.05 subds 14a,15*

**4900.0660 ELIGIBLE PROPERTIES.**

Grant and loan funds shall be used only to improve properties which meet the following criteria:

A. The property shall be located within the state of Minnesota, be used primarily for residential purposes, and contain no more than two dwelling units, one of them owner-occupied.

B. The property to be improved shall conform to applicable zoning ordinances and possess all appropriate use permits.

C. The improvements shall be made upon or in connection with existing structures, including mobile homes. Trailers shall not be eligible.

D. No property shall be eligible for a home improvement grant or loan if it has been improved by such a grant or loan within the five-year period immediately preceding the date on which application for such grant or loan is made, except in extraordinary circumstances relating to damage to the property as a result of events beyond the control of the applicant or to failure of plumbing, heating, or electrical systems, or defects in the roof or foundation systems, as determined by the agency in its sole discretion.

E. The property to be improved with grant or loan funds shall be reasonably efficient with respect to energy consumption. Where the property is not reasonably efficient with respect to energy consumption, rehabilitation funds shall be used to the extent necessary to increase such efficiency. Energy-saving features shall include, but not be limited to, installation or upgrading of ceiling, wall, floor, and duct insulation, storm windows and doors, and caulking and weather stripping. Energy-saving features shall be consistent with the energy standards promulgated as part of the state building code but such improvements

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need not bring the housing into full compliance with such energy standards.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

### **4900.0670 ELIGIBLE IMPROVEMENTS.**

Subpart 1. **Requirements.** Improvements made with home improvement grant or loan funds shall satisfy the following requirements.

Subp. 2. **Permanent general improvement.** Each improvement shall be a permanent general improvement. Permanent general improvements shall include additions, alterations, renovations, or repairs upon or in connection with existing structures, which correct defects or deficiencies in the property affecting directly the safety, habitability, or energy usage of the property. Permanent general improvements shall be economically viable in terms of a determination that the structure will have a reasonable life expectancy after the improvement is made, and the structure will be reasonably livable, safe, and habitable after the improvement is made.

Permanent general improvements shall not include materials, fixtures, or landscaping of a type or quality exceeding that customarily used in the locality for decent, safe, and sanitary properties of the same general type as the property to be improved.

Subp. 3. **Compliance with housing codes and standards.** Each improvement shall be made in compliance with all applicable health, fire prevention, building, and housing codes and standards; provided, however, that no application for a home improvement grant or loan shall be denied solely because the improvements will not bring such property into full compliance with all such codes and standards.

Subp. 4. **Funds not to be used to pay assessments.** Funds provided under parts 4900.0610 to 4900.0700 shall not be used for the payment, wholly or in part, of assessments for public improvements; provided, however, that such funds may be used for that portion of improvements located on the property which will bring an individual water supply system or a sewage disposal system (including septic systems) into compliance with local, state, or federal environmental and sanitary standards.

Subp. 5. **Warranty of workmanship and materials.** All contracts covering all or any portion of an improvement shall contain an agency-approved warranty of workmanship and materials.

Subp. 6. **Funds not to be used to refinance or pay off existing indebtedness.** No grant or loan funds shall be used for the purpose of refinancing or paying off existing indebtedness. All such funds shall be used to finance improvements begun after application for such funds has been approved.

Subp. 7. **Mobile homes.** For mobile homes taxed as personal property or not permanently affixed to real property eligible improvements shall be limited to the following:

A. improvements which bring the property into compliance with current standards for energy efficiency, fire safety, and anchoring systems;

B. improvements to remedy imminent safety hazards, or accessibility modifications; and

C. other permanent general improvements, if after completion of all improvements the mobile home will comply with the standards referred to in item A.

Subp. 8. **Improvements for accessibility to a dwelling for handicapped persons.** Improvements which affect the accessibility of a dwelling for a handicapped person are eligible improvements provided that they are performed in compliance with the following conditions:

A. the improvement must be an accessibility improvement as defined in part 4900.0710, subpart 1;

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B. the beneficiary of the improvements must occupy or intend to occupy the dwelling unit to be improved as his or her principal residence; and

C. architectural or engineering costs incurred in the design of accessibility improvements may be funded as eligible improvements.

**Statutory Authority:** *MS s 462A.05 subds 14a,15*

### 4900.0680 REPAYMENT.

Subpart 1. **Grant.** The recipient of a grant and all individuals who signed the application for such grant shall enter into an agreement with the agency for repayment, which shall provide that in the event the property upon which the improvement is located is sold, transferred, or otherwise conveyed, or ceases to be the recipient's principal place of residence within six years from the date upon which the grant application was approved, then the recipient shall repay, and the agency shall have a lien as security for repayment of, all or a portion of such grant funds in accordance with the following schedule:

Period of Time Within Which Sale, Transfer, Conveyance, or Cessation of Residency Occurs	Percent Repayment
Prior to end of 36th full month	100%
After end of 36th full month until end of 48th full month	75%
After end of 48th full month until end of 60th full month	50%
After end of 60th full month until end of 72nd full month	25%
After end of 72nd full month	No Repayment

If any grant funds are used for purposes other than an eligible improvement upon eligible property or if the recipient's application is found to contain a material misstatement of fact the recipient shall be liable for repayment of the grant.

Subp. 2. **Deferred payment loan.** The recipient of a deferred payment loan and all individuals who signed the application for such loan shall enter into an agreement with the agency for repayment, which shall provide that in the event the property upon which the improvement is located is sold, transferred, or otherwise conveyed, or ceases to be the recipient's principal place of residence within ten years from the date upon which the grant application was approved, then the recipient shall repay and the agency shall have a lien as security for repayment of all of such loan. If any loan funds are used for purposes other than an eligible improvement upon eligible property or if the recipient's application is found to contain a material misstatement of fact the recipient shall be liable for repayment of the loan.

**Statutory Authority:** *MS s 462A.05 subd 15*

### 4900.0690 HOME OWNER LABOR AGREEMENT.

An eligible recipient may agree with an administering entity to do some or all of the improvement work without compensation from the proceeds of the grant or loan, if the administering entity is satisfied as to the recipient's skill and ability to perform the work by the scheduled completion date(s). In such circumstances sufficient grant or loan funds to cover the costs of the labor, in the event that paid contractors must be used to complete such improvements, may be withheld. Upon successful completion of the improvement work so funded,

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the administering entity may make available to the recipient all or part of the withheld funds for further eligible improvements if it is satisfied on the basis of its prior experience with the recipient that there is no need to withhold funds to ensure completion of the new improvement work.

**Statutory Authority:** *MS s 462A.05 subds 14a,15*

### 4900.0700 EMERGENCY HOME IMPROVEMENT FUND.

The agency may establish a separate fund known as the emergency home improvement fund. The agency may make emergency home improvement grants and loans in extraordinary circumstances relating to damage to the property as a result of events beyond the control of the applicant, failure of plumbing, heating, or electrical systems, or defects in the roof or foundation systems.

Before an application to the emergency home improvement fund is accepted, the administering entity in the region in which the dwelling is located must establish that it has no funds available from its regular grant and loan funds to cover the cost of repairs. Grants and loans from the emergency home improvement fund shall be made to eligible applicants pursuant to the procedures set forth in parts 4900.0610 to 4900.0700, provided, however, that the emergency home improvement fund shall not be subject to the allocation requirements of part 4900.0620, subpart 2.

**Statutory Authority:** *MS s 462A.05 subds 14a,15*

## ACCESSIBILITY IMPROVEMENT ASSISTANCE

### 4900.0710 DEFINITIONS.

Subpart 1. **Accessibility improvement.** "Accessibility improvement" means an interior or exterior improvement or modification to a residential dwelling in Minnesota which is necessary to enable a handicapped person to function in a residential setting.

Subp. 2. **Handicapped person.** With respect to rehabilitation grants and loans pursuant to parts 4900.0610 to 4900.0700 and accessibility improvement assistance pursuant to parts 4900.0710 to 4900.0740, "handicapped person" means a person who has a permanent physical condition which is not correctable and which substantially reduces such person's ability to function in a residential setting. A person with a physical condition which does not require the use of a device to increase mobility shall be deemed a handicapped person upon the written certification of a licensed physician that the physical condition substantially limits such person's ability to function in a residential setting.

Subp. 3. **Percent indebted.** As used in parts 4900.0710 to 4900.0740 "percent indebted" means the percent of monthly gross income that a person or family is obliged to pay each month towards all fixed nonbusiness debt which the recipient in good faith has incurred the obligation to pay over a period of more than three months for goods and/or services already provided. Personal debt includes mortgage or contract for deed payments related to the purchase of residential property, but does not include debts incurred solely for the recipient's business or farm operations. The agency shall not include in the calculation of percent indebtedness any debt which the recipient cannot demonstrate has been incurred in good faith. The recipient shall have the burden of demonstrating that any debt incurred within six months of the date of application for accessibility improvement assistance has been incurred in good faith. A finding that a recipient has incurred a debt in order to defraud the agency will be grounds for exclusion from all agency-financed assistance.

**Statutory Authority:** *MS s 462A.05 subd 15a*



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### 4900.0720 ELIGIBILITY.

