

Ownership of Property

If the property to be rehabilitated is a mobile/manufactured home, does the Borrower's ownership interest have to be 100%? Does this pertain only to mobile/manufactured homes taxed as personal property or also to those taxed as real estate?

Mobile/manufactured homes taxed as personal property require 100% Borrower ownership interest. Mobile/manufactured homes taxed as real property follow the requirements for real property, which requires the Borrower to possess at least a one-third ownership interest.

The Borrower and a family member are in title to a mobile/manufactured home that is taxed as personal property. The Borrower occupies the property, but the family member does not. Can the family member sign as an accommodation party?

No. Mobile/manufactured homes taxed as personal property require 100% Borrower ownership interest. Accommodation parties are not permitted in personal property transactions.

Since the Borrower must have 100% ownership in a manufactured home taxed as personal property and occupy the property as their principal residence, can the family member sign the title over to the Borrower and process the title change at the same time Minnesota Housing is added as a lien holder?

No. The Borrower must have sole title prior to closing the rehabilitation loan.

Are mobile/manufactured homes that are located in mobile home cooperatives allowed?

Yes, but the Lender would need to determine if the property is considered real property or personal property to determine ownership requirements as well as determine what the lien requirements will be.

Are life estates an eligible form of homeownership?

No. The funding source (HOME) for the Rehabilitation Loan Program outlines specific homeownership types. A life estate is not considered homeownership.

Disclosures

Where can I find the Combined Tennesen Warning and Privacy Act Notice that is required by the Rehabilitation Loan Program? Is there a template?

The Combined Tennesen Warning and Privacy Act Notice are embedded into the Borrower Application. You will find these disclosures starting on page 5 of the Borrower Application.



Income

What typically would be defined as an Extraordinary Medical Expense?

In terms of extraordinary medical expenses, the definition would be any expense that exceeds 3% of the household's gross annual income. This is on the Income Eligibility Calculation Worksheet–Medical Deduction form.

Does the type of Expense have to be approved on a case by case basis by Minnesota Housing?

No, so long as the documentation requirements are met. The documentation requirements can be found on the Income Eligibility Calculation Worksheet–Medical Deduction form.

If the Borrower can supply documentation of the expense, do they still have to complete the Authorization to Disclose Health Information form?

Yes. The Authorization to Disclose Health Information form is still needed since it documents consent from the Borrower to provide a Lender with the necessary documentation to verify Extraordinary Medical Expenses. Without it, a Lender wouldn't have legal standing to ask for or receive the information.

Assets

If the applicant's assets are over the \$25,000 limit can I calculate the income from these assets, add it to the gross income and not count those assets against the asset limit? Or do I still have to count them as an asset making the applicant over the limit and thus not eligible?

Assets are used for two different purposes:

1. Ensuring the Borrower does not have assets that exceed \$25,000 – Minnesota Housing statutory requirement; and
2. For calculating income – HUD Part 5 Income calculation requirement.

You have to use the asset for both purposes. You cannot exclude an asset for use in calculating income because you used it in the asset limit calculation.

Keep in mind that the list of assets for the asset limit test is a less inclusive (state asset list found in the Procedural Manual) than that required by HUD (asset list found on the Income Eligibility Calculation Worksheet). If an applicant has assets that exceed \$25,000, then they fail the asset test and are ineligible for the program.

For Part 5 income calculation purposes, when do I use imputed versus actual income from assets?

In terms of imputed versus actual income produced from assets, you would need to determine what the actual income from an asset is and compare it to the imputed income, and use the greater of the two when total assets are greater than \$5,000. When total assets are less than \$5,000, only actual income from those assets should be used. Imputed income is not needed when the total assets are less than \$5,000.

For example, an applicant has \$10,000 in their savings account (it's their only asset) and the actual income they receive in terms of interest is \$65 a year. Since the assets total more than \$5,000, you would have to do an imputed income calculation using the HUD Passbook rate (2%) to get an imputed income of \$200. For purposes of income calculation you would need to add \$200 to their income (since it is greater than the actual income of \$65).

If help is needed with calculating income, in addition to the Income Eligibility Calculation Worksheet, HUD provides an online Calculator that can be found at: <http://www.hud.gov/offices/cpd/affordablehousing/training/web/calculator/calculator.cfm>.

