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All Proposals – Intent to Apply

Anyone who plans to submit an application through the Consolidated RFP must complete Intent to Apply form first. A completed Intent to Apply form provides Minnesota Housing with the information and all necessary fees to process an application.

The Intent to Apply form, along with all required supporting documentation, must be uploaded to the Multifamily Customer Portal. In addition, a hard copy of the Fee Remittance form (without supporting documentation), along with the appraisal fee and applicable application fee, must be delivered to:

Minnesota Housing
400 Wabasha Street North, Suite 400
St. Paul, MN 55102
Attn: Tamara Wilson

The Intent to Apply must be submitted no later than 5:00 p.m. CST, Thursday, June 1, 2017.

All Proposals – Development Team Qualification Forms

The qualifications of Architect, Attorney, Developer, Sponsor, General Contractor, Management and Marketing Agent, Processing Agent, and Service Provider must be submitted for each entity proposed as part of the development team.

Submit the following required financial information along with the Qualifications of Sponsor form:

Individuals:

1. IRS Form 4506-T (Request for Transcript of Tax Return) for the three most current years
2. Schedules A-D in the same spreadsheet (Sponsors can use their own formats if all requested information is included):
 - a. Schedule A - Income Producing Properties
 - b. Schedule B - Land and Properties under Development
 - c. Schedule C - Contingent Liability Schedule
 - d. Schedule D - Personal Financial Statement; Signed and certified as correct by the individual within the last six months
3. Documentation of cash and marketable investments (bank and brokerage statements)
4. Personal credit report from one of the three large national credit bureaus.

Corporations:

1. Three years of external audits
2. Schedules A-C in the same spreadsheet (Sponsors can use their own formats if all requested information is included):
 - a. Schedule A - Income Producing Properties
 - b. Schedule B - Land and Properties under Development
 - c. Schedule C - Contingent Liability Schedule
3. Documentation of cash and marketable investments (bank and brokerage statements)

Qualification forms can be found on Minnesota Housing's [Multifamily Common Application](#) page. Forms should be submitted separately from the application. Qualification forms must be completed and electronically submitted by an authorized officer of the appropriate development team's organization. Please submit the

completed Qualification Form to mhfa.app@state.mn.us through [Partner Login](#) on the Minnesota Housing website

The sponsor financials, as outlined in the Qualification of Sponsor form, must be submitted through the Minnesota Housing secure upload link, not through the Multifamily Customer Portal, or email. Instructions and a link to the secure upload page are on the Minnesota Housing Multifamily Common Application page.

Failure to submit the Qualification of Developer and Qualification of Sponsor forms along with all financial and supporting materials will deem the application ineligible for funding.

All Proposals – Common Application Forms

Multifamily Workbook

Submit one Microsoft Excel version of the Multifamily Workbook through the Multifamily Customer Portal (Portal). Applicants seeking Housing Tax Credits must also submit a signed PDF version of the Multifamily Workbook.

The Project Number (M#) and Development Number (D#) must be included on the property information tab of the Multifamily Workbook. The D# will be provided by Minnesota Housing. The M# will be automatically assigned in the Portal.

For applicants seeking Section 811 Project-based Rental Assistance (Section 811 PRA), refer to the [Section 811 PRA Multifamily Workbook instructions](#).

For applicants seeking National Housing Trust Fund Operating Subsidy (NHTF OS) funding, refer to the [NHTF OS Multifamily Workbook instructions](#).

Multifamily 2018 Housing Tax Credit Self-Scoring Worksheet and 2017 Request for Proposals Deferred Loan Priority Checklist

The Housing Tax Credit Self-Scoring Worksheet and the Deferred Loan Priority Checklist have been combined into one Excel worksheet for the 2017 RFP. Submit only one worksheet or checklist per development. Answers to questions in both the Housing Tax Credit Self-Scoring Worksheet and the Deferred Loan Priority Checklist will be used to ascertain the competitiveness of the proposal for deferred loan funding.

Funding Types: Check the box for the appropriate funding type(s) – Housing Tax Credits or Deferred Loan. If you're submitting a Dual Application, please complete the worksheet or checklist to match all sources requested. For example, if your Dual Application is asking for 9% and for 4% with deferred, select "Both - Minnesota Housing Tax Credits and a Deferred Loan Request" to ensure that the scores and priorities cover all sources. Refer to Section I of this document or the RFP Guide for more information.