The agency may make funds available for the purpose of making accessibility improvements and for technical assistance in the design and construction of such accessibility improvements under the following conditions:

A. To be eligible the recipient of accessibility improvement assistance shall be a person or family of low or moderate income as defined in part 4900.0010, subpart 23, item D and shall comply with the ownership and occupancy requirements of part 4900.0620.

B. The structure to be improved shall be an existing dwelling located within the state of Minnesota, shall be used primarily for residential purposes, and shall contain no more than two dwelling units, one of them occupied by the recipient.

C. The beneficiary of accessibility improvement assistance shall be a handicapped person of low or moderate income, as defined in part 4900.0010, subpart 23, item D, who shall occupy or intend to occupy the dwelling unit to be improved as his or her primary residence.

**Statutory Authority:** *MS s 462A.05 subd 15a*

### 4900.0730 DISTRIBUTION OF ACCESSIBILITY IMPROVEMENT ASSISTANCE.

Subpart 1. **Availability.** Accessibility improvement assistance shall be made available in the following manner.

Subp. 2. **Form of assistance.** Accessibility improvement assistance shall be in the form of a grant, a home improvement loan pursuant to parts 4900.0510 and 4900.0520, or a combination of such grant and loan, depending upon the adjusted income and proportion of existing indebtedness of the recipient. The proportion of assistance to be given in grants shall be determined according to the following table:

Income (Income stated in thousands of dollars)	Percentage Available Accessibility Grant Assistance							
	Percent Indebted							
	0	5	10	15	20	25	30	35
\$0-5	100% GRANT							
5-6	20%	40%	60%	80%				
6-7			4%	28%	52%	76%		
7-8					22%	48%	74%	
8-9					10%	40%	70%	
9-10						5%	37%	69%
10-11							30%	65%
11-12							28%	64%
12-13	NO GRANT						22%	61%
13-14							20%	60%
14-15							14%	57%
15-16							13%	57%

Subp. 3. **Combined with other aid.** When an accessibility improvement assistance grant is combined with assistance from other agency loan or grant programs, the requirements of those programs shall be met, provided however that the structure to be improved need not meet the requirements of part 4900.0510, subpart 4.

Subp. 4. **Limit on aid.** In no case shall the grant for accessibility improvements and technical assistance inclusively exceed \$10,000 for a single structure nor shall the total assistance for a single structure, including loans and grants from other agency programs, exceed a total of \$15,000.

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Subp. 5. **Five-year limitation.** No property shall be eligible for accessibility improvement assistance if it has been improved through such assistance within the five-year period next preceding the date on which the application for such assistance is made, except in extraordinary circumstances relating to damage to the property as a result of events beyond the control of the recipient.

**Statutory Authority:** *MS s 462A.05 subd 15a*

### **4900.0740 DATA ON ACCESSIBLE HOUSING.**

The agency shall maintain a public list of dwellings improved under the accessibility improvement assistance program in order to improve the marketability of such accessible dwellings and assist handicapped persons to find housing containing accessibility improvements. Recipients of accessibility improvement assistance shall inform the agency as soon as practical of any intent to sell the improved dwelling so that the agency may make such information available to interested handicapped persons.

**Statutory Authority:** *MS s 462A.05 subd 15a*

## **AMERICAN INDIAN HOUSING**

### **4900.0900 SCOPE.**

Parts 4900.0900 to 4900.1080, together with the loan agreement, hereinafter the "agreement," govern the housing programs for American Indians of low and moderate income as authorized by Laws of Minnesota 1976, chapter 254, hereinafter the "act," and the disposition of the appropriation made pursuant to section 16 of said act, which housing programs are to be developed and administered separately or in combination by the Minnesota Chippewa Tribe, which for purposes of parts 4900.0900 to 4900.1080 shall include any corporation established by the Minnesota Chippewa Tribe to carry out the housing program provided for herein and by the act, hereinafter collectively the "tribe," the Red Lake Band of Chippewa Indians, which for purposes of parts 4900.0900 to 4900.1080 shall include any corporation established by the Red Lake Band of Chippewa Indians to carry out the housing program provided for herein and by the act, hereinafter collectively the "band," and the Sioux Communities, which for purposes of parts 4900.0900 to 4900.1080 shall include any corporation established by the Sioux communities to carry out the housing program provided for herein and by the act, hereinafter collectively the "communities."

**Statutory Authority:** *MS s 462A.07 subd 14*

### **4900.0910 DEVELOPMENT OF PLAN.**

In developing each such housing program, the tribe, band, and communities shall take into account the housing needs of all American Indians residing both on and off reservations within the state. A plan, hereinafter the "plan," for each such program, which is in accordance with parts 4900.0900 to 4900.1080 and which specifically describes the program content, utilization of funds, administration, and operation and implementation, shall be submitted to the Minnesota Housing Finance Agency, hereinafter "MHFA," for its review and approval prior to the making of eligible loans.

**Statutory Authority:** *MS s 462A.07 subd 14*

### **4900.0920 QUALIFICATIONS FOR HOUSING.**

Except as otherwise provided herein and by part 4900.0340, each recipient of a loan pursuant to the act, plan, and parts 4900.0900 to 4900.1080 and each person or family initially occupying a dwelling unit financed pursuant thereto shall be an American Indian as defined by Minnesota Statutes, section 254A.02, subdivision 11, or an American Indian family as hereinafter defined, and of low and moderate income as defined by part 4900.0010, subpart 23, provided that developers of multi-family housing developments need not be American Indians

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or of low and moderate income, and further provided that the tribe, band, and communities may qualify as eligible borrowers, if the funds advanced are used to construct eligible housing for resale or rental to eligible recipients and the funds advanced are returned to the revolving loan fund under the jurisdiction of the tribe, band, or communities when permanent financing is obtained. An American Indian family for purposes of parts 4900.0900 to 4900.1080 is a family which at the time the loan is granted has at least one resident mortgager who is an American Indian as defined by Minnesota Statutes, section 254A.02, subdivision 11.

**Statutory Authority:** *MS s 462A.07 subd 14*

## 4900.0930 ADJUSTED INCOME.

Adjusted income shall be computed in accordance with part 4900.0010, subparts 3 and 12. To calculate adjusted income for purposes of parts 4900.0900 to 4900.1080, the applicant's gross annual income for the two years immediately prior to the date of application for the loan, adjusted in accordance with part 4900.0010, subparts 3 and 12, shall be added to the applicant's projected gross annual income for the year next following the date of application, also adjusted in accordance with part 4900.0010, subparts 3 and 12, and the total thus obtained shall be divided by three.

**Statutory Authority:** *MS s 462A.07 subd 14*

## 4900.0940 REFINANCING EXISTING LOANS.

No loan shall be approved or disbursed for the purpose of refinancing an existing loan. The plan may set funding priorities for the types of housing loans to be made based upon housing need considerations.

**Statutory Authority:** *MS s 462A.07 subd 14*

## 4900.0950 LIMIT ON SALE PRICE OR APPRAISAL VALUE.

Each plan submitted to MHFA for approval shall provide for a maximum limitation on the sale price or appraised value, whichever is greater, of a structure or structures designed primarily for residential use by not more than four families, or a dwelling in a planned unit development or a condominium. No loan for rehabilitation of any property shall be made in an amount which, when added to all other existing indebtedness secured by the property, would exceed its market value as determined by a qualified appraiser.

**Statutory Authority:** *MS s 462A.07 subd 14*

## 4900.0960 DURATION OF LOAN.

No loan shall be made for a term in excess of 30 years on a structure or structures designed for occupancy by not more than four families, or a dwelling unit in a planned unit development or a condominium. The maximum term of a rehabilitation loan for an existing structure or structures designed for occupancy by not more than four families or a dwelling unit in a planned unit development or a condominium shall not exceed 15 years. For all other residential structures, the maximum term of any loan including a rehabilitation loan, granted pursuant to the act, plan, and this chapter shall not exceed 40 years.

**Statutory Authority:** *MS s 462A.07 subd 14*

## 4900.0970 SECURITY FOR LOANS.

Each plan submitted to MHFA for approval shall specify the means by which loans made pursuant to the plan and parts 4900.0900 to 4900.1080 are to be secured.

**Statutory Authority:** *MS s 462A.07 subd 14*

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## **4900.0980 RATE OF INTEREST.**

The rate of interest charged by the tribe, band, or communities on housing loans made pursuant to the act, the plan, and parts 4900.0900 to 4900.1080, shall be not less than two percent and not more than the highest rate of interest authorized by applicable usury and lending laws. The prime consideration in establishing rates of interest for eligible loans shall be to make the plan self-supporting by generating sufficient interest income to offset the expenses incurred in the development and operation of the plan, with the exception of the first year's expenses which shall be funded from the appropriation provided in the act upon MHFA's approval of a detailed budget for that first year.

*Statutory Authority: MS s 462A.07 subd 14*

## **4900.0990 REMUNERATING MHFA.**

The agreement shall provide the circumstances under which MHFA shall provide assistance to the tribe, band, or communities and the amount of remuneration to be received by MHFA from the tribe, band, and communities for its assistance and monitoring.

