



## Minnesota Housing 2024 Multifamily Consolidated RFP/2025 HTC Round 1 Self-Scoring Worksheet Training

April 23, 2024



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## Meeting Logistics

- This session is being recorded and will be posted on the Minnesota Housing website.
- We will leave time at the end for questions.
- Please mute your line unless you are speaking. Webinar audio controls are **orange** when muted.
- Please do not put your line on hold, as this may trigger hold music.



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## Our Mission

Housing is foundational to a full life and a thriving state, so we equitably collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable.



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## Technical Assistance

- Technical assistance provided by Minnesota Housing staff is only advisory and does not guarantee that a development will receive points under a particular category or be selected for funding.
- While every effort is made to ensure the accuracy of technical assistance, such assistance is subject to, and does not modify or override, the requirements of Minnesota Housing's Qualified Allocation Plan, the Self-Scoring Worksheet, Multifamily RFP Standards, Multifamily Underwriting Standards, Building Standards, or other documents related to applications for funding.
- Applicants are encouraged to review the materials available on Minnesota Housing's website and consult with legal counsel, and if applicable, a knowledgeable tax professional, to ensure compliance with all applicable application, submission and project requirements.
- Request Technical Assistance on our website: [mnhousing.gov](https://mnhousing.gov)

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# Agenda



1. **Scoring Refresher**
2. **Changes and Updates**
3. **Clarifications**
4. **Tips and Tricks**
5. **Where to Go Next:**
  - Technical Assistance
  - Minnesota Housing Website
6. **Question and Answer**

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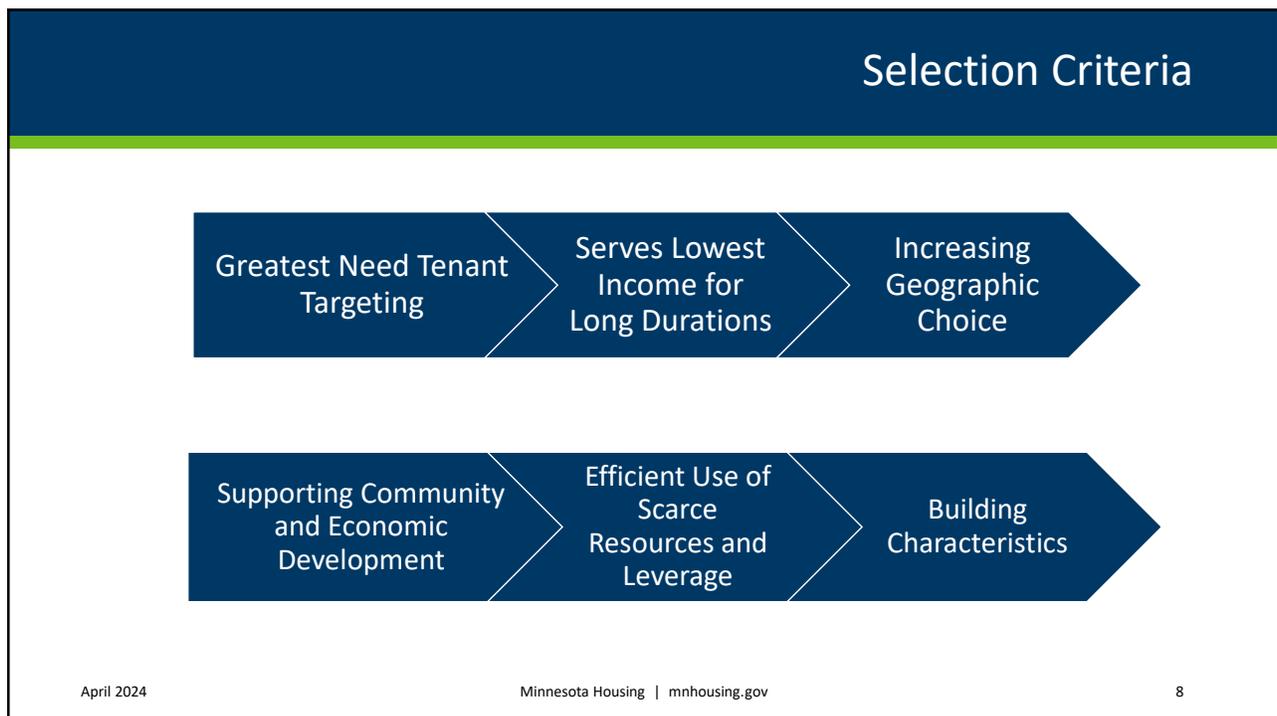


## Scoring Refresher

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## Knowledge Check!