Applicants requesting Housing Tax Credits must complete, sign and submit the Housing Tax Credit Applicants Signature Block in the Housing Tax Credit Self-Scoring Worksheet.

Priorities: To be eligible to apply for Minnesota Housing funding, proposals must meet **at least one Minnesota Housing Strategic Priority**. Minnesota Housing will give priority in awarding deferred loan funding to developments that best meet the greatest number of Selection Priorities and Strategic Priorities. For each Selection Priority and Strategic Priority selected, the applicant must **fully support the claim by documentation**,

as identified in each category. All selected proposals will be subject to a legal restriction incorporating the Selection and Strategic Priorities for the term of the loan.

In addition, proposals that include a request for 9% Housing Tax Credits must provide evidence of meeting one of the threshold types defined in Article 6.2 of the Minnesota Housing Tax Credit Qualified Allocation Plan (QAP). This is a state statute requirement (Minnesota State Statute 462A.221 through 462A.225) for any Housing Tax Credit application submitted to Minnesota Housing, a suballocator or suballocator participating in Joint Power Agreement with Minnesota Housing.

Evidence of Site Control

Acceptable evidence of title/site control includes the following: purchase commitment, option or letter of intent from a governmental body for a sole developer. If there is no transfer of ownership, then the warranty deed or contract for deed is acceptable. The evidence of site control must be current, fully executed, include the legal description of land, and extend to the anticipated date of funding recommendation.

Loss of site control could result in withdrawal of a funding recommendation.

Minnesota Housing will not accept applications from different applicants for the same site.

Site Map

Provide a map showing the site boundaries.

Minnesota Housing encourages proposed developments that are or will be located near current and proposed regional and interregional transportation corridors, transit ways, services and jobs.

Photographs

For existing buildings, provide clear photographs of the exterior and interior.

For new construction, provide clear photographs of the site and surrounding areas.

Multifamily Intended Methods Worksheet

Submit the Multifamily Intended Methods Worksheet for compliance with the 2017 version of the Minnesota Overlay and [2015 Enterprise Green Communities Criteria \(EGCC\)](#). As of April 2016, the 2011 version of EGCC and the 2011 Certification Workbook are no longer allowed. See Chapter 6 of the [2017 Minnesota Overlay](#) for Multifamily project requirements. See Chapter 8 of the [Rental Housing Design/Construction Standards](#) for additional sustainable housing requirements.

All applicable Mandatory Criteria and Optional Points Criteria must be provided per the 2017 Minnesota Overlay. New Construction must include 35 Optional Points. Substantial and Moderate Rehabilitation must include 30 Optional Points.

Ensure all energy modeling and construction costs required to meet building energy performance requirements are included in the project work scope and budget. If the proposal includes any alternative energy options such as geothermal, photovoltaic, wind, etc., said systems must be clearly noted in the Multifamily Intended Methods Worksheet under applicable criteria.

Exception: Projects voluntarily seeking certification through EGCC are not required to complete or submit the Minnesota Housing Multifamily Intended Methods Worksheet. Projects seeking EGCC certification must register on the Enterprise website and provide verification that the project is registered at RFP application time.

Note: If a waiver of the EGCC is being requested, provide a [Waiver Request](#) form.

Rental Assistance Payment Standards

Attach a copy of the Payment Standards or Payment Standards Exceptions for the community in which the housing is proposed.

Energy Rebate Analysis (Preliminary)

Submit a preliminary explanation of energy rebates being considered, and include estimated rebate amounts at the time of application. An Energy Rebate Analysis prepared by a third-party entity will be required prior to loan closing/commitment. Refer to Chapter 8 of Minnesota Housing's [Rental Housing Design/Construction Standards](#) for further details. Detailed information on the utility incentive application process is available on Minnesota Housing's [website](#).

Affirmative Action Certification

If your response to this RFP is or could be **in excess of \$100,000**, complete the Affirmative Action Certification to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement and to provide documentation of compliance, if necessary.

It is your sole responsibility to provide this information and, if required, to apply for Human Rights certification prior to the due date of the bid or proposal, and to obtain Human Rights certification prior to the execution of the contract. The state of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

New Construction

New Construction Comparable Property form

The proposed Management and Operating (M&O) expenses should be based on the developer/management company's current portfolio and supported by:

- Actual audited operating data provided by the developer/management company for similar developments
- Circumstances and/or significant changes to the economics of the development's current marketplace, such as increased utility costs and property insurance
- Operating trends of the developer or management company

Provide clear and detailed information to support your proposed M&O expenses in the form of the following documentation.