*Statutory Authority: MS s 462A.07 subd 14*

## **4900.1000 REVOLVING HOUSING FUND.**

The tribe, band, and communities shall repay to MHFA, without interest, all funds advanced to it pursuant to the agreement to the extent and in the manner provided in the agreement.

*Statutory Authority: MS s 462A.07 subd 14*

## **4900.1010 CREDIT RATING.**

Each plan submitted to MHFA for approval shall contain adequate means for determining that the eligible borrower is an acceptable credit risk.

*Statutory Authority: MS s 462A.07 subd 14*

## **4900.1020 AUDIT BY LEGISLATIVE AUDITOR.**

All of the official books and records of the tribe, band, and communities relating to the housing program shall be subject to audit by the legislative auditor in the manner prescribed for agencies of state government as required by the act.

*Statutory Authority: MS s 462A.07 subd 14*

## **4900.1030 FINAL DECISION ON LOANS.**

Each final decision on applications for loans to eligible borrowers made by the tribe, band, or communities from the moneys appropriated by section 16 of the act, or from the revolving loan fund under the jurisdiction of the tribe, band, or communities, shall be made by a representative body of the tribe, band, or communities.

*Statutory Authority: MS s 462A.07 subd 14*

## **4900.1040 DUTIES OF ORIGINATOR.**

The tribe, band, and communities shall each provide information on their respective plans to eligible borrowers, receive and process loan applications, provide MHFA with a summary of the applications to be funded on a form provided by MHFA, and establish lending procedures which comply, to the extent applicable, to the Real Estate Settlement Procedures Act, truth-in-lending legislation, and applicable usury and other lending laws. The tribe, band, and communities shall service or cause to be serviced all loans made to them to eligible borrowers. The provisions regarding servicing shall be detailed in the respective plans and shall outline all servicing responsibilities including, but not limited to, composition and retention of loan files, escrow accounts, reporting

systems, handling of delinquencies, and default and foreclosure policies and procedures. To the extent that the tribe, band, or communities enter into housing programs with the Department of Housing and Urban Development, hereinafter "HUD," the tribe, band, or communities shall be relieved of the applicable obligations imposed by this part if such obligations are assumed by HUD or otherwise discharged in a manner acceptable to MHFA.

**Statutory Authority:** *MS s 462A.07 subd 14*

**4900.1050 BUILDING CODE.**

All authorized construction funded by an eligible loan and accomplished pursuant to an approved plan shall conform to the uniform building code of the state of Minnesota and all applicable federal regulations, rules, or codes. Each plan submitted to MHFA for approval shall contain a means of inspection to insure that any such authorized construction conforms to the applicable building code.

**Statutory Authority:** *MS s 462A.07 subd 14*

**4900.1060 ON AND OFF RESERVATION.**

Each plan shall provide for a reasonable balance in the distribution of funds between American Indians residing on and off reservations within the state, as shown by evidence contained in the plan concerning on- and off-reservation population, percentage of low and moderate income American Indians, delivery capabilities, and similar circumstances. The plan may provide that at the option of the tribe, band, or communities, the origination and servicing of loans to eligible recipients residing off the reservation may, by separate agreement, be performed by a party or parties selected by the tribe, band, or communities.

**Statutory Authority:** *MS s 462A.07 subd 14*

**4900.1070 FEES AND CHARGES.**

The fees and charges to be paid by an eligible borrower in connection with the making of an eligible loan shall be determined by the tribe, band, or communities and specified in the plan; provided, that if MHFA or its agent originate and service or cause to be serviced eligible loans for qualified borrowers residing off reservations pursuant to part 4900.1060, MHFA shall determine as to those loans, the reasonable fees and charges to be paid to MHFA and/or its agent, in an amount not to exceed the amount authorized by law.

**Statutory Authority:** *MS s 462A.07 subd 14*

**4900.1080 RIGHTS OF MHFA.**

MHFA shall have the right to inspect, copy, or abstract, at reasonable times and upon ten days notice, all books, records, papers, or any other documents relating to the plan, or loans made pursuant thereto, or any funds held in a revolving loan fund under the jurisdiction of the tribe, band, or communities for the purpose of making eligible loans.

**Statutory Authority:** *MS s 462A.07 subd 14*

**AFFORDABLE HOME MORTGAGES****4900.1110 APPLICATION FOR AFFORDABLE HOME MORTGAGES.**

Affordable home mortgages made from the revolving loan fund established pursuant to Laws of Minnesota 1976, chapter 254, section 16, clause (c), shall meet the following requirements.

The proceeds of the affordable home mortgage must be used to construct in Minnesota a new, single-family, owner-occupied home of one, two, or three bedrooms. The affordable home mortgage must be used only to finance construction of homes built in conformance with Federal Housing Administration minimum property standards and with design standards approved

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by the agency. The affordable home mortgage must create a valid first lien on the real property on which the eligible home is constructed.

**Statutory Authority:** *MS 1976 s 462A.26; MS 1982 s 462A.21 subd 10*

## 4900.1120 TERMS OF AFFORDABLE HOME MORTGAGE LOANS.

Subpart 1. **Terms and limitations.** Each affordable home loan and mortgage shall contain the following terms and limitations.

Subp. 2. **Amount.** The maximum amount of each affordable home mortgage loan shall be the sum of the actual construction costs plus the development costs. Actual construction costs, which shall be subject to review and approval by the agency, shall not exceed \$26,500 for a three-bedroom unit; \$24,000 for a two-bedroom unit, and \$21,000 for a one-bedroom unit. Development costs shall not exceed \$7,500 and shall consist only of the actual costs of land, water and sewer, sewer accessibility charges, and such similar costs of improving the property for occupancy as are approved by the agency.

Subp. 3. **Mortgage.** The mortgage shall be for 30 years from the date of initial mortgage closing and shall be without interest until the first day of the fifth month following initial closing or until final closing, whichever first occurs.

Subp. 4. **Down payment.** A minimum down payment of three percent of the first \$25,000 and ten percent of the remainder of the development and construction costs shall be required. No down payment shall be required, however, on Veterans Administration mortgages where the mortgagor has not previously used any portion of his guarantee.

Subp. 5. **Closing costs.** Closing costs shall be paid by the mortgagor.

Subp. 6. **Title insurance.** Each mortgage shall be covered by a title insurance policy approved by the agency or, with the prior written consent of the agency, by an attorney's opinion if title insurance is unavailable.

Subp. 7. **Plat drawing supplied.** A plat drawing shall be supplied by the mortgagor unless the agency determines that a plat of survey certified by a licensed surveyor or engineer is necessary. The legal description of the property to be mortgaged shall be by metes and bounds, or lots and blocks on a recorded map or plat, or in such other form as is acceptable to the agency.

Subp. 8. **Hazard insurance policy.** A hazard insurance policy acceptable to the agency shall cover the mortgaged property and contain a standard mortgagee clause naming the agency as first mortgagee. Such policy shall be issued by a company authorized to do business in Minnesota and which has a financial rating in Best's Insurance Reports of BBB+ or better.

**Statutory Authority:** *MS 1976 s 462A.26; MS 1982 s 462A.21 subd 10*

## 4900.1130 COMPUTING INTEREST.

The interest rate on the affordable home mortgage shall be calculated as follows.

The mortgage note shall bear interest at eight percent reduced by an interest credit to reflect family income.

To determine the initial interest, the agency shall determine a maximum monthly housing expense for the mortgagor based upon 35 percent of his adjusted income, converted to a monthly average amount for that period. There shall be deducted from the maximum monthly housing expense the average amount, as determined by the agency, for expenses in maintaining the premises to be mortgaged, including real estate taxes, mortgage insurance, hazard insurance, heat, utilities, and maintenance, but excluding principal and interest payments on the mortgage. The balance remaining shall constitute the sum available for the monthly payment of principal and interest for the initial period, based upon the following 29 year, eight-month amortization schedule:

A. one percent interest rate = \$3.25 per month per thousand dollars of mortgage amount;

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B. two percent interest rate = \$3.73 per month per thousand dollars of mortgage amount;

C. three percent interest rate = \$4.25 per month per thousand dollars of mortgage amount;

D. four percent interest rate = \$4.81 per month per thousand dollars of mortgage amount;

E. five percent interest rate = \$5.40 per month per thousand dollars of mortgage amount;

F. six percent interest rate = \$6.02 per month per thousand dollars of mortgage amount;

G. seven percent interest rate = \$6.68 per month per thousand dollars of mortgage amount;

H. eight percent interest rate = \$7.37 per month per thousand dollars of mortgage amount.

In calculating the initial interest rate for the mortgage, the highest rate is to be utilized which will cause the balance of the maximum monthly housing expense over the projected monthly expenses in maintaining the premises, as defined above, to equal or exceed the monthly payment of principal and interest. Applicants whose adjusted income will not support a monthly debt service of at least one percent, determined in accordance with the above, shall not be eligible for an affordable home loan.

