

Instructions: Include a copy of this checklist in your application package. All documents **must be submitted on Box.com**, in addition to submitting one original signed hard copy.

Failure to submit the required documentation for your funding request and development type will deem the application ineligible for funding and the application will be returned.

Development Name:	
Development Address:	
Applicant Name:	

All Proposals				
A. Intent to Apply				
1.	<input type="checkbox"/>	Intent to Apply (Excel) [help text]		
2.	<input type="checkbox"/>	Appraisal Fee		
B. Development Team Qualification Forms				
1.	<input type="checkbox"/>	Development Team Qualification Forms (emailed to mhfa.app@state.mn.us) [help text]		
		<p>Qualification of Sponsor – requires the following supporting documentation:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>Individuals</p> <ul style="list-style-type: none"> • Three years of tax returns • Personal financial statements • Minnesota Housing Schedules </td> <td style="vertical-align: top;"> <p>Corporations</p> <ul style="list-style-type: none"> • Three years of external audits • Minnesota Housing Schedules </td> </tr> </table>	<p>Individuals</p> <ul style="list-style-type: none"> • Three years of tax returns • Personal financial statements • Minnesota Housing Schedules 	<p>Corporations</p> <ul style="list-style-type: none"> • Three years of external audits • Minnesota Housing Schedules
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C. Common Application Forms				
1.	<input type="checkbox"/>	Multifamily Workbook (Excel) [help text]		
2.	<input type="checkbox"/>	Multifamily 2017 Housing Tax Credit Self-Scoring Worksheet and 2016 Request for Proposals Deferred Loan Priority Checklist (Excel) [help text]		
3.	<input type="checkbox"/>	Multifamily Rental Housing Narrative Questions		
4.	<input type="checkbox"/>	Applicant Certification of Environmental Issues		
5.	<input type="checkbox"/>	Comparable Property Profiles (n/a if a Market Study is provided)		
6.	<input type="checkbox"/>	Evidence of Site Control [help text]		
7.	<input type="checkbox"/>	Site Location Map [help text]		

8.	<input type="checkbox"/>	Photographs [help text]
9.	<input type="checkbox"/>	Multifamily Intended Methods Worksheet [help text]
10.	<input type="checkbox"/>	Notification of Local Official
11.	<input type="checkbox"/>	Rental Assistance Payment Standards [help text]
12.	<input type="checkbox"/>	Local HRA/PHA Notice and Agreement Form
13.	<input type="checkbox"/>	Utility Allowance from Local HRA/PHA - for developments that include tenant paid utilities [help text]
14.	<input type="checkbox"/>	Management and Operating Expenses [help text] <ul style="list-style-type: none"> • New Construction Comparable Property Form • Existing Properties – three years of audited financials
15.	<input type="checkbox"/>	Energy Rebate Analysis [help text]
Supplemental Requirements		
D. New Construction		
1.	<input type="checkbox"/>	Preliminary Architectural/Construction Requirements for New Construction [help text]
E. Rehabilitation		
1.	<input type="checkbox"/>	Rent Roll for existing developments - provide the most recent rent roll [help text]
2.	<input type="checkbox"/>	Tenant Relocation Plan [help text]
3.	<input type="checkbox"/>	Preliminary Architectural Requirements for Rehabilitation [help text]
4.	<input type="checkbox"/>	Physical Needs Assessment with a 20 year capital expenditure template OR Capital Needs Assessment [help text]
F. Metro Proposals		
1.	<input type="checkbox"/>	Acknowledgment of Receptivity to an LCA Funding - required for all metro proposals except Minneapolis
G. Miscellaneous		
1.	<input type="checkbox"/>	Alternative Energy Options [help text]
2.	<input type="checkbox"/>	HUD Risk Share Application Certification [help text]
3.	<input type="checkbox"/>	Application Fee and Fee Remittance Form
4.	<input type="checkbox"/>	Bond Tests Analysis [help text]

H. Housing Tax Credits		
1.	<input type="checkbox"/>	Self-Scoring Worksheet-signed by applicant/owner [help text]
2.	<input type="checkbox"/>	Preservation Preliminary Determination of Eligibility [help text]
3.	<input type="checkbox"/>	Market Study [help text]
4.	<input type="checkbox"/>	State Basis Boost [help text]
5.	<input type="checkbox"/>	Tax Credit Design Standards Certification
6.	<input type="checkbox"/>	Release of Information Authorization
7.	<input type="checkbox"/>	For Acquisition, Evidence of Compliance with 10 year rule – Existing Building [help text]
8.	<input type="checkbox"/>	For Acquisition, Evidence of Compliance with exception to the 10 year rule [help text]
9.	<input type="checkbox"/>	Non-Profit Proof of Status-Non-Profit intended participation; Articles of Incorporation, IRS election status [help text]
10.	<input type="checkbox"/>	Syndicator/Investor Letter of Intent
I. Dual Applications		
1.	<input type="checkbox"/>	Dual Application Certification Letter [help text]
2.	<input type="checkbox"/>	4% HTC/Deferred Only Workbook [help text]
3.	<input type="checkbox"/>	4% HTC Syndicator/Investor Letter of Intent
4.	<input type="checkbox"/>	Bond Tests Analysis [help text]
J. Supportive Housing		
1.	<input type="checkbox"/>	County or Tribal Human Services Letter of Confirmation [help text]
2.	<input type="checkbox"/>	Continuum of Care Confirmation [help text]
3.	<input type="checkbox"/>	Supportive Housing Narrative Questions
4.	<input type="checkbox"/>	Qualification of Service Provider
K. Section 811 Project-Based Rental Assistance		
1.	<input type="checkbox"/>	Section 811 Project Based Rental Assistance Narrative Questions [help text]
2.	<input type="checkbox"/>	Section 811 Workbook Instructions

L. National Housing Trust Fund (NHTF) Operating Subsidy (OS)		
1.	<input type="checkbox"/>	NHTF OS Narrative Questions [help text]
2.	<input type="checkbox"/>	NHTF OS Instructions on Workbook [help text]
3.	<input type="checkbox"/>	NHTF OS Calculation Tool [help text]
4.	<input type="checkbox"/>	NHTF OS Certification [help text]
M. Senior Rental Housing Pilot		
1.	<input type="checkbox"/>	Senior Pilot Narrative Questions [help text]
2.	<input type="checkbox"/>	Senior Pilot Workbook Instructions [help text]
3.	<input type="checkbox"/>	Senior Pilot Services Budget [help text]
4.	<input type="checkbox"/>	Senior Pilot Staffing Worksheet [help text]
5.	<input type="checkbox"/>	Commitment for Services [help text]
6.	<input type="checkbox"/>	Market Study [help text]
7.	<input type="checkbox"/>	Housing Tax Credits Assisted Living Certification [help text]
8.	<input type="checkbox"/>	Operator Financials [help text]
9.	<input type="checkbox"/>	Draft Tenant Selection Plan, Marketing Plan, Management/Operator Agreement, and Lease [help text]
N. Preliminary Determination Letter for 4% Housing Tax Credits (Not required at the time of RFP application)		
1.	<input type="checkbox"/>	Building Identification Number (BIN) Request Form
2.	<input type="checkbox"/>	Preliminary Determination Letter, submit if bonds are not being issued by Minnesota Housing [help text]
3.	<input type="checkbox"/>	Evidence of state allocation of tax-exempt bond volume cap if not being issued by Minnesota Housing [help text]
4.	<input type="checkbox"/>	Gross Rent Floor Election Form