- The New Construction Comparable Property form for each comparable property that aligns with the proposed development.
- A copy of the year-end audit, which must match the financial information on the New Construction Comparable Property form.

If either the New Construction Comparable Property form or the supporting audit is missing from the submission, the documents will not be accepted.

Preliminary Architectural/Construction Requirements

Submit the following items at application for building schematics/concept design review:

- Site Plan (generally no less than 1/32" per foot scale for the original, and printable on no larger than 11X17 for electronic submission)
- Building Plans (generally no less than 1/16" per foot scale, and printable on no larger than 11X17 for electronic submission)
- Typical dwelling unit plans (generally no less than 1/8" per foot scale, and printable on no larger than 11X17 for electronic submission)
- Building elevations (generally no less than 1/16" per foot scale, and printable on no larger than 11X17 for electronic submission)
- Building Section (generally no less than 1/16" per foot scale, and printable on no larger than 11X17 for electronic submission)

Refer to the Minnesota Housing [Architect Guide](#) and the [Multifamily Rental Housing Design/Construction Standards](#) for more information.

Construction Cost Estimate

The applicant must have a third-party entity (Architect, Professional Engineer, General Contractor, or Cost Estimator) prepare a cost estimate that conforms to all applicable Minnesota Housing Standards. There cannot be any identity of interest between the borrower/owner/developer and the entity preparing the cost estimate.

The cost estimate must be a schedule of values format with major systems and components itemized. It must include costs for general conditions (including winter conditions), overhead, profit and any other work typically included in the construction contract.

Rehabilitation

Three Years of Audited Financials (Existing Properties)

The proposed Management and Operating (M&O) expenses should be based on the developer/management company's current portfolio and supported by:

- Actual audited operating data provided by the developer/management company for similar developments
- Circumstances and/or significant changes to the economics of the development's current marketplace, such as increased utility costs and property insurance
- Operating trends of the developer or management company

For existing properties provide copies of audited financial operating expense statements for the previous three stabilized years to support your proposed M&O expenses.

Rent Roll

For proposals involving an existing property, provide a rent roll including unit type, rent, household income and household size, if available.

Tenant Relocation Plan

All existing developments must submit a relocation plan that addresses both temporary relocation and permanent voluntary displacement. The plan must include:

- A description of the project
- Whether another funding source will require compliance with the Uniform Relocation Act (URA)
- A description of any temporary relocation, if any, that will occur based on the scope of work
- A description of how tenants' needs will be accommodated while they are temporarily relocated
- The anticipated desire for permanent voluntary displacement based on, as applicable, proposed rents, future income restrictions, current tenant incomes or current tenants' qualifications to reside in a Housing Tax Credit qualified unit
- If tenants with special needs will be affected, include a description of how those needs will be accommodated
- A description of what the development team will do to help displaced tenants who may be hard to house, for example, due to family size
- Any social or other services to be used, as appropriate
- The assistance and compensation that will be offered to tenants who will either be temporarily relocated or permanently and voluntarily displaced
- An estimated budget identifying relocation/displacement expenses and an identified funding source
- A timeline

Preliminary Architectural Requirements

Provide current work scope for the rehabilitation of existing buildings with enough detail to communicate scale and scope of improvements. Refer to the Minnesota Housing [Architect Guide](#) and the [Multifamily Rental Housing Design/Construction Standards](#) for more information.

Construction Cost Estimate

The borrower must have a third-party entity (Architect, Professional Engineer, General Contractor, Cost Estimator) prepare a cost estimate that conforms to all applicable Minnesota Housing Standards. The third-party entity may be a Qualified Rehab Specialist for moderate rehab. There cannot be an identity of interest between the borrower/owner/developer and the entity preparing the cost estimate.

The cost estimate must be a schedule of values format with major systems and components itemized. It must include costs for general conditions, overhead, profit and any other work typically included in the construction contract. A cost per square foot, per dwelling unit, or other large metric not allowed. It is acceptable to use and submit a properly completed [Minnesota Housing 20-Year Capital Expenditure Template](#) to meet the Cost Estimate submittal requirement for Rehabilitation.

