

**4900.3642 ELIGIBLE APPLICATIONS.**

The applicant shall provide an application in the form prescribed by the agency. The application must include:

A. a description of the applicant's goals and objectives in meeting the area's need for the type of housing proposed;

B. a detailed description of how the housing will be developed and managed, including a description of the proposed site for the housing and preliminary architectural plans or proposed work scope for the housing when applicable;

C. the development staff's qualifications and, for rental housing, the management staff's qualifications;

D. a detailed budget for the development of the housing showing all development costs and the sources of funds to pay for them;

E. a detailed budget for the operation of the housing showing all anticipated operating costs and the proposed rents and other income;

F. a detailed description of whether the proposal involves temporary or permanent displacement or relocation of persons living in affected housing. If the proposal involves temporary or permanent displacement or relocation of persons living in affected housing, the applicant shall develop and submit a plan for minimizing relocation and displacement of the affected persons;

G. specific documentation that allows the agency to evaluate whether the housing is affordable to the local work force, including, but not limited to:

(1) for all proposals, a description of the local area and a justification as to why the applicant is defining the local area in terms of a city, county, or region. The justification must include, but not be limited to, an analysis of data related to the local area's economy and work force, typical commuting modes and distances, and transportation options;

(2) for all proposals, average hourly or annual wage data from the Minnesota Department of Employment and Economic Development or its successor, or another form of documentation acceptable to the agency, related to jobs being created or retained in the local area, the fastest growing jobs in the local area, the jobs with the most openings in the local area, and the wages of the work force employed by organizations making contributions under the challenge program;

(3) for proposals that include rental housing, the most recent data related to average or median rent in the local area or fair market rent as determined by HUD for the local area; and

(4) for proposals that include owner-occupied housing, the most recent data from the county assessor related to the average or median home sales price in the local area and proposed purchase prices of the housing in the application;

H. for proposals that include rental housing, a description of the proposed development, management, and operation of any common or commercial space;

I. for proposals that include owner-occupied housing, a description of the pool of eligible home buyers that the applicant proposes to serve and a marketing plan to sell the owner-occupied housing to those home buyers;

J. for proposals that include owner-occupied housing, if the applicant wants to revolve recaptured proceeds and challenge program funds at the local level according to part 4900.3634, subpart 4, item B, documentation to justify the need for the funds to revolve and a plan for reinvestment of the funds for eligible activities; and

K. specific documentation, as requested by the agency, that will allow the agency to evaluate the ability of the proposal to meet the selection standards in part 4900.3648 and the funding priorities in part 4900.3650.

**Statutory Authority:** *MS s 462A.06*

**History:** *26 SR 1510; L 2005 c 112 art 2 s 41*

**Published Electronically:** *December 4, 2020*