**Statutory Authority:** *MS 1976 s 462A.26; MS 1982 s 462A.21 subd 10*

### 4900.1140 EXAMPLE OF ELIGIBLE MORTGAGE.

Mortgage Amount	Constant Monthly Housing Costs
\$21,000 Construction Cost	\$35.00 Utilities
2,650 Land and Development Cost	23.30 Property Taxes
<hr/>	
\$23,650 Total Cost	8.17 Hazard Insurance
710 Down Payment	14.00 Maintenance
<hr/>	
\$22,940 Mortgage Amount	<hr/> \$80.47 Total

Mortgagor's Annual Adjusted Income = \$6,000

Mortgagor's Monthly Adjusted Income = \$500 (\$6,000 ÷ 12 months)

35% of Mortgagor's Monthly Adjusted Income = \$175 (35% of \$500)

Calculation for Monthly Mortgage Payment of Principal and Interest

\$175.00 35% of Mortgagor's Monthly Adjusted Income  
80.47 Constant Monthly Housing Expenses

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\$ 94.53 Mortgagor's amount available for principal and interest

Calculation of interest rate

Amount available for principal and interest ÷ mortgage amount in thousands = monthly amortization factor:

\$94.53 ÷ \$22.94 = \$4.12 per month per thousand dollars of mortgage amount

The above amortization schedule shows that \$4.12 falls between \$3.73 (which is two percent) and \$4.25 (which is three percent); rounding down gives a two percent interest rate for this example.

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Amortization factor of \$3.73 (two percent) times mortgage. \$22,940. gives principal and interest payment of \$85.57.

**Statutory Authority:** *MS 1976 s 462A.26; MS 1982 s 462A.21 subd 10*

### **4900.1150 INTEREST RATE AND RECERTIFICATION OF INTEREST CREDIT ELIGIBILITY.**

For those notes having an initial rate of less than eight percent, the interest rate, and the monthly payment of principal and interest based thereon, shall be increased over the rate for the initial period by one-half of one percent unless the mortgagor shall submit to the agency, on or before that March 15 which is not less than 12 months nor more than 24 months after final mortgage closing a recertification of interest credit eligibility, which establishes to the agency's satisfaction that the mortgagor's current adjusted income and maximum monthly housing expense will not support an increase in debt service payments. On June 1 of each succeeding year, the interest rate, and payments of principal and interest based thereon, will be increased an additional one-half of one percent, up to a maximum rate of eight percent per annum, unless, on March 15 of each succeeding year, the mortgagor submits a recertification of interest credit eligibility establishing that an increase in interest rate cannot be supported by the mortgagor's current adjusted income.

**Statutory Authority:** *MS 1976 s 462A.26; MS 1982 s 462A.21 subd 10*

### **4900.1160 ASSUMPTION OF AN AFFORDABLE HOME MORTGAGE.**

The affordable home mortgage may be assumed with permission of the agency at eight percent, or at a lower rate if the new mortgagor is eligible for the interest credit.

**Statutory Authority:** *MS 1976 s 462A.26; MS 1982 s 462A.21 subd 10*

### **4900.1170 ELIGIBLE MORTGAGORS.**

To be eligible for an affordable home mortgage, a mortgagor must be a low-income purchaser, have an adjusted income sufficient to support a monthly debt service as determined in parts 4900.1130 to 4900.1160 of at least one percent, and intend to occupy the mortgaged premises as his principal residence.

**Statutory Authority:** *MS 1976 s 462A.26; MS 1982 s 462A.21 subd 10*

### **4900.1180 CONSTRUCTION LOANS.**

Subpart 1. **Terms of loans.** The agency may make loans for the construction of affordable homes subject to the following terms.

Subp. 2. **Eligible applicants.** A loan may be made to a builder or a nonprofit entity upon a determination that such loan is necessary in order to encourage an adequate supply of affordable homes or to demonstrate the feasibility of affordable homes in a particular area.

The construction loan borrower need not be a person or family of low or moderate income nor a low-income purchaser.

Subp. 3. **Terms of loan.** The construction loan shall meet all the requirements of and be subject to the same terms as an affordable home mortgage, except that no down payment shall be required, no closing fee shall be payable, and unless the borrower is in default, no interest shall accrue until the affordable home is sold, or the note reaches maturity.

Subp. 4. **Selling the home constructed with the loan.** The construction loan borrower shall make a reasonable marketing effort to sell the home constructed with the construction loan to a low-income purchaser who is eligible to obtain an affordable home mortgage under parts 4900.1110 to 4900.1180.

Subp. 5. **Affordable home mortgages.** Upon request of eligible low-income purchasers, the agency shall make affordable home mortgages for the homes constructed with the proceeds of such construction loans.



Subp. 6. **Agreement to abide by requirements.** The construction loan borrower shall agree to abide by the requirements of parts 4900.1110 to 4900.1180 relating to the construction, specifications, sale, and mortgage of the home to be constructed with such loan.

Subp. 7. **Withholding the loan.** The agency may withhold such part of the construction loan as is necessary to assure completion of the home.

Subp. 8. **Use of house for demonstration purposes.** The agency may elect to use the home built with such construction loan for demonstration purposes, in which event the agency shall pay all maintenance, taxes, and insurance on the home for as long as it is used for demonstration purposes.

**Statutory Authority:** *MS 1976 s 462A.26; MS 1982 s 462A.21 subd 10*

**INNOVATIVE HOUSING LOAN PROGRAM**

**4900.1200 APPLICATIONS FOR INNOVATIVE HOUSING LOANS.**

To be eligible to be selected for an innovative housing loan, to be made from the fund established pursuant to Minnesota Statutes, sections 462A.05, subdivision 18 and 462A.21, subdivision 9, each applicant must satisfy the following requirements:

A. The applicant must be a nonprofit entity or a limited dividend entity.

B. The project must be located in Minnesota.

C. Satisfactory evidence must be presented of the applicant's ability to organize and to complete the project for which the innovative housing loan is requested.

D. The project may be a limited-unit development or a multi-unit development, but must be designed for, and intended for occupancy primarily by, persons and families of low or moderate income.

E. Satisfactory evidence must be presented that a loan is not otherwise available from private lenders upon reasonable terms and conditions.

F. Satisfactory evidence must be presented that the applicant has or will have the ability to repay the innovative housing loan and to obtain other financing, if needed, at the expiration of the term of the loan.

G. The project must be innovative; that is, it must involve the use of equipment or materials or of a method of design, construction, marketing, or financing which is not generally in use in the housing industry or of which the public is not generally aware.

**Statutory Authority:** *MS s 462A.05 subd 18; 462A.06 subds 4,11*

**History:** *8 SR 1402*

**4900.1210 SELECTION CRITERIA FOR INNOVATIVE HOUSING LOANS.**

In determining whether or not to accept applications from nonprofit entities for innovative housing loans, the members shall examine the following facts and make their determinations thereon:

A. the extent to which the project will conserve energy, result in a more efficient use of energy, or employ a source of energy not generally utilized by the housing industry;

B. the extent to which the innovation is likely to be capable of widespread, practical, and economic use;

C. the geographic location of the proposed project within the state of Minnesota, taking into account other projects theretofore approved for innovative housing loans;

D. the period of time required to complete the project;

E. the extent to which the project duplicates, or is in conflict with, other innovations in housing design, methods, or materials;

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F. the extent to which the innovation will be capable of being monitored to demonstrate its efficiency, economy, acceptability, effectiveness, and durability;

G. the extent to which the innovation will be capable of and available for demonstration;

H. the amount and term of the requested innovative housing loan, as compared to the total resources of the agency available for such loans; and

I. whether the applicable regional development commission has determined that the project is consistent with regional plans and policies.

**Statutory Authority:** *MS s 462A.05 subd 18*

### COOPERATIVE OR RENTAL MULTIFAMILY HOUSING INNOVATIVE LOANS

#### 4900.1220 DEFINITIONS.

Subpart 1. **Scope.** For the purposes of parts 4900.1220 to 4900.1260, the following terms have the meanings given them.

Subp. 2. **Applicant.** "Applicant" means one or more persons or entities that apply for a cooperative or rental multifamily housing innovative loan.

Subp. 3. **Borrower.** "Borrower" means an applicant that is granted a cooperative or rental multifamily housing innovative loan, and that is the maker of a note in evidence of such loan.

Subp. 4. **Cooperative or rental multifamily housing innovative loan.** "Cooperative or rental multifamily housing innovative loan" means a loan to be made to a borrower under Minnesota Statutes, section 462A.05, subdivision 18a, and the proceeds of which must come from the money in the fund established by Minnesota Statutes, section 462A.21, subdivision 9a.

Subp. 5. **Democratic resident association.** "Democratic resident association" means an association, incorporated or unincorporated, whose membership is limited to and open to residents of a project, and where each member of the association has an equal vote in the affairs of the association.

Subp. 6. **Persons and families of low and moderate income.** "Persons and families of low and moderate income" means those persons and families whose adjusted income does not exceed the greater of \$16,000 or 550 percent of the gross rental or annual carrying charge for the dwelling unit which they are to occupy; provided, however, that the gross rentals or annual carrying charge for at least 75 percent of the dwelling units in the project do not exceed 120 percent of the fair market rents for the geographical area in which the project is located, as determined and adjusted from time to time by the United States Department of Housing and Urban Development; provided further, that higher gross rentals or annual carrying charges may be allowed for a dwelling unit in a project if the members determine that higher gross rents and annual carrying charges are necessary because of prevailing levels of construction costs, unusually high or low family incomes, or similar factors relating to income available for housing or housing costs.