Physical or Capital Needs Assessment

Applicants must submit either a [Physical Needs Assessment](#) (PNA) or a full Capital Needs Assessment (CNA). A PNA with a [20-Year Capital Expenditure](#) (20YCE)/CNA is required for all moderate and substantial rehabilitation developments. It is not required for new construction projects, gut rehabilitation projects and adaptive re-use projects. View [Minnesota Housing's Building Standards page](#) for templates and additional information.

Inspection: The inspection must be conducted to identify deficiencies under applicable state and local codes, ordinances, and the Minimum Essential Physical Needs as per Chapter 3 and Chapter 10 (if claiming critical needs determination) of Minnesota Housing's [Rental Housing Design/Construction Standards](#).

Age: The age of any needs assessment report from the time of Preservation pre-application or application must be one year or less. If over one year, but less than two years, the needs assessment report may be used to comply with the needs assessment requirement; however, an updated 20YCE (less than 6 months old) must be included. Provide new assessments if older than two years.

Life Expectancy Analysis: Both the PNA and CNA must provide a Life Expectancy analysis over a 20-year term, including estimated age, expected useful life, and effective remaining life of the following minimum elements: roof, siding/exterior walls, windows, doors (interior/exterior, and overhead garage), plumbing fixtures, HVAC systems, electrical systems, light fixtures and kitchen appliances. General conditions, overhead, and profit must be included in the year one/proposed scope of work, but not necessarily in years two through 20.

First Mortgage

HUD Risk Share Application Certification

Applicants seeking LMIR first mortgage financing must certify that they will not complete site acquisition or engage in any site work prior to receiving NEPA Part 58 Environmental Review clearance and Minnesota Housing's approval. If acquisition has already taken place, applicants must certify that no site work will begin prior to NEPA Part 58 Environmental Review clearance and Minnesota Housing's approval.

In addition, if an applicant intends to apply for LMIR funding at the time the purchase agreement is signed **or** if the applicant intends to enter into a purchase agreement after the publishing of the 2017 Multifamily RFP Guide, the purchase agreement must include the following language:

- **Optional Contracts/Agreements** – “Agreement is subject to environmental review in accordance with 24 CFR Part 58 and final determination of desirability by the responsible entity.”
- **Conditional Contracts/Agreement** – “Notwithstanding any other provision of this Contract, Purchaser shall have no obligation to purchase the Property, and no transfer of title to the Purchaser may occur, unless and until Responsible Entity has provided Purchaser and/or Seller with a written notification that: (1) it has completed a federally required environmental review and its request for release of federal funds has been approved and, subject to any other Contingencies in this Contract, (a) the purchase may proceed, or (b) the purchase may proceed only if certain conditions to address issues in the environmental review shall be satisfied before or after the purchase of the property; or (2) it has been determined that the purchase is exempt from federal environmental review and a request for release of funds is not required. The Responsible Entity must use best efforts to conclude the environmental review of the property expeditiously.”

First Mortgage Commitment Letter

If the proposal includes a first mortgage from a lender other than Minnesota Housing, provide an executed commitment letter from the lender. The commitment letter must be on the lender's letterhead and include the approved mortgage amount, interest rate, term, amortization, duration of the commitment and any lender conditions.

Housing Tax Credits

Utility Allowance from Local HRA/PHA

Provide a current utility allowance in a manner consistent with the options outlined in IRC 1.42-10 (i.e., as appropriate: a utility allowance form RD, HUD, PHA/HRA, local utility company, an Agency estimate, a HUD Utility Schedule Model, Energy Consumption Model).

Include a breakdown of the utilities that a tenant pays directly (e.g., heat, electricity) and the utility allowance for each type of utility (e.g., gas, electric) for the various unit types (e.g., one bedroom, two bedroom) and housing types (e.g., apartments, townhomes). Also include a list of each unit type, total tenant paid utilities, contract rent and gross rent.

Market Study

A comprehensive market study of the housing needs of low-income individuals in the area to be served by the project must be submitted with the application.

Developers/owners will contact and hire the contractor of their choice from the Authorized Market Analyst list to perform the required market study in the form and format outlined in Minnesota Housing's [Market Study Guidelines](#).

Schedules and fees will be arranged between the developer/owner and the Authorized Contractor at the developer/owner's expense. Minnesota Housing will not endorse or recommend any contractor on the Authorized Contractor list and will not be a party to the individual transactions.

State Basis Boost

For Housing Tax Credit developments requesting the state designated 30 percent basis boost, provide clear reasons supporting the request and demonstrate how the proposal meets the criteria established by Minnesota Housing (refer to the [Housing Tax Credit Program Procedural Manual](#)).