- Where do you score your project?
  - A. Self-Scoring Worksheet
  - B. Your own excel spreadsheet
  - C. The Scoring Wizard found in the Customer Portal
  - D. The Scoring Magician found in the Customer Portal

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## Changes and Updates

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## Market Study Process Change

**New: Market Studies are now a requirement after selection, not at application.**

- If your project is selected, Minnesota Housing will request the market study post-selection
- 4% Only applications are still required to submit a market study at application/42M



Projects that are not selected for an allocation of credits will not have to incur the cost or spend the time.

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## Scoring Guide Changes

- **Page 12: Clarification to Permanent Supportive Housing for High Priority Homeless (HPH)**
  - Commitment for HPH units is contingent on market determination; may lose rental assistance points
  - Market review for HPH units and conversion to 30% Rent Units with a homeless priority
  - Supportive Housing Team: [supportive.housing@state.mn.us](mailto:supportive.housing@state.mn.us)

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## Scoring Guide Changes

- **Page 20: Rental Assistance - Examples of acceptable and unacceptable documentation**
- **Documentation could include:**
  - Binding Resolution, or
  - Binding Letter of Approval, or
  - Memo of Understanding, or
  - Written contract.
- **Documentation that will not be accepted:**
  - A Letter of interest is not sufficient as a commitment.
  - HUD Section 811 PRA letter of determination; the letter is only a notice of eligibility determination and is not a commitment.

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## Scoring Guide Changes

- **Page 24: Community Development Initiative**
- Submit a full copy of all plans. A link to the plan is not acceptable.
- **Documentation could include:**
  - Neighborhood plans
  - City or County plans
  - Charters
  - Comprehensive plans
- **Documentation that will not be accepted:**
  - Housing studies
  - Market studies
  - Only a portion of the plan
- Qualified Census Tract (QCT) – Refer to the Self-Scoring Worksheet for requirements

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## Scoring Guide Changes

- Page 25: Clarification to Equitable Development re: engagement
- Page 28: Clarification to Black-, Indigenous-, People of Color-, and Women-owned Business Enterprises
- Page 30: Financial Readiness to Proceed/Leveraged Funds
  - State Housing Tax Credits addition
  - Payments in lieu of taxes (PILOT)
  - General Partner Cash
  - Seller Loans

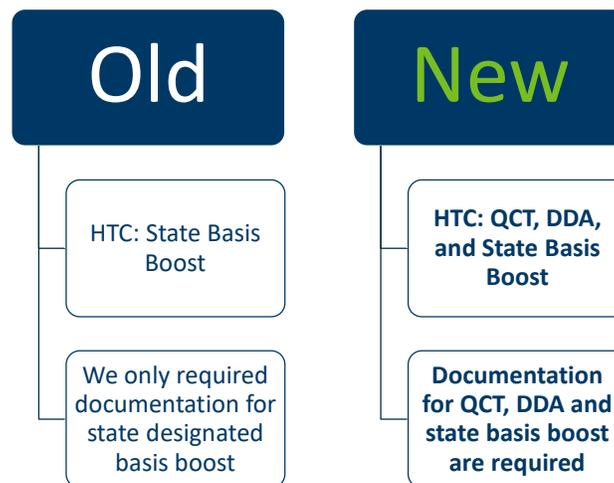
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## Basis Boost Checklist Item



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## Clarifications

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## Clarifications

- Preservation
- Supporting Community and Economic Development
  - Equitable Development
  - Black, Indigenous and People of Color-owned/Women-owned Business Enterprise

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## Serves Lowest Income for Long Durations Preservation

### Thresholds:

1. Risk of Loss Due to Market Conversion
2. Risk of Loss Due to Critical Physical Needs
3. Risk of Loss Due to Ownership Capacity/Program Commitment



### Criteria:

- Tier 1 - Existing Federal Assistance – projects with existing project based rental assistance (15 to 40 points)
- Tier 2 - Other Existing Federal Assistance and Critical Affordable Units – Tier 2 (15 points)



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## Serves Lowest Income for Long Durations Preservation

### Who Should Take Preservation Points:

Projects that meet a risk of loss, AND

- Have existing federal rental assistance OR
- Have converted through RAD Component I or II OR
- Have converted from public housing to project-based vouchers or project based rental assistance



**NOTE:** These projects are **NOT** eligible for Rental Assistance points, if they are RD Rental Assistance, PB Section 8 or PB Vouchers that are over 15 years old.