Subp. 7. **Project.** "Project" means a multifamily housing development for which a cooperative or rental multifamily housing innovative loan is requested.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** 9 SR 296

#### 4900.1230 ELIGIBILITY REQUIREMENTS.

Subpart 1. **For applicants.** To be eligible for selection for a cooperative or rental multifamily housing innovative loan, an applicant shall satisfy the following requirements:

A. The applicant shall be either a cooperative housing corporation or a limited dividend entity.

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B. The applicant shall demonstrate the ability to organize and complete the project.

C. The applicant shall demonstrate that it has, or will have, the ability to repay the cooperative or rental multifamily housing innovative loan, and to obtain other financing, if needed, at the expiration of the loan.

D. The applicant shall have developed a training and education program for the residents of the project, and shall include a copy of the program with its application for a loan. The training and education program must include, at a minimum:

(1) details of how the resident association will be organized and operated;

(2) what the legal rights of the residents and the association are, and how the residents will be advised of these rights;

(3) what the financial interests and obligations of the individual residents and the association are, and how the residents will be advised of such obligations; and

(4) how the project will be managed and maintained.

Subp. 2. **For projects.** To be eligible for selection for a cooperative or rental multifamily housing innovative loan, a project must satisfy the following requirements:

A. The project must be located in Minnesota.

B. The project must be in the form of a cooperative or rental multifamily housing development, which is either owned and operated on a nonprofit cooperative basis by the residents or owned by a limited dividend entity and operated by a residents' association.

C. The operation and management of the project must be substantially under the control of a democratic residents' association, which shall include the filling of housing unit vacancies.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296*

## 4900.1240 OTHER REQUIREMENTS.

Subpart 1. **Unavailability of financing.** At the time of application for a cooperative or rental multifamily housing innovative loan, conventional financing for the purpose for which the loan is requested must not be available from private lenders upon equivalent terms and conditions.

Subp. 2. **Occupancy.** Initial occupancy in a project that receives a cooperative or rental multifamily housing innovative loan is limited to persons and families of low and moderate income as follows; provided, however, that to the extent necessary to avoid economic loss resulting from an inability to achieve full occupancy, and in order to encourage economic integration, with the prior written approval of the executive director, up to 25 percent of the units in a project may be occupied by persons and families who are not persons and families of low and moderate income.

Preference for occupancy in a project that receives a cooperative or multifamily housing innovative loan may not be given to persons and families by virtue of their prior residence in the community in which the project is located; except that, with the prior written approval of the executive director, preference may be given to persons and families displaced by public action or natural disaster or for previous residents of the project.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296*

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### 4900.1250 SELECTION CRITERIA FOR COOPERATIVE OR RENTAL MULTIFAMILY HOUSING INNOVATIVE LOANS.

In determining whether or not to approve applications for cooperative or rental multifamily housing innovative loans, the agency shall examine the following facts:

A. the extent to which the project will provide housing to persons and families whose income is 50 percent or less of the statewide median family income, as estimated by the United States Department of Housing and Urban Development;

B. the extent to which the project will provide long-term affordability to persons and families of low and moderate income;

C. the extent to which the resident association has control over the operation and management of the housing and over the filling of housing vacancies;

D. the geographic location of the proposed project within Minnesota, taking into account other projects theretofore approved for cooperative or rental multifamily housing innovative loans;

E. the period of time required to complete the project;

F. the amount and term of the requested cooperative or rental multifamily housing innovative loan, as compared to the total resources of the agency available for these loans; and

G. whether the applicable regional development commission has determined that the project is consistent with regional plans and policies.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296*

### 4900.1260 PROJECT FEASIBILITY LOANS.

The agency may consider applications for a cooperative or rental multifamily housing innovative loan, the funds from which are to be used to determine the feasibility of a project. These applications need not comply with the requirements in part 4900.1230, subpart 1, item C.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296*

## HOME OWNERSHIP ASSISTANCE FUND

### 4900.1310 ELIGIBLE RECIPIENTS OF HOME OWNERSHIP ASSISTANCE FUND LOANS.

To qualify for a home ownership assistance fund loan, a recipient must satisfy the requirements of part 4900.0360 for a limited-unit development mortgage loan. No recipient shall have held any ownership interest either under fee title or by contract for deed in any residential dwelling within two years prior to the date of the application for the home ownership assistance fund loan.

**Statutory Authority:** *MS s 462A.21 subd 8*

### 4900.1320 GENERAL REQUIREMENTS OF HOME OWNERSHIP ASSISTANCE FUND LOANS.

Subpart 1. **Property purchased.** The property to be purchased with the assistance of a home ownership assistance fund loan must be a newly constructed or existing single-family residential dwelling located within the state of Minnesota.

Subp. 2. **Financing.** The purchase of the dwelling must be financed primarily through a limited-unit development mortgage loan.

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Subp. 3. **Evidence of eligibility sent to the agency.** The recipient shall obtain and furnish to the agency all information reasonably required to demonstrate the recipient's eligibility for both a home ownership assistance fund loan and a limited-unit development mortgage loan.

Subp. 4. **Security on loan.** Each home ownership assistance fund loan shall be secured by a second mortgage on the property to be purchased, which property must otherwise be free and clear of any lien, charge, or encumbrance other than the limited-unit development mortgage.

Subp. 5. **Default.** A home ownership assistance fund loan shall be deemed in default if the recipient defaults in the timely observance and performance of any condition or covenant of the limited-unit development mortgage loan or of the home ownership assistance fund loan, or sells, assigns, rents, or transfers the property, whether by deed, contract for deed, or otherwise. A transfer of the property to a surviving joint tenant, if any, by reason of the death of the recipient shall not constitute a default.

In the event of default, the home ownership assistance fund loan shall become immediately due and payable in its entirety, at the option of the agency, and shall be subject to interest from the date of default until the date of payment at that rate of interest which is applicable to the limited-unit development mortgage on the property.

**Statutory Authority:** *MS s 462A.21 subd 8*

## 4900.1330 HOME OWNERSHIP ASSISTANCE FUND.

Subpart 1. **Monthly assistance.** The agency may provide eligible recipients with interest-free monthly assistance loans in the form of monthly payments of a portion of the principal and interest installment due on the limited-unit development mortgage on qualifying property. Such payments shall not exceed \$100 per month and shall decrease by \$10 per month or \$120 per year each year. The maximum amount of monthly assistance to which a recipient is originally entitled shall be determined by the agency from time to time on the basis of the percentage of income which may reasonably be spent on mortgage payments, the interest rate charged for limited-unit development mortgage loans, and general housing and construction costs in the state of Minnesota, provided however, that the initial maximum monthly assistance which the agency shall determine to be available shall not exceed the following amounts for persons and families within the following annual adjusted income ranges as set forth in subparts 2 and 3 for various potential interest rates to be charged by the agency on its limited-unit development mortgage loans.

Subp. 2. **Metropolitan area.** The following exhibit applies to eligible recipients whose qualifying property is in the metropolitan area as defined in Minnesota Statutes, section 473.121, subdivision 2.

Mortgage Interest Rate		Initial Maximum Monthly Assistance				
		\$100	\$80	\$60	\$40	\$20
0-10.00%	Adj. Hshld. Income	0-19,000	19,001-20,000	20,001-21,000	21,001-22,000	22,001-23,000
10.01-10.50%	Adj. Hshld. Income	0-20,000	20,001-21,000	21,001-22,000	22,001-23,000	23,001-24,000
10.51-11.00%	Adj. Hshld. Income	0-21,000	21,001-22,000	22,001-23,000	23,001-24,000	24,001-25,000
11.01-	Adj. Hshld.	0-	22,001-	23,001-	24,001-	25,001-

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11.50%	Income	22,000	23,000	24,000	25,000	26,000
11.51%- and Up	Adj. Hshld. Income	0- 23,000	23,001- 24,000	24,001- 25,000	25,001- 26,000	26,001- 27,000

Subp. 3. **Nonmetropolitan area.** The following exhibit applies to eligible recipients whose qualifying property is not in the metropolitan area as defined in Minnesota Statutes, section 473.121, subdivision 2.