Property Value

Would a market analysis be acceptable in lieu of an appraisal as required when the calculated After-Rehab Value, using the After-Rehab calculation worksheet, is greater than or equal to 95% of the median area purchase price defined by HUD?

At this time, Minnesota Housing requires an appraisal only if one is triggered by the After-Rehab Value calculation. Based on past data for the Rehabilitation Loan Program, the average value of homes receiving assistance is well below the current HUD limits. Thus, the anticipated need for appraisals will be minimal. A market study will not be accepted in lieu of an appraisal. The cost of the appraisal would be considered an unanticipated soft cost and could be added to the loan amount with Minnesota Housing approval and does not need to be paid from the Lender Service Fee.

Applicant Tracking

Is it required that we use the Applicant Tracking Sheet on the Minnesota Housing website?

It is required that Lenders track all applicants to the Rehabilitation Loan Program. This information must be submitted to Minnesota Housing twice a year per the Procedural Manual. The Applicant Tracking Sheet outlines all of the required data needed for each applicant: application date, applicant's full name, applicant's race/ethnicity, single head of household status, the application's status and, if applicable, the reason for being declined. Minnesota Housing recommends its use as a tracking tool, but you may use an alternative tracking tool as long as it contains the required data that will be reported to Minnesota Housing. It is not Minnesota Housing's intention to have Lenders duplicate information they are tracking elsewhere on our tracking form.

Energy/Weatherization Application

As a prerequisite to application, the Borrower must have applied to the Energy Assistance Program through the Minnesota Department of Commerce, which is the entry portal to the Weatherization Program. What documentation is required to evidence the Borrower has applied for Weatherization?

A copy of the application or a letter from the Weatherization provider will suffice. Minnesota Housing will also require documentation demonstrating the outcome of the application.

The Borrower has applied to Weatherization and was approved, but they have been added to the waitlist as the Weatherization provider is backlogged. Does the Borrower need to postpone the rehabilitation until they are able to receive Weatherization?

No. A letter from the Weatherization provider indicating that the Borrower has been approved and has been added to the waitlist will suffice. The length of time the Borrower is expected to be on the waitlist should also be estimated and documented. Minnesota Housing encourages Lenders to use their judgment in determining whether the Weatherization can be performed at some point during the nine month commitment period or whether the repairs to be completed through the Rehabilitation Loan Program can be delayed until after the Weatherization work is performed.

I have an applicant who received Weatherization about five years ago. Can I document that in the file or do I need the Weatherization provider to provide documentation?

The Weatherization provider would need to send you some form of documentation for your file verifying that Weatherization was completed and when.

I have an applicant who received Weatherization about five years ago. Would I need to do another energy audit in this case to meet the Green Communities requirement?

No. On the Intended Methods form mark "waiver" for 5.1b and put in notes concerning the previous Weatherization and the reasonable energy efficiency of the unit.

Single Family Rehabilitation Standards/Inspection

What is the Single Family Rehabilitation Standard, and why is it required for the Rehabilitation Loan Program?

The Rehabilitation Loan Program is now funded with federal HOME dollars, which requires that Minnesota Housing create and implement a base standard for rehabilitation. The Single Family Rehabilitation Standard is to be used as a preliminary and final checklist for use in inspecting the property and generating the Scope of Work

Item 8.3 of Minnesota Housing's Single Family Rehabilitation Standard requires that the water heater be piped to an adjacent floor drain. How would I meet this requirement? Code would only require that a water heater have a discharge pipe on a T&P Relief Valve that extends to within 18" of the floor. Is this acceptable?

Yes, having the discharge pipe extending to within 18" of the floor is fine so long as there is a drain the discharge can find its way toward.

Item 10.1 of Minnesota Housing’s Single Family Rehabilitation Standard requires that the electrical system be equipped with circuit breakers. Does this mean that all fuse boxes must be upgraded to circuit breakers? It seems this is a bit excessive. While there are many cases where fuse boxes are unsafe and should be replaced, there are also many cases where they are perfectly safe as well as adequately sized to meet the demands of the house/household it serves.

Minnesota Housing feels that this is a best practice in achieving safety in the homes we rehabilitate. In cases where upgrading the electrical system would be cost prohibitive or the existing fuse box is deemed safe, you may indicate “no” on the pre-rehab section of the Single Family Rehabilitation Standard checklist. When doing so, you should explain the circumstance and reasoning as to why an upgrade is not needed or why the current electrical system is adequately sized and safe. This explanation can be provided in the comments section of the checklist. Minnesota Housing will review your request prior to loan commitment when the checklist is submitted as part of the loan commitment process.