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# Serves Lowest Income for Long Durations Preservation

## Critical Needs Risk of Loss

### Documentation is IMPORTANT:

- Understand what counts as a critical physical need
- Make sure that all your documentation is consistent and tells the same story – including photographs and forms.
- The scope of work for the full rehab project will be bigger than what counts as critical physical needs.



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# Preservation Forms: PNAT

<https://mnhousing.gov/rental-housing/building-standards.html>



**Physical Needs Assessment Template (PNAT)**  
 April 2023 – 2024  
 (Applicable to the 2024 – 2025  
 Housing Tax Credits Funding Round)

**Instructions:** This form/template must be completed by a licensed architect, professional engineer, qualified rehabilitation specialist, qualified needs assessor, or entity that is **not** affiliated (no Identity of Interest) with the property's ownership, development, and/or management.

General Information	
Date:   M   D   Y	Minnesota Housing Development No. (D) (if available)   Minnesota Housing Project No. (M) (if available)
Project/Development Name: _____	
Address: _____	City: _____
Needs Assessor/Prepared By/Inspected By:	
Name _____	
Organization _____	
Contact (phone, email, address) _____ / _____ / _____	
Unit Information/Tabulation	Housing Type <small>check all that apply</small>

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## Serves Lowest Income for Long Durations Preservation

### PNAT and 20 YCE Support Critical Need Claim

PNAT

Inspectable Area #6 Common Area Mechanical Systems Chapter 3, Section 3.05, Item A.2 (c) vii – Rental Housing Design/ Construction Standards (RHD/CS)					
Item #	Item	Condition			Comments
		P	F	I	
6.1	Appear to be code compliant	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inadequate outside air, fresh air is delivered to dwellings through open transfer grills without smoke/fire protection

20 YCE

Item (update as needed)	Life Expectancy			Cost Estimate (Today's \$)		Comments	Critical Needs	1 2023	2 2024	3 2025
	EUL	Age	ERL	Units	Qty					
Inspectable Area #6 Common Area Mechanical Systems										
Outdoor Air System						Existing system supplies units through non-protected grills. Low cubic feet per minute (CFM).				
Replace Boiler System with	30	0	30	\$660,480	1	Common Area and	\$660,480			

Critical Physical Needs Model

TO BE COMPLETED BY APPLICANT			
Inspectable Area (select first)	Critical Needs Item (select second)	Cost Estimate by Applicant	Applicant Explanation (If 'other' selected, please comment)
Site and Accessory Structures	Concrete Repair/Replace	\$14,980	Main sidewalk exhibiting cracking, edge spalling and/or "D" crack
Site and Accessory Structures	Grading, Drainage, Earthwork, Lands	\$51,360	A majority of the perimeter, including at building insets, slope back
Building Envelope	Waterproofing (Foundations)	\$62,328	Basement walls show evidence of damage from water heaving.
Common Plumbing and Mechanical	Other	\$455,666	Domestic water is supplied via galvanized pipe. The existing pipe
Dwelling Units	Other	\$660,480	Fresh air is supplied from the common corridor through non-prot

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## Serves Lowest Income for Long Durations Preservation

### Documentation does not Support Claim of Critical Need

PNAT

Inspectable Area #3 Building Envelope Chapter 3, Section 3.05, Item A.2 (c) iii – Rental Housing Design/ Construction Standards (RHD/CS)				
Item #	Item	Condition		
		P	F	I
3.1	Weather/Water Tight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Roof	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



20 YCE

Item (update as needed)	Life Expectancy			Cost Estimate (Today's \$)		Comments	Critical Needs	1 2024	2 2025	3 2026
	EUL	Age	ERL	Units	Qty					
Inspectable Area Building Envelope										
Roof Covering - Built Up/Single Ply	20	0	20	\$205,750			\$205,750			
Concrete Repair/Replace	20	5	25							