Compliance with the IRS 10-Year Rule

For acquisition of existing buildings, provide evidence of compliance with the IRS 10-year rule.

In order for an existing building to qualify for the 30 percent acquisition credit in connection with rehabilitation, there must have been a period of at least 10 years between the date the building was acquired and the date it was last placed in service. The 10-year rule also applies to existing Housing Tax Credit projects applying for a new allocation of acquisition credits at the end of the original 15-year compliance period.

Compliance with Exception to the IRS 10-Year Rule

For acquisition of existing buildings, provide evidence of compliance with the exception to the IRS 10-year rule.

Exceptions to the 10-year rule are provided in Section 42(d)(6) for federally or state assisted buildings, certain low-income buildings subject to mortgage prepayment and buildings acquired from insured financial institutions in default. Certain other situations are exempt from the 10-year rule, such as:

- A person who inherits a property.
- Acquisition by a government unit or qualified nonprofit group if income from the property is exempt from federal income taxation.

- A person who gains a property through foreclosure (or instrument in lieu of foreclosure) of any purchase money security interest, provided the person resells the building within 12 months after placing the building in service following foreclosure.
- Single family residences that had no use during the prior 10-year period except as an owner-occupied principal residence will not be treated as being placed in service for purposes of the 10-year holding period. Although the 10-year rule does not apply, the property must still be rehabilitated to claim the acquisition costs of such a property.

Nonprofit Proof of Status and Intended Participation

Applicants must submit the following evidence as proof of nonprofit status and intended participation:

- A description of the nonprofit's intended participation in the development and operation of the project
- Articles of Incorporation
- Internal Revenue Service (IRS) documentation of status (nonprofits must have IRS 501(c)(3) or (4) approval from the IRS or expect to receive such designation prior to carryover and meet requirements of Internal Revenue Code (42(h)(5))

Bond Tests Analysis

The Bond Tests Analysis is required for all proposals requesting tax-exempt bonds to be issued by Minnesota Housing, including Housing Infrastructure Bonds and 4% Housing Tax Credit dual applications. The Bond Tests Analysis will provide a preliminary analysis of several of the required tests that must be met for tax-exempt bonds and 4% Housing Tax Credits allocated in conjunction with such bonds. Much of the information will be imported from the development's Multifamily Workbook, with some manual data entry also required. Detailed instructions are included in the first tab of the Bond Tests Analysis workbook.

Dual Applications

Proposals Requiring Dual Applications

Dual 9% and 4% Housing Tax Credit applications are required for proposals that include Preservation as the Strategic Priority, as defined in the Strategic Priorities section of the Housing Tax Credit Self-Scoring Worksheet, and meet one of the following size criteria:

- The project has more than 40 units and has \$2.5 million in equity proceeds; or
- The project has less than 40 units or has less than \$2.5 million in equity proceeds, and the application includes a detailed Letter of Interest from an investor or syndicator that documents that initial underwriting has taken place, includes preliminary terms and is signed by both the investor and applicant.

Where Minnesota Housing will be the tax exempt bond issuer, the project must utilize at least \$2 million in bond proceeds. The \$2 million minimum may include short term bonds to meet the 50 percent test and to bridge equity.

NOTE: Only one Housing Tax Credit Self-Scoring Worksheet, reflecting the 9% proposal, should be submitted. Applications chosen with a 4% structure will be held to the commitments made on the 9% Self-Scoring Worksheet, except as adjusted by Minnesota Housing. Any modifications to the scoring as a 4% structure will be communicated at the time of selection.

Proposals with the Option of Dual Applications

Dual 9% and 4% Applications are optional for proposals that include Supportive Housing or Greater Minnesota Workforce Housing in the Strategic Priorities, as defined in the Strategic Priorities section of the Deferred Loan Priority Checklist. They must meet one of the size criteria listed below:

- The project has more than 40 units and has \$2.5 million in equity proceeds; or
- The project has less than 40 units or has less than \$2.5 million in equity proceeds, and the application includes a detailed Letter of Interest from an investor or syndicator that documents that initial underwriting has taken place, includes preliminary terms, and is signed by both the investor and applicant.

Where Minnesota Housing will be the tax exempt bond issuer, the project must utilize at least \$2 million in bond proceeds. The \$2 million minimum may include short term bonds to meet the 50 percent test.