Mortgage Interest Rate		Initial Maximum Monthly Assistance				
		\$100	\$80	\$60	\$40	\$20
0- 10.00%	Adj. Hshld. Income	0- 13,000	13,001- 14,000	14,001- 15,000	15,001- 16,000	16,001- 17,000
10.01- 10.50%	Adj. Hshld. Income	0- 14,000	14,001- 15,000	15,001- 16,000	16,001- 17,000	17,001- 18,000
10.51- 11.00%	Adj. Hshld. Income	0- 15,000	15,001- 16,000	16,001- 17,000	17,001- 18,000	18,001- 19,000
11.01- 11.50%	Adj. Hshld. Income	0- 16,000	16,001- 17,000	17,001- 18,000	18,001- 19,000	19,001- 20,000
11.51%- and Up	Adj. Hshld. Income	0- 17,000	17,001- 18,000	18,001- 19,000	19,001- 20,000	20,001- 21,000

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *8 SR 2661; 9 SR 2008*

### **4900.1340 HOME OWNERSHIP ASSISTANCE FUND; DOWN PAYMENT ASSISTANCE.**

The agency may provide interest-free down payment assistance loans to recipients eligible for monthly home ownership assistance who are determined, on the basis of normal credit procedures, to lack the cash or land equity necessary to pay the required down payment, plus closing costs, expenses, and origination fees on the dwelling to be purchased. The amount of the down payment assistance loan shall equal the amount by which the sum of the down payment, closing costs, expenses, and origination fees exceeds five percent of the purchase price of the dwelling, but it shall not exceed the lesser of 50 percent of the down payment or \$1,500.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *8 SR 2661*

### **4900.1350 REPAYMENT.**

Unless earlier repayment is required as the result of default, repayment of the aggregate amount of monthly assistance and down payment assistance loans shall commence when the monthly assistance payments have declined to zero. Repayment shall be at the rate of \$10 per month for the first year and shall increase by \$10 per month or \$120 per year each year until the total home ownership assistance fund loan has been repaid.

**Statutory Authority:** *MS s 462A.21 subd 8*

**WARRANTY CLAIM PROGRAM****4900.1400 DEFECTS COVERED BY WARRANTY CLAIM PROGRAM.**

The agency may make payments to correct defects in construction or rehabilitation of residential housing financed by agency mortgage loans for limited-unit developments or home improvement loans, if the defects:

A. result in actual damage to load-bearing portions of the dwelling including damage due to subsidence, expansion, or lateral movement of the soil, to the extent that their load-bearing function is affected and the use of the dwelling for residential purposes is vitally affected or is imminently likely to be vitally affected; or

B. create an emergency condition under which the safety or the residential use and livability of the dwelling is so substantially impaired or is imminently likely to be so substantially impaired that an average reasonable person would not, economic considerations aside, remain in the dwelling; or

C. create an imminent hazard for a handicapped person.

**Statutory Authority:** *MS s 462A.05 subd 16*

**4900.1410 ELIGIBLE RECIPIENTS FOR WARRANTY CLAIM PAYMENTS.**

Subpart 1. **Requirements.** To qualify for a payment the applicant must satisfy the following requirements.

Subp. 2. **Person or family of low or moderate income.** The applicant must be a person or family of low or moderate income as defined in part 4900.0010, subpart 23, item A at the time of the application for the payment.

Subp. 3. **Loan.** The applicant must either: have received an agency mortgage loan for a limited-unit development or an agency home improvement loan for the construction or rehabilitation of the dwelling containing the defect; or have purchased, from a recipient of an agency mortgage loan for a limited-unit development or an agency home improvement loan, a residential dwelling constructed or rehabilitated through the proceeds of such a loan.

Subp. 4. **Interest in the property.** The applicant must be an individual fee owner or, in the case of an agency home improvement loan, possess, individually or in the aggregate, at least a one-third interest in a fee, a contract for deed, or a life estate in the dwelling containing the defect, and must occupy the dwelling as the applicant's principal place of residence.

Subp. 5. **Maintaining of warranties.** The applicant must have taken all steps necessary to maintain the agency-approved warranties and all other applicable warranties in full force and effect.

Subp. 6. **Right of subrogation.** The applicant must agree to cooperate with the agency in any action to recover from the person responsible for the defect, execute all documents necessary to secure the agency's right of subrogation to the applicant's claim, and assist the agency in the prosecution of any legal action for breach of warranty that the agency may deem appropriate.

**Statutory Authority:** *MS s 462A.05 subd 16*

**4900.1420 ELIGIBLE APPLICATIONS; REHABILITATION.**

An application for agency payment under parts 4900.1400 to 4900.1440 which is based upon rehabilitation financed by an agency home improvement loan must demonstrate that the defects:

A. if caused by faulty workmanship or defective materials due to noncompliance with building standards, arose within one year after completion of the rehabilitation work; or

B. if caused by faulty installation of plumbing, electrical, heating, or cooling systems, or if affecting the load-bearing portions of the dwelling, arose within two years after completion of the rehabilitation work.

In no event may an application be made to the agency more than two years after the issuance of the home improvement loan, or after any applicable statute

of limitations has expired.

**Statutory Authority:** *MS s 462A.05 subd 16*

#### **4900.1430 ELIGIBLE APPLICATIONS; LIMITED-UNIT MORTGAGE LOANS.**

An application for agency payment under parts 4900.1400 to 4900.1440 which is based upon new construction financed by an agency mortgage loan for a limited-unit development must show that the defects:

A. if caused by faulty workmanship or defective materials due to noncompliance with building standards, arose within one year after the date of initial occupancy of the dwelling by the loan recipient;

B. if caused by faulty installation of plumbing, electrical, heating, or cooling systems, arose within two years after the date of initial occupancy of the dwelling by the loan recipient; or

C. if affecting the load-bearing portions of the dwelling, arose within four years after the date of initial occupancy of the dwelling.

In no event may an application be made to the agency more than four years after the issuance of the mortgage loan, or after any applicable statute of limitations has expired.

**Statutory Authority:** *MS s 462A.05 subd 16*

#### **4900.1440 EXCLUSIONS.**

Agency payments under parts 4900.1400 to 4900.1440 will not extend to the following:

A. loss caused by defects in design, installation, or materials which the loan recipient or subsequent purchaser supplied, installed, or had installed under his/her direction;

B. secondary loss including personal injury or property damage, other than damage to the dwelling itself, caused by the defect or omission; incidental loss such as the cost of alternate shelter during repair of the dwelling; and consequential loss such as the diminution in the value of the dwelling caused by the defect or omission;

C. loss from normal wear and tear;

D. loss from normal shrinkage caused by drying of the dwelling within tolerances of building standards;

E. loss from dampness and condensation due to insufficient ventilation after occupancy;

F. loss from negligence, improper maintenance, or alteration of the dwelling by parties other than the contractor;

G. loss from changes in grading of the ground around the dwelling by parties other than the contractor;

H. landscaping or insect loss;

I. loss from failure to maintain the dwelling in good repair;

J. loss which the loan recipient or purchaser has not taken timely action, whenever feasible, to minimize;

K. accidental loss usually described as acts of God, including, but not limited to: fire, explosion, smoke, water escape, windstorm, hail or lightning, falling trees, aircraft, vehicles, flood, and earthquake, except when the loss is caused by defects in construction or rehabilitation financed by agency loans;

L. loss from soil movement which is compensated by legislation or covered by insurance; or

M. loss due to soil conditions where construction is done upon land which is owned by the loan recipient or subsequent purchaser and which was obtained by him/her from a source independent of the contractor.

**Statutory Authority:** *MS s 462A.05 subd 16*



### URBAN INDIAN HOUSING LOAN PROGRAM

#### 4900.1500 SCOPE OF RULES.

The rules provided in parts 4900.1500 to 4900.1570 shall govern the implementation of the urban Indian housing loan program established in Minnesota Statutes, section 462A.07, subdivision 15.

**Statutory Authority:** *MS s 462A.07 subd 15*

#### 4900.1510 DEFINITION OF ADMINISTRATOR.

"Administrator" means a nonprofit entity or local community as defined by part 4900.0010 or Indian tribal organization eligible pursuant to parts 4900.0900 to 4900.1080 which carries out a loan program of housing for low and moderate income American Indians using urban Indian housing loan program funds.

**Statutory Authority:** *MS s 462A.07 subd 15*

#### 4900.1520 THE URBAN INDIAN HOUSING LOAN PROGRAM.

The urban Indian housing loan program provides loans for housing for American Indian persons and families residing in urban areas of the state. The program is implemented through administrators selected by the agency after review of proposals submitted pursuant to parts 4900.1500 to 4900.1570. A proposal by an administrator may serve all or a portion of the eligible areas of the state of Minnesota. The eligible areas are the metropolitan area as defined in Minnesota Statutes, section 473.121, subdivision 2 and any city with a population greater than 50,000 persons. To the extent practicable, the agency shall allocate urban Indian loan program funds equitably among eligible areas, based upon American Indian population estimates. To assist potential applicants, the agency shall provide, upon request, information describing potential uses of urban Indian housing loan program funds.

**Statutory Authority:** *MS s 462A.07 subd 15*

#### 4900.1530 ANNOUNCEMENT OF AVAILABILITY OF LOANS.

The agency shall announce the availability of urban Indian loan program funds by publishing in the State Register a notice of request for proposals and by sending such notice to the persons and organizations on the agency's urban Indian mailing list. The notice shall specify that interested parties should obtain a complete request for proposals from the agency and shall specify the period in which proposals may be submitted, which period may not be less than 60 days from the date on which the notice is published in the State Register.