Critical Physical Needs Model

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY MINNESOTA HOUSING	
Critical Needs Item (select second)	Cost Estimate by Applicant	Applicant Explanation (If 'other' selected, please comment)	Validated by Minnesota Housing	Minnesota Housing Comment
Roof Covering: Built Up/Single Ply	\$205,750	BUR Roofing at Building B, D, E, F is beyond life expectancy and in r	\$0	No document
Asphalt Repair/Replace		Remove and restraining marking after significant demolition to repla		

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## Supporting Community and Economic Development

### Six Selection Criteria

- A. Community Development Initiative
- B. Equitable Development
- C. Rural/Tribal
- D. QCT/Community Revitalization, Tribal Equivalent Areas, and Opportunity Zones
- E. Multifamily Award History
- F. Black-, Indigenous-, People of Color-, and Women-owned Business Enterprise

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## Supporting Community and Economic Development Equitable Development



**Intent/Goal:** The project attempts to address the needs of Communities Most Impacted (CMI) by housing disparities and that a Qualified Stakeholder Group, with meaningful participation from that community, has a significant role in the project proposal.

#### Five Thresholds:

1. Housing disparity addressed by project\*
2. Meaningful participation of CMI\*
3. Meaningful engagement w/CMI through a Qualified Stakeholder Group\*
4. Significant involvement of the Qualified Stakeholder Group\*
5. A signed letter from the Qualified Stakeholder Group

#### Required Documents:

- Equitable Development Narrative
- Meaningful engagement supporting document(s)
- Qualified Stakeholder Group signed letter(s)

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## Supporting Community and Economic Development Equitable Development

### Qualified Stakeholder Group:

- Not required to be a registered nonprofit organization
- Could consist of a group of community members, advocates, people with lived experiences, etc. The group must demonstrate meaningful and inclusive representation and participation of a CMI.
- Must be an independent body separate and apart from the proposed development teams of record for the project.
- Must include at least three participants who belong to the CMI the project is proposing

### Communities Most Impacted (CMI):

- Lowest Income (e.g.,  $\leq 30\%$  of MTSP)
- People of Color
- Indigenous People
- LGBTQ+ People
- People Experiencing Homelessness
- People with Disabilities
- Immigrants
- Large Families
- Seniors
- Families with children

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## Supporting Community and Economic Development Equitable Development

### Meaningful Participation of CMI(s):

- Qualified Stakeholder mission and purpose in elevating the voices of CMI
- Identify and describe leadership/advisory roles people belonging to the CMI
- Provide a list of the Qualified Stakeholder Group's previous activities or describe who formed the Qualified Stakeholder Group and why

### Meaningful Engagement with the CMI through the Qualified Stakeholder Group:

- Supporting documents must include:
  - CMI participants
  - Project Concept
  - At minimum, 2 meetings:
    - Examples include agenda w/meeting minutes or notes, survey results, power point slides, etc. (Self-Scoring Worksheet)

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## Scoring Guide Changes

- Qualified Stakeholder Groups and Meaningful Community Engagement
  - Applicants must show evidence of engagement with the Communities Most Impacted by a project by facilitating two community meetings
    - **NEW:** At least 50% of the participants should be the same at both meetings.
    - Evidence must be provided. Commonly accepted documentation includes:
      - Sign-in sheets
      - Meeting minutes
      - Survey results
      - A signed letter from the QSG

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## Supporting Community and Economic Development Equitable Development

### Meaningful Engagement Clarifications:

- Multiple Qualified Stakeholder Groups may be formed; however, at minimum, 2 meetings must be held with each Qualified Stakeholder Group.
- Meaningful engagement supporting document does not demonstrate how the Qualified Stakeholders Group's feedback impacted the project's concept.
- Using engagement efforts from other entities does not demonstrate meaningful engagement with the Qualified Stakeholder Group.