Item 10.3 of Minnesota Housing’s Single Family Rehabilitation Standard requires that at least one smoke detector per level must be hardwired. We have always installed battery operated detectors unless we were working on the ceilings themselves. In rehabilitation, code would allow the use of battery operated smoke detectors suffices when connections to building wiring is difficult to undertake. Is this allowable?

Minnesota Housing feels that this is a best practice in achieving safety in the homes we rehabilitate. Ensuring that smoke detectors are installed in accordance with the State Building Code is the main point here. In cases where hard wiring smoke detectors is infeasible, you may indicate “no” on the pre-rehab section of the Single Family Rehabilitation Standard checklist. When doing so, you should explain the circumstance and reasoning as to why it is infeasible. This explanation can be provided in the comments section of the checklist. Minnesota Housing will review your request prior to loan commitment when the checklist is submitted as part of the loan commitment process.

Section 4.13 of the Procedural Manual states a final inspection report is required. The Process Guide states “Lender to ensure that all initial, interim and final inspections are completed and documented.” This seems contradictory. Does Minnesota Housing not require interim inspections?

Per the Procedural Manual, Minnesota Housing requires a final inspection report to document compliance with the State Building Code. The Process Guide references interim inspections because they may be required by the building inspector for certain types of work. If they are required by the building inspector, then they should be received and kept in the Lender’s file. Ultimately, a final inspection will not be given unless interim inspections, when required, are received. Minnesota Housing only needs documentation that a final inspection occurred and the rehabilitation work completed meets State Building Code.

Green Communities

Why is Minnesota Housing implementing “green” standards?

Under Minnesota Housing’s Sustainability Policy, the Agency has made a commitment to improving energy and water efficiency, limiting the use of products that negatively impact indoor air quality, maintaining or improving proper ventilation, and ensuring that critical health threats such as lead-based paint and radon are addressed.

Where do the green standards come from?

The Green Communities standards were created by Enterprise Community Partners and were the first national green building criteria created specifically for affordable housing. Minnesota Green Communities (a partnership between Minnesota Housing, the Family Housing Fund, and Greater Minnesota Housing Fund) created the Minnesota Overlay, a document that revises the Green Communities National Criteria in a number of key ways to better suit our state.

What other Minnesota Housing programs require compliance with green standards?

The Green Communities criteria are now required for most single family and multifamily new construction programs, as well as certain rehabilitation activities funded through the Challenge Fund.

What documents or forms do I need to comply with the green standards?

There are three total documents you'll need to reference or complete to comply: the Green Communities National Criteria, the Minnesota Green Communities Overlay, the Intended Methods of Satisfying Green Communities Criteria, and the Single Family Rehabilitation Standard. The three are as follows:

1. The Green Communities National Criteria is the full criteria document including single family and multifamily requirements for both new construction and rehabilitation. It should be referenced to understand which items are mandatory for rehabilitation, as well as the intent of each criterion, requirements for compliance, and additional items to consider.
2. The Minnesota Green Communities Overlay is a Minnesota-specific document that amends certain criteria (generally providing more flexibility). These two documents need to be used in conjunction to fully understand the criteria.
3. The Intended Methods form replaces the Green Development Plan (1.1) requirement and will be completed and submitted with your request for a commitment—in it you'll describe and certify how you intend to comply with applicable green criteria (it is signed in Section 9 at time of commitment). At the end of construction, you and the contractor will sign the form in Section 11, certifying that the standards were met.

Where do I find the documents needed to comply with green standards?

All documents pertaining to the standard are located on the Minnesota Housing's Rehabilitation Loan Program's website page at: http://www.mnhousing.gov/partners/lenders/programs/MHFA_008569.aspx.

Do I need to comply with all of the Green Communities National Criteria?

No. The Green Communities National Criteria includes mandatory and optional items for both new construction and rehabilitation. While optional items are encouraged, only mandatory rehabilitation items and items "touched" per the Single Family Rehabilitation Standard and Scope of Work require compliance. See Appendix A of this FAQ for a reference guide to the Intended Methods of Satisfying Green Communities Criteria form.