**Statutory Authority:** *MS s 462A.07 subd 15*

#### 4900.1531 REQUEST FOR PROPOSALS.

Subpart 1. **Prepared by agency.** The request for proposals shall be prepared by the agency and made available to interested parties as provided in part 4900.1530. The request for proposals shall contain a description of the purposes and objectives of the urban Indian housing loan program, the content of a proposal, and the agency process for selecting proposals.

Subp. 2. **Content of request for proposals.** The request for proposals shall provide that each proposal submitted to the agency shall contain:

A. Evidence that the organization submitting the proposal is a nonprofit entity, local community, or Indian tribal organization and evidence that the organization has the capacity to successfully carry out the program.

B. A proposed program which describes, in adequate detail as determined by the agency:

- (1) the communities or portions thereof to be served;

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(2) the housing needs of the American Indians residing in the areas to be served and the manner in which the proposed program assists in meeting those needs;

(3) a financial description of the program, including the dollar amount of program funds requested, types of loans to be made, the terms of the loans and the costs of program administration, and the manner in which these costs will be paid;

(4) a description of the manner in which the program will be implemented and operated, including the duration of the program method of outreach and selection of loan recipients, and procedures for servicing loans over the life of the program; and

(5) the source of any funds other than the urban Indian housing loan program to be included in the program of the applicant, and evidence that these funds will be available.

C. Any additional information which the agency in its reasonable discretion deems necessary after initial review of the proposal to evaluate the merits of the program. The agency may meet with representatives of the organizations submitting proposals to review proposals and request such additional information.

**Statutory Authority:** *MS s 462A.07 subd 15*

### 4900.1532 ADVISORY COUNCIL REVIEW OF PROPOSALS.

The agency shall provide a copy of each proposal it receives to the advisory council on urban Indians, and shall forward to the advisory council a copy of any additional written material received regarding each proposal. The advisory council on urban Indians shall review all proposals. Upon request of the advisory council, the organization submitting a proposal shall present the proposal before the advisory council.

**Statutory Authority:** *MS s 462A.07 subd 15*

### 4900.1533 SUBMITTING PROPOSAL IN FORM REQUIRED.

The request for proposals shall provide that an organization submitting a proposal which meets the objectives of the urban Indian housing loan program and which the organization determines is not best presented in the form of proposal required by the request for proposals may submit the proposal in any form desired, provided that the organization also submits a proposal meeting the requirements of the request for proposals.

**Statutory Authority:** *MS s 462A.07 subd 15*

### 4900.1540 RECIPIENTS OF LOANS.

Each program must provide for loans for the construction, purchase, or rehabilitation of residential housing. Except as otherwise provided herein and by part 4900.0340, each person or family initially occupying a dwelling unit financed pursuant to the act, program, and parts 4900.1500 to 4900.1570 shall be an American Indian as defined by Minnesota Statutes, section 254A.02, subdivision 11 or an American Indian family as defined by part 4900.0920, and of low and moderate income, as defined by part 4900.0010; provided that developers of multi-family housing developments need not be American Indians of low and moderate income. In obtaining assistance under this program, Indian persons and families shall not be discriminated against on the basis of tribal affiliation or tribal enrollment.

**Statutory Authority:** *MS s 462A.07 subd 15*

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### 4900.1550 APPLICATION OF OTHER RULES.

Parts 4900.0930 to 4900.0980, 4900.1010, and 4900.1050 shall apply to programs under parts 4900.1500 to 4900.1570, except that the administrator may make loans with appropriated funds without interest.

**Statutory Authority:** *MS s 462A.07 subd 15*

### 4900.1560 SELECTION OF PROPOSALS.

The agency may approve a program of an administrator in whole or in part, and may approve a program for a limited geographic area. In determining whether or not to approve applications to administer programs under the urban Indian program, the members shall examine the following facts and make their determinations thereon:

A. Any written comments received by the agency from the advisory council regarding the applications for the proposed programs. The agency shall consider the conclusions of the advisory council and the reasons given in support of the conclusions, including the council's evaluation of the applications under the criteria listed in items B and C.

B. The extent to which the program will assist in serving the housing needs of the urban Indian community. Factors to be considered include:

(1) the extent to which the program duplicates or is in conflict with other programs which provide housing for urban Indians and the extent to which the program will demonstrate the feasibility of alternative methods for providing housing for urban Indians;

(2) the geographic location of the proposed program and the percentage of the Minnesota urban Indian community residing in the geographic area or areas to be served, as determined by the agency according to population data;

(3) the method of program administration, the time required to implement the program, and the capacity of the administrator to carry out the program; and

(4) the extent to which American Indians are involved in the administration of the program, and in the ownership, management, and labor force of any contractors and subcontractors intended to be employed in the program.

C. The extent to which the use of appropriated funds reduces housing costs to American Indian persons or families and the extent to which the program combines the proceeds of appropriated funds with proceeds of bonds of the agency, or of other issues of bonds, or otherwise uses available money to leverage the appropriated funds.

**Statutory Authority:** *MS s 462A.07 subd 15*

### 4900.1570 AGREEMENTS BETWEEN AGENCY AND ADMINISTRATOR.

Any decision by the agency to select a proposal to administer funds pursuant to parts 4900.1500 to 4900.1570 shall be contingent upon the execution of an agreement, satisfactory to the agency, between the agency and the administrator. The agreement shall include a detailed description of the program to be administered and shall provide:

A. the conditions for repayment, without interest of all funds advanced by the agency;

B. the circumstances under which the agency shall provide technical assistance to the administrator and the amount of remuneration to be received by the agency from the administrator for its assistance and monitoring;

C. that, except for loans made under programs administered by the agency under other programs, the final decision on applications for loans to eligible borrowers shall be made by the administrator and that the duties of the originator and rights of the agency shall be the same as those provided for the

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tribe, band, and communities and the agency pursuant to parts 4900.1040, 4900.1070, and 4900.1080; and

D. any further provision necessary to assure that the program will be carried out pursuant to parts 4900.1500 to 4900.1570 and Minnesota Statutes, section 462A.07, subdivision 15.

**Statutory Authority:** *MS s 462A.07 subd 15*

### SOLAR ENERGY AND ENERGY CONSERVATION BANK PROGRAMS

#### 4900.1600 SCOPE.

Parts 4900.1600 to 4900.1650 govern the residential energy conservation programs authorized by assistance awards from the federal Solar Energy and Energy Conservation Bank under subtitle A of title V of the Energy Security Act, United States Code, title 12, sections 3601 to 3620, and the disposition of the funds received under assistance awards and of funds received from other sources in conjunction with assistance awards.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296*

#### 4900.1610 INCORPORATION OF FEDERAL REGULATIONS.

Except as further defined and limited by parts 4900.1600 to 4900.1650, the residential energy conservation programs are governed by the Solar Energy and Energy Conservation Bank Final Rule, Code of Federal Regulations, title 24, part 1800 as published in the Federal Register, volume 49, number 53, March 16, 1984, as amended, and any waivers to the final rule obtained by the agency and published in the State Register.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296*

#### 4900.1620 DEFINITIONS.

Subpart 1. **Scope.** The following definitions apply to parts 4900.1600 to 4900.1650.

Subp. 2. **Agency.** "Agency" means the Minnesota Housing Finance Agency or its designee.

Subp. 3. **Bank.** "Bank" means the Solar Energy and Energy Conservation Bank as established under subtitle A of title V of the Energy Security Act, United States Code, title 12, sections 3601-3620.

Subp. 4. **Bank assistance.** "Bank assistance" means financial assistance from the bank provided to eligible recipients according to Code of Federal Regulations, title 24, part 1800.

Subp. 5. **Deferred loan.** "Deferred loan" means a loan without periodic payments made to an eligible deferred loan recipient from a source other than the bank. The loan's purpose must be to finance the cost of eligible energy conservation measures in a one-to-four family residential building.

Subp. 6. **Deferred loan recipient.** "Deferred loan recipient" means one or more individuals who apply for and receive both a deferred loan and bank assistance.

Subp. 7. **Grant.** "Grant" means the extension of financial assistance without interest or periodic payments made to an eligible grant recipient. The grant's purpose must be to finance the cost of eligible energy conservation measures in a one-to-four family residential building.

Subp. 8. **Grant recipient.** "Grant recipient" means one or more individuals who apply for and receive both a grant and bank assistance.

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Subp. 9. **Participating entity.** "Participating entity" means an entity, including, but not limited to, a private corporation, a public utility, a foundation, a nonprofit organization, and a local government, that contributes funds to be used in conjunction with funds received from the bank.

Subp. 10. **Passive solar subsidy.** "Passive solar subsidy" means bank assistance provided to an eligible passive solar subsidy recipient to finance a portion of the purchase of a newly constructed single-family residential building that contains a passive solar space heating system.

Subp. 11. **Passive solar subsidy recipient.** "Passive solar subsidy recipient" means one or more individuals who apply for and receive a passive solar subsidy.

Subp. 12. **Rental subsidy.** "Rental subsidy" means bank assistance provided to an eligible rental subsidy recipient to finance a portion of the cost of eligible energy conservation measures in a rental property.

Subp. 13. **Rental subsidy recipient.** "Rental subsidy recipient" means one or more persons, as defined in Code of Federal Regulations, title 24, section 1800.3, who apply for and receive a rental subsidy.