### Not Acceptable for Qualified Stakeholder Group Letter:

- Facilitator completes and signs the letter on behalf of the Qualified Stakeholder Group
- Letter does not address all questions

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## Supporting Community and Economic Development Equitable Development

### Signed Letter from Qualified Stakeholder Group Must Answer the Following Questions:

- How has the developer engaged with the Qualified Stakeholder Group and the identified CMI(s) to create a project responsive to the vision of the stakeholder group and the needs of the CMI?
- How will this project help in fulfilling a need in your community?
- How often did the Qualified Stakeholder Group meet with the developer and what were those meetings like? Describe meeting agendas, topics of discussion, how consensus is reached when making decisions, and the format for participation. Was the developer receptive to input provided by the Qualified Stakeholder Group participants? Describe unresolved issues or conflicts, if any.
- How has the project changed in response to the input from the Qualified Stakeholder Group?
- If the development is selected, what are your expectations related to the Qualified Stakeholder Group's continued involvement in the project?

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## Supporting Community and Economic Development Black-, Indigenous-, People of Color-, and Women-owned Business Enterprises

A Black-, Indigenous-, People of Color- or Women-owned Business Enterprise is a tribe or tribally- designated housing entity, tribal corporate entity, or other **entity** which is at least 51% owned by an individual(s) that is(are) Black, Indigenous, a Person of Color, or a woman.

#### Three areas:

- Ownership/Sponsorship • Development Team • Partnership

**Required Document(s)** must demonstrate that the entity meets the definition, may include:

- A signed and dated certification statement
- Qualification Forms
- Ownership documents
- Third-party verification



**Intent/Goal:** Support efforts in diversifying an industry that historically exclude people of color and women.

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## Supporting Community and Economic Development Black-, Indigenous-, People of Color-, and Women-owned Business Enterprises

A Black-, Indigenous-, People of Color- or Women-owned Business Enterprise is a tribe or tribally-designated housing entity, tribal corporate entity, or other **entity** which is **at least 51% owned by an individual(s) that is(are) Black, Indigenous, a Person of Color, or a woman.**

### Ownership/Sponsorship. (Select one)

- The project owner/sponsor is a tribe or tribally- designated housing entity, tribal corporate entity or a for-profit Black-, Indigenous-, People of Color-owned Business Enterprise
- The project owner/sponsor is a for-profit Women-owned Business Enterprise
- The project owner/sponsor is a nonprofit Black-, Indigenous-, People of Color-, or Women-owned Business Enterprise

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## Supporting Community and Economic Development Black-, Indigenous-, People of Color-, and Women-owned Business Enterprises

**Development Teams** include: the developer, general contractor, architect, service provider, and management agent.

**NOTE:** Black-, Indigenous-, People of Color-, Women-owned Business Enterprises (Owners/Sponsor) and Black-, Indigenous-, People of Color-, Women-owned Business Enterprises (Development Team) selection criteria cannot be claimed if there is an identity of interest between the Owner/Sponsor and the Developer for the same units.

### Development Team. (Select one)

- Two or more entities are a Black-, Indigenous-, People of Color-owned Business Enterprise
- Two or more entities are Women-owned Business Enterprises or a combination of Black-, Indigenous-, People of Color-, or Women-owned Business Enterprise
- One entity is a Black, Indigenous, People of Color-owned Business Enterprise or Women-owned Business Enterprise

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## Supporting Community and Economic Development Black-, Indigenous-, People of Color-, and Women-owned Business Enterprises

**Partnership Intent:** The project sponsor, developer, general contractor, architect, or management agent partners with a Black, Indigenous, or People of Color-owned or Women-owned Business Enterprise entity with **the goal of building the entity's capacity to develop, manage, construct, design, or own affordable housing in the future.**

**Required Document(s)** includes:

- An agreement executed between the partnering entity(ies) that defines **the division of specific duties and roles, ownership, profit, and cashflow projection.**
- The agreement should explicitly state **the goal of building capacity to develop, manage, construct, design, or own affordable housing in the future.**

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## Supporting Community and Economic Development Black-, Indigenous-, People of Color-, and Women-owned Business Enterprises

**Partnership.** (Select one)

- The **project sponsor** agrees to partner with a Black, Indigenous, People of Color-owned Business Enterprise /Women-owned Business Enterprise sponsor that will have at least a **50.1% stake** in all aspects of the development including, but not limited to, ownership in the General Partnership, cash flow, and voting rights.
- The **project sponsor** agrees to partner with a Black, Indigenous, People of Color-owned Business Enterprise /Women-owned Business Enterprise sponsor that will have at least a **30% stake** in all aspects of the development including, but not limited to, ownership in the General Partnership, cash flow, and voting rights.
- The project developer, general contractor, architect, service provider, or management agent agrees to partner with a People of Color-owned Business Enterprise/Women-owned Business Enterprise entity to perform a defined portion of the contracted work