Is compliance with green criteria going to be expensive?

There can be some additional cost for materials or systems beneficial to the homeowner and environment, though many are already commonly used (e.g. low flow water fixtures, low VOC paint). Any additional costs will vary from project to project, but the improvements in the green standards return both monetary and non-monetary benefits, such as lowered utility bills, increased comfort and safety, and improved air quality for the homeowner.

If the project does not call for the replacement of or addressing of an item for which there is a mandatory green criterion, do we still need to comply?

Generally, no. For example, if the criterion specifies that interior lighting must be Energy Star rated, but the lighting is working properly and does not need replacement per the Scope of Work, you would not replace lighting fixtures to comply with the requirements. If you do "touch" something during rehabilitation for which there is a green criterion, the standard for that item must then be met, unless specifically waived.

What if there is inadequate funding to comply with all of the green standards?

Under federal HOME regulations, all deficiencies in the home as identified in a property inspection must be corrected. Compliance with the Single Family Rehabilitation Standard in all cases supersedes the Green Communities Criteria if funding is adequate to cure deficiencies but not to include any green element(s) that may have a higher cost. It is not Minnesota Housing's intention to 'walk away' from properties on the basis of the cost of green criteria. That said, mandatory requirements must be followed as funding allows.

What if a product or material is unavailable in my area?

It is recognized that certain materials, systems, or products may be more readily available in some locations than others. If specified items cannot be obtained, submit a waiver request citing local unavailability as the reason. While waivers are available, however, program lenders are expected to make reasonable efforts to ensure specified materials are used. As more and more environmentally sustainable and beneficial materials are employed by the industry, it should lead to greater availability and lower cost as these become “the standard.”

Is pre- and post-rehabilitation energy testing required even if a Borrower doesn't qualify for Weatherization?

Yes. As energy efficiency is considered among the most important of the criteria, energy testing and the development of an energy efficiency improvement plan following Weatherization guidelines is required unless a waiver is requested and approved. Reasons for a potential waiver could include inadequate funding, unavailability of an energy testing professional within a reasonable timeframe, or if the home in question is deemed to currently be reasonably energy efficient. The cost of testing can be included in the loan amount as an unanticipated soft cost and does not need to be paid from the Lender service fees. Some utility companies also offer reduced-cost testing as a service to their customers.

At what radon level is mitigation required?

If radon levels are 4 pCi/L or higher mitigation is required.

Is technical assistance available for implementing the standards and criteria?

Yes. First contact Minnesota Housing Rehabilitation Loan Program staff. If additional assistance is needed, staff will help locate resources and answers through its Green Communities partners.

Is any training specific to the green requirements planned?

Yes. Training on the green requirements and how to implement them will be available in the coming months via a Webinar or in-person format.

Do the green standards apply to the Emergency & Accessibility Loan Program?

No, although use of the materials and products specified in the criteria are encouraged for use as applicable (e.g. if replacing a furnace, specify an energy efficient model).

Appendix A

Reference Guide to the Intended Methods of Satisfying Green Communities Criteria Form

PLEASE NOTE: The form is meant to be a quick reference to identify which items apply to the program. On the right side of the form there are checkboxes that indicate whether the item is applicable, inapplicable, or whether there is a request for a waiver. The reference guide is prefilled. “No” has been checked for everything that will never apply to the Rehabilitation Loan Program. As you’ll notice, there is a large share of items you won’t ever need to think about. In addition, for these “no” items, it has been noted in the center section as to why it is not required—e.g. “New Construction Only” or “Optional.” For items that do apply or might apply (if the applicable item is “touched” per the Scope of Work), the “yes” box has been checked, so you can quickly identify the ones you need to consider. Also, on the “yes” items, an explanation about that item has been added in the center narrative section—including if the item has been amended in the Overlay. In addition to checking these boxes, items have been highlighted in bright yellow that are always mandatory unless a waiver is requested and granted, as well as items that may apply if touched (indicated in a duller yellow) during the rehabilitation.