Subp. 14. **Rental property.** "Rental property" means an existing building that is used primarily for residential purposes, is owned by the rental subsidy recipient, and in which all dwelling units are rented or available for rental to others; provided, however, that the owner may occupy not more than one of the dwelling units in the building as his or her residence.

**Statutory Authority:** *MS s 462A.06 subs 4,11*

**History:** *9 SR 296*

## 4900.1630 ENERGY CONSERVATION DEFERRED LOAN AND GRANT PROGRAM.

Subpart 1. **Additional recipient eligibility criteria.** In addition to meeting the applicable eligibility criteria in Code of Federal Regulations, title 24, section 1800.63, a deferred loan or grant recipient:

A. shall own and occupy the one-to-four family residential building, as defined in Code of Federal Regulations, title 24, section 1800.3, to be improved with the proceeds of a deferred loan and bank assistance or a grant and bank assistance; and

B. shall not be seeking, have a current commitment for, or be able to obtain within a reasonable period of time, assistance for the same eligible energy conservation improvements under subpart 5 from any of the following programs: federal Weatherization Program under United States Code, title 42, section 6863; and agency home improvement grant and rehabilitation loan programs under parts 4900.0610 to 4900.0700.

Subp. 2. **Restrictions on eligibility.** The following are restrictions on eligibility:

A. Grants may be made available only to families, as defined in Code of Federal Regulations, title 24, section 1800.3, whose annual incomes are not in excess of 80 percent of the median area income, as defined in Code of Federal Regulations, title 24, section 1800.3.

B. Deferred loans may be made available to families, as defined in Code of Federal Regulations, title 24, section 1800.3, whose annual incomes are not in excess of 150 percent of the median area income, as defined in Code of Federal Regulations, title 24, section 1800.3.

C. If the agency determines that sufficient funds are not available to adequately make available bank assistance to persons who meet the qualifications in subpart 1, and subpart 2, items A and B, the agency may limit the availability of bank assistance to families who meet the qualifications of subpart 1, and

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subpart 2, item A, and may limit the maximum assistance as provided in subpart 3 and items eligible for financing as provided in subpart 5. Notice of these limitations must be published in the State Register.

**Subp. 3. Maximum assistance.** The combined maximum amount of financial assistance provided to a deferred loan recipient from a deferred loan and bank assistance, or to a grant recipient from a grant and bank assistance, may not exceed \$5,000.

**Subp. 4. Type of financial assistance.** Bank assistance provided to a deferred loan recipient must be in the form of a reduction of principal as defined in Code of Federal Regulations, title 24, section 1800.15. Bank assistance provided to a grant recipient must be in the form of a grant as defined in Code of Federal Regulations, title 24, section 1800.19.

**Subp. 5. Items eligible for financing.** In addition to the eligible energy conservation measures in Code of Federal Regulations, title 24, section 1800.65, the proceeds of a deferred loan or a grant may be used to finance the cost of a loan or grant processing fee established or approved by the agency.

**Subp. 6. Repayment.** A deferred loan or grant recipient shall enter into an agreement with the agency, or may be required to enter into an agreement with a participating entity, for repayment of the deferred loan and bank assistance or grant and bank assistance. If the agreement is with the agency, the agreement must provide that in the event the property improved with the proceeds of the deferred loan or grant and bank assistance is sold, transferred, or otherwise conveyed, or ceases to be the deferred loan or grant recipient's principal place of residence within five years from the date upon which the deferred loan or grant application was approved by the agency, the deferred loan or grant recipient shall repay all or a portion of the loans or grants. The agency or participating entity may place a lien or other security device on the improved property as security for repayment of the loans.

**Subp. 7. Notice of fund availability.** From time to time, the agency shall publish a notice of fund availability in the State Register prior to the date upon which it first accepts applications for deferred loans or grants and bank assistance. The notice must include the names and addresses of agents authorized by the agency to process and submit applications, the date upon which applications will first be accepted, and the specific items that constitute a valid application.

**Subp. 8. Submission of applications.** The agency shall accept applications for deferred loans or grants and for bank assistance only if submitted through one of its authorized agents identified in its notice of fund availability.

The agency shall review applications for both deferred loans or grants and bank assistance to determine their compliance with Code of Federal Regulations, title 24, part 1800. The agency may accept or reject applications for bank assistance and for deferred loans or grants funded by the agency based on the requirements in this part. Applications for deferred loans or grants funded by a participating entity other than the agency must be accepted or rejected based on criteria established by the participating entity.

**Subp. 9. Selection of applications.** The agency shall fund qualifying applications for bank assistance on a first-come, first-served basis, based upon the date on which a valid application is received by the agency, and until the available funds are exhausted.

If, on the day that the funds are exhausted, sufficient funds are not available to fund all applications received on that day, the applications to be funded must be selected by lot from among the applications received on that day.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296; 9 SR 1057*

**4900.1640 RENTAL PROPERTIES ENERGY CONSERVATION PROGRAM.**

Subpart 1. **Eligible rental subsidy recipient.** A rental subsidy recipient shall meet the applicable eligibility criteria in Code of Federal Regulations, title 24, section 1800.63.

Subp. 2. **Type of financial assistance.** Bank assistance provided to rental subsidy recipients may be either in the form of a reduction of principal, as defined in Code of Federal Regulations, title 24, section 1800.15 or a grant as defined in Code of Federal Regulations, title 24, section 1800.19, based on the eligibility standards in Code of Federal Regulations, part 1800.

Subp. 3. **Energy conservation standards.** To the extent necessary, the proceeds of a rental subsidy must be used to finance, in whole or in part, improvements that will bring the rental property into compliance with the state energy conservation standards for rental housing.

Subp. 4. **Notice of fund availability.** From time to time, the agency shall publish a notice of fund availability in the State Register prior to the date upon which it will first accept applications for rental subsidies. The notice must include the names and addresses of lending institutions authorized by the agency to process and submit requests for rental subsidy funding, the address of the agency, the date upon which the authorized lending institutions and the agency, if applicable, will first accept applications, and the specific items that constitute a valid application.

Subp. 5. **Submission of applications.** Applications for rental subsidies may be submitted directly to the agency only if so specified in the notice as described in subpart 4. If not so specified, applications must be submitted to one of the authorized lending institutions identified in its notice of fund availability.

Subp. 6. **Selection of applications.** Qualifying applications for rental subsidies will be funded on a first-come, first-served basis, based on the date on which the agency receives a request for rental subsidy funding directly or from a lending institution, and until the available funds are exhausted.

If, on the day that the funds are exhausted, sufficient funds are not available to fund all applications received on that day, the applications to be funded must be selected by lot from among the applications received on that day.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296*

**4900.1650 PASSIVE SOLAR NEW CONSTRUCTION PROGRAM.**

Subpart 1. **Eligibility.** In addition to meeting the applicable eligibility criteria in Code of Federal Regulations, title 24, section 1800.43, a passive solar subsidy recipient shall intend to own and occupy the residential building, the construction of which is partially financed by a passive solar subsidy.

Subp. 2. **Eligible properties.** The passive solar subsidy may be used only in conjunction with permanent financing for a newly constructed single-family residential property that includes a passive solar space heating system.

Subp. 3. **Type of financial assistance.** Bank assistance provided to passive solar subsidy recipients must be in the form of a reduction of principal, as defined in Code of Federal Regulations, title 24, section 1800.15.

Subp. 4. **Access to property.** A passive solar subsidy recipient shall enter into an agreement with the agency to allow the agency to install monitoring equipment in a residential building whose construction is partially financed by a passive solar subsidy. The recipient shall also agree to allow the agency access to the building to monitor its energy performance for five years from the date on which permanent financing on the property is closed.

Subp. 5. **Notice of fund availability.** From time to time, the agency shall publish a notice of fund availability in the State Register prior to the date upon which it will first accept applications for passive solar subsidies. The notice

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must include the last date upon which the agency will accept applications, the specific materials that constitute a valid application, the specific design standards upon which applications will be evaluated, the amount of the review fee to be charged by the agency, and if applicable, the maximum annual income of applicants to be given selection priority as set forth in subpart 6.

**Subp. 6. Selection of applications.** Applications that are received prior to the deadline announced by the agency, that fulfill the basic standards in the notice of fund availability, and that meet the other eligibility requirements in this part are eligible applications.

If the agency receives more eligible applications than can be financed with the available funds, the agency shall use the following method to select those applicants who will receive a passive solar subsidy:

A. The agency shall first award funds to all eligible applicants with certified annual adjusted incomes of \$38,000 or less.

B. If there are more applications from eligible applicants with annual adjusted incomes of \$38,000 or less than can be financed with the funds available, the applications to be funded will be selected by lot.

C. After funds are awarded to all eligible applicants with adjusted incomes of \$38,000 or less, if funds remain available, the agency may award funds to applicants with adjusted incomes of greater than \$38,000, with the applications to be funded to be selected by lot, if necessary.

**Statutory Authority:** *MS s 462A.06 subds 4,11*

**History:** *9 SR 296*