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## Tips and Tricks

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## Tips and Tricks

Review Updated Documents for the 2024 MF Con. RFP/2025 HTC Rounds:

- Scoring Guide
- Methodology Guide and Community Profiles
- Multifamily Request for Proposals (RFP) Standards

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## Tips and Tricks

- Carefully review the instructions in the Self-Scoring Worksheet.
- Use the [Self-Scoring Detail Sheet](#) to provide more information, clarify items, and explain your reasoning for claiming points.
- Provide documentation for each pointing category. Unsupported points will be removed from your overall score.
  - Read the Help Text and use the templates available in each checklist item.
- If submitting multiple applications, [upload the correct documents](#) for your project.

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## Where to Go Next: Resources

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## Reminder: Align Your Project

Unit Numbers  
and Dollar  
Amounts should  
all match up.



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## Knowledge Check!

- Where can you find information on scoring your project?
  - A. Self-Scoring Worksheet
  - B. Scoring Guide
  - C. Portal application checklist items and templates
  - D. All of the above

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**Website**  
mnhousing.gov > Rental Housing >  
Housing Development and Capital Funding Programs

<https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs.html>

Home / Rental Housing / **Housing Development and Capital Programs**



## Housing Development and Capital Funding Programs

In effort to advance Minnesota Housing's [Strategic Priorities](#) and increase housing that is affordable, Minnesota Housing offers a variety of housing development and capital program funding options for rental properties throughout Minnesota.

- Requests for Proposals Information** ▾
- Capital Funding Programs** ▾

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**Website**  
mnhousing.gov > Rental Housing >  
Housing Development and Capital Funding Programs

<https://www.mnhousing.gov/rental-housing/housing-development-and-capital-programs/rfps/consolidated-rfp-htc.html>

Home / Rental Housing / Housing Development and Capital Programs / RFPs / **Consolidated RFP HTC**



## Multifamily Consolidated Request for Proposals/Housing Tax Credits Funding Rounds

**2024 Multifamily Consolidated RFP/2025 HTC Round 1 is open and accepting applications.**

Scroll down for important application dates.

Menu

- RFPs
  - [Consolidated RFP HTC](#) ▾
  - [Consolidated RFP Round 2](#)

The Multifamily Consolidated Request for Proposals (RFP) is a competitive funding round, offered once per year, which provides a means of "one stop shopping" by consolidating and coordinating multiple multifamily housing capital funding resources into one application process. It deploys significant capital funds and is the primary mechanism that Minnesota Housing uses to award and allocate federal and state resources. Applicants may request funding for a specific housing development and/or activities that meet a specific housing need. Applicants generally do not apply for specific funding sources. During the evaluation period, Minnesota Housing identifies which funding sources are eligible for a given application.

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## Questions

### Resources:

- Website: [mnhousing.gov](https://mnhousing.gov)
- Email addresses:
  - Technical Assistance: [TechnicalAssistanceRequest.MHFA@state.mn.us](mailto:TechnicalAssistanceRequest.MHFA@state.mn.us)
  - General Consolidated RFP questions: [mhfa.consolidated.rfp@state.mn.us](mailto:mhfa.consolidated.rfp@state.mn.us)
  - MF Customer Portal questions: [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us)
  - Housing Tax Credits: [htc.mhfa@state.mn.us](mailto:htc.mhfa@state.mn.us)

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# Thank You!

- Email addresses:
  - Technical Assistance: [TechnicalAssistanceRequest.MHFA@state.mn.us](mailto:TechnicalAssistanceRequest.MHFA@state.mn.us)
  - General Consolidated RFP questions: [mhfa.consolidated.rfp@state.mn.us](mailto:mhfa.consolidated.rfp@state.mn.us)
  - MF Customer Portal questions: [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us)
  - Housing Tax Credits: [htc.mhfa@state.mn.us](mailto:htc.mhfa@state.mn.us)

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