Method of Satisfying Green Communities Criteria and Certification



Development Name: _____

Please identify current development stage: Initial Application Loan Commitment/Closing (**MF Only**) End of Construction

	ITEM TITLE	METHOD OF SATISFYING GREEN CRITERIA	YES	NO	WAIVER REQUEST
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Section 1. Integrated Design					
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1.1	Green Development Plan (Mandatory)	The national criterion is modified by the Minnesota Overlay so that the Green Development Plan requirement is covered by completing this form prior to & after construction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Section 2: Site, Location and Neighborhood Fabric					
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2.1a	Smart Site Location - Proximity to Existing Development: New Construction (Mandatory)	New Construction only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1b	Smart Site Location - Protecting Environmental Resources: New Construction (Mandatory)	New Construction only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.1c	Smart Site Location - Proximity to Services: New Construction (Mandatory)	New Construction only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.2	Compact Development: New Construction (Mandatory)	New Construction only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.3	Walkable Neighborhoods: Sidewalks and Pathways (Mandatory)	The national criterion is modified by the Minnesota Overlay. The actual construction of sidewalks and pathways is waived for single family rehabilitation activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4a	Smart Site Location: Passive Solar Heating/Cooling	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.4b	Smart Site Location: Grayfield, Brownfield or Adaptive Reuse Site	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.5	Compact Development	New Construction only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.6	Walkable Neighborhoods: Connections to Surrounding Neighborhoods	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.7	Transportation Choices	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 3: Site Improvements					
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3.1	Environmental Remediation (Mandatory)	The national criterion for 3.1 is modified by the Minnesota Overlay. A Phase 1 must be completed only IF the unit is not connected to a city water supply OR IF there is no existing active well.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Erosion and Sedimentation Control (Mandatory)	Follow the national criterion for Erosion and Sedimentation Control during construction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Landscaping (Mandatory)	The national criterion for 3.3 is modified by the Minnesota Overlay so that IF landscaping is provided , the Lender, a Landscape Architect, or Architect must provide a tree or plant list demonstrating compliance with landscaping requirements for native, non-invasive species (see web resources in Overlay).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Surface Water Management	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.5	Storm Drain Labels	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	ITEM TITLE	METHOD OF SATISFYING GREEN CRITERIA	YES	NO	WAIVER REQUEST
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Section 4: Water Conservation

4.1a	Water-Conserving Appliances and Fixtures: New Construction (Mandatory)	New Construction only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1b	Water-Conserving Appliances and Fixtures: Rehabilitation (Mandatory)	The national criterion for 4.1b is modified by the Minnesota Overlay. IF water appliances/fixtures are scheduled for replacement per the Scope of Work , follow the new construction standards in 4.1a.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1c	Water-Conserving Appliances and Fixtures	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2	Efficient Irrigation (Mandatory)	The national criterion for 4.2 is modified by the Minnesota Overlay. IF irrigation is necessary per the Scope of Work , work may be performed by an EPA Water Sense certified professional, a qualified landscape professional, OR a qualified sprinkler contractor.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 5: Energy Efficiency

5.1a	Efficient Energy Use: New Construction (Mandatory)	New Construction only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.1b	Efficient Energy Use: Rehabilitation (Mandatory)	The national criterion for 5.1a is modified by Minnesota Overlay so that rather than mandating a 15% reduction in energy use the Lender will create an energy efficiency improvement plan as outlined in the Minnesota Weatherization Field Guide, including pre- and post-testing. In addition, any heating, cooling, ventilation and/or domestic hot water equipment must be Energy Star IF scheduled for replacement per the Scope of Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Energy Star Appliances: (Mandatory)	The national criterion for Energy Star Appliances is modified. IF a program-eligible appliance is scheduled for replacement per the Scope of Work , it must be Energy Star whenever an Energy Star-rated appliance is available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3a	Efficient Lighting: Interior (Mandatory)	Follow the national criterion for 5.3a IF light fixtures are scheduled for replacement per the Scope of Work .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3b	Efficient Lighting: Exterior (Mandatory)	Follow the national criterion for 5.3b IF light fixtures are scheduled for replacement per the Scope of Work .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Electricity Meter (Mandatory)	Follow the national criterion for 5.4 IF an electricity meter is to be installed or replaced per the Scope of Work .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Additional Reductions in Energy Use	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6a	Renewable Energy	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.6b	Photovoltaic (PV) Ready	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 6: Materials Beneficial to the Environment