NOTE: Only one Housing Tax Credit Self-Scoring Worksheet, reflecting the 9% proposal, should be submitted. Applications chosen with a 4% structure or a deferred only structure will be held to the commitments made on the 9% Self-Scoring Worksheet, except as adjusted by Minnesota Housing. Any modifications to the scoring as a 4% structure will be communicated at the time of selection.

Deferred Only/9% Dual Applications are optional for projects that meet the Supportive Housing Strategic Priorities, but not the size criteria listed above. These proposals may submit a second application requesting deferred funding only with no tax credits.

Required Submittals

- One set of application materials as a 9% structure
- Dual Application Certification Letter
- Dual Application Multifamily Workbook (a list of all adjustments made to the Multifamily Workbook between the 9% application and the dual application should be provided with an explanation for each adjustment)
- Dual Application Multifamily Workbook - Signed (4% Housing Tax Credits)
- 4% Housing Tax Credit Syndicator/Investor Letter of Intent
- Bond Tests Analysis

Developments located in Minneapolis, St. Paul or Dakota County are not eligible to apply to Minnesota Housing for bonding authority. The local jurisdiction must allocate bonding authority for developments located in Minneapolis, St Paul or Dakota County

Dual Application Certification Letter

The Dual Application Certification Letter provides that the applicant grants Minnesota Housing sole discretion to determine the type of funding source for the project, should it be selected. If submitting a dual application, Minnesota Housing will review both applications independent of one another and score each application per the respective criteria and priorities as outlined in its QAP and RFP Guide. Minnesota Housing explicitly reserves the right to determine the appropriate funding source(s) for competitive projects regardless of the project's ranking under either process.

Dual Application Multifamily Workbook

For dual applicants, two Workbooks should be provided showing the two proposed financing structures. The 9% Housing Tax Credit Workbook should be included in the Multifamily Workbook checklist item and the workbook for the dual application should be provided under this checklist item. Applicants seeking Housing Tax Credits

must also submit a signed PDF version of the Dual Application Multifamily Workbook. A list of all adjustments made to the Dual Application Multifamily Workbook between the 9% application and the dual application must be provided, with an explanation for each adjustment.

The development number (D#) provided by Minnesota Housing and the secondary project number (M#) must be included in the Dual Application Multifamily Workbook.

Permanent Supportive Housing for Households Experiencing Homelessness

Supportive housing is affordable housing linked with social services tailored to the needs of the population served to foster housing stability. Applicants who will provide supportive housing in some or all units in a development must complete the supportive housing documents listed below and meet the Supportive Housing Threshold Criteria outlined in the Housing Tax Credit Self-Scoring Worksheet and Deferred Loan Priority Checklist.

County or Tribal Human Services Letter of Confirmation

The applicant and the county or tribal human services departments complete this form to provide information about proposals with supportive housing.

The applicant completes Section 1 and provides this document and a copy of the completed Multifamily Workbook and the Multifamily Supportive Housing Narrative Questions to the human service representative for review **at least 21 days prior** to the application due date. The local county or tribal human service representative completes Section 2 of this form and returns to the applicant. This completed form must be submitted to Minnesota Housing by the application deadline.

Continuum of Care Confirmation

The Continuum of Care (CoC) Confirmation is required for all developments in Greater Minnesota and the suburban metro counties. It is not required for developments in Hennepin and Ramsey Counties. Each CoC has determined a priority for household types for supportive housing units in their region, as published on [Minnesota Housing's website](#). Applications that address a CoC's priority will be more competitive.

Developers must coordinate with the local CoC coordinators to obtain the Confirmation. Provide the following information to the CoC coordinator:

- Supportive Housing Narrative from the Multifamily Application
- Service Provider Qualification Form (215A)

Developers are expected to present their proposals to the CoC Committee before a Confirmation form will be approved for signature by the CoC. Please consider the local CoC meeting schedule, and submit your request to the coordinator **at least one month in advance** of the application due date.

Narrative Questions

Narrative responses should reflect a joint response by the developer, the primary service provider and the management agent, and they must be signed by the service provider.

Qualification of Service Provider

Qualification forms can be found on Minnesota Housing's [Multifamily Common Application](#) page. Forms should be submitted separately from the application. Qualification forms must be completed and electronically submitted by an authorized officer of the appropriate development team's organization. Please submit the

completed Qualification Form to mhfa.app@state.mn.us through [Partner Login](#) on the Minnesota Housing website

People with Disabilities

Applicants setting aside units to