6.1	Construction Waste Management	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.2	Recycled Content Material	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.3	Certified, Salvaged and Engineered Wood	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4a	Water - Permeable Walkways	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.4b	Water - Permeable Parking Areas	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5a	Reduce Heat Island Effect: Roofing	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5b	Reduce Heat Island Effect: Paving	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.5c	Reduce Heat-Island Effect: Plantings	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	ITEM TITLE	METHOD OF SATISFYING GREEN CRITERIA	YES	NO	WAIVER REQUEST
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Section 7: Healthy Living Environment

7.1	Low/No Volatile Organic Compounds (VOC) Paints and Primers (Mandatory)	Follow the national criterion for low / no VOC paints and primers IF paints and primers are called for in the Scope of Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Low/No VOC Adhesives and Sealants (Mandatory)	The national criterion is modified by the Minnesota Overlay so that low / no VOC adhesives and/or sealants must be used IF adhesives and/or sealants called for in the Scope of Work , unless the adhesives or sealants would void / invalidate a warranty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3	Urea Formaldehyde-free Composite Wood (Mandatory)	Follow the national criterion for urea formaldehyde-free composite work IF composite wood is called for in the Scope of Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4	Green Label Certified Floor Covering (Mandatory)	The national criterion is modified by the Minnesota Overlay so that IF carpeted floor coverings are to be provided , green label certified carpeting must be specified. Lenders are encouraged to consider non-carpet alternative flooring sources IF floor coverings are called for in the Scope of Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5a	Exhaust Fans – Bathroom: New Construction and Rehabilitation (Mandatory)	The national criterion is modified by the Minnesota Overlay. IF a bathroom fan is scheduled for installation or replacement per the Scope of Work , specify that the fan is Energy Star rated. Also, in addition to a fan equipped with a humidistat sensor or timer, or that operates continuously, the fan can be simply connected to the light switch to meet the Overlay-amended requirement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5b	Exhaust Fans – Kitchen: New Construction and Rehabilitation (Mandatory)	The national criterion is modified by the Minnesota Overlay. IF a kitchen exhaust fan is scheduled for installation or replacement per the Scope of Work , specify that a power vented fan or range hood exhausts to the exterior. The exhaust fan may be non-ducted if ducting is infeasible and there is at least one continuously operating bathroom fan.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5c	Exhaust Fans – Kitchen: Moderate Rehabilitation	Minnesota Green Communities does not distinguish between moderate and substantial rehab--follow 7.5b for any Rehabilitation project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.6a	Ventilation: (Mandatory):	The national criterion is modified by the Minnesota Overlay. If the unit's ventilation system meets or exceeds the Minnesota Energy Code 1322, the Green Communities criterion has been met. If the unit's ventilation system does not meet Minnesota Energy Code 1322, then it must be brought up to this code during rehabilitation in order to meet this Green Communities criterion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6b	Ventilation: Moderate Rehabilitation	Minnesota Green Communities does not distinguish between mod and substantial rehab--follow 7.6a for any Rehabilitation project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.7	HVAC Sizing (Mandatory)	Follow the national criterion for HVAC sizing IF HVAC equipment is scheduled for replacement per the Scope of Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8	Water Heaters: Mold Prevention (Mandatory)	Follow the national criterion for 7.8 IF a water heater is scheduled for replacement per the Scope of Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.9a	Materials in Wet Areas: Surfaces (Mandatory)	Follow the national criterion for 7.9a IF materials to be installed in wet areas are scheduled for replacement per the Scope of Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.9b	Materials in Wet Areas: Tub and Shower Enclosure (Mandatory)	Follow the national criterion for 7.9b IF a tub or shower enclosure is scheduled for replacement per the Scope of Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.10a	Basements and Concrete Slabs: Vapor Barrier (Mandatory)	The national criterion has been modified by the Minnesota Overlay. This criterion is largely intended for new construction. For rehabilitation, exposed gravel can be covered with a vapor barrier per the Overlay, but this requirement is considered to be met through item 7.10b.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.10b	Basements and Concrete Slabs – Radon: New Construction and Rehabilitation (Mandatory)	The national criterion has been modified by the Minnesota Overlay. Testing must be performed in accordance with EPA Protocols for Radon and Radon Decay Product Measurements of Homes, Section 3. This should be done prior to drafting the Scope of Work so any needed mitigation work can be included. The "short test" may be used. If levels exceed allowable thresholds, subsequent testing and/or passive mitigation strategies are required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.11	Water Drainage (Mandatory)	The national criterion has been modified by the Minnesota Overlay. IF a high water table is anticipated or observed , recommendations for the diversion of water away from the structure does not need to come from a Geotechnical Engineer but can come from a professional that is qualified to address water drainage issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.12	Garages Isolation (Mandatory)	The national criterion has been modified by the Minnesota Overlay. CO detection shall be in compliance with Minnesota's 2006 legislative requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.13	Clothes Dryer Exhaust (Mandatory)	The national criterion has been modified by the Minnesota Overlay. IF a clothes dryer vent is to be installed , it must be rigid type and be exhausted to the outdoors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.14	Integrated Pest Management (Mandatory)	Follow the national criterion for 7.14.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.15	Lead-Safe Work Practices: Rehabilitation (Mandatory)	The national criterion has been modified by the Minnesota Overlay. Projects in the Rehabilitation Loan Program must follow at all times HUD's Lead-Based Paint Guidelines, 24 CFR at Part 35.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	ITEM TITLE	METHOD OF SATISFYING GREEN CRITERIA	YES	NO	WAIVER REQUEST
7.16	Healthy Flooring Materials: Alternative Sources	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.17	Smoke-free Building	Optional	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.18	Combustion Equipment: Includes Space and Water-Heating Equipment (Mandatory)	The national criterion has been modified by the Minnesota Overlay. Specify power vented or combustion sealed equipment IF space and water-heating equipment is scheduled for replacement per the Scope of Work . Also ensure CO detection is in compliance with Minnesota's 2006 legislative requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	ITEM TITLE	METHOD OF SATISFYING GREEN CRITERIA	YES	NO	WAIVER REQUEST
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Section 8: Operations and Maintenance

8.1	Building Maintenance Manual (Mandatory)	The national criterion has been modified by the Minnesota Overlay such that criterion 8.1 is satisfied by compliance with 8.2 Occupant's Manual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Occupant's Manual (Mandatory)	Follow the national criterion for 8.2 by using the template to be provided by Minnesota Housing (until this template is available this criterion is waived).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Homeowner and New Resident Orientation (Mandatory)	Follow the national criterion for 8.3.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 9: Intent to Comply Certification - Initial Application

I/we hereby acknowledge and certify to Minnesota Housing that it is our responsibility to ensure that all relevant consultants, contractors, and/or subcontractors scheduled to provide services for or perform work on the above referenced development are aware that I/we have committed to incorporate all of the **MANDATORY** criteria of the 2008 Enterprise national Green Communities Criteria as amended by the 2008 Minnesota Overlay to the Green Communities Criteria. Additionally, I assume responsibility for ensuring that all **MANDATORY** criteria are met, unless exempt or a waiver is approved by Minnesota Housing for specific **MANDATORY** criteria, into the above referenced development.

Borrower/Developer	Architect (for SF, only if applicable)
Firm Name	Firm Name
Signature	Signature
By	By
Date	Date

I/We are requesting a waiver be granted for specific **MANDATORY** criteria as identified below:

Item #	MHFA Approved	Item Title	Reason/Justification (attach detailed summary)

MINNESOTA HOUSING OFFICE USE ONLY

A WAIVER IS HEREBY APPROVED FOR EACH OF THE ITEMS CHECKED ABOVE

SIGNATURE

DATE

Section 10: Contract Document Compliance Certification - Loan Commitment/Closing (MF Only)

I/We hereby certify to Minnesota Housing that all of the **MANDATORY** criteria of the 2008 Enterprise national Green Communities Criteria as amended by the 2008 Minnesota Overlay to the Green Communities Criteria, unless exempt or a waiver is approved by Minnesota Housing, are incorporated into the approved contract documents for the above referenced development.

Borrower/Developer	Architect
Firm Name	Firm Name
Signature	Signature
By	By
Date	Date

Section 11: Compliance Certification - End of Construction

I/We hereby certify to Minnesota Housing that all of the **MANDATORY** criteria of the 2008 Enterprise national Green Communities criteria as amended by the 2008 Minnesota Overlay to the Green Communities Criteria, unless exempt or a waiver has been approved by Minnesota Housing, are incorporated into the above referenced development.

Borrower/Developer	Architect (for SF, only if applicable)	Contractor
Firm Name	Firm Name	Firm Name
Signature	Signature	Signature
By	By	By
Date	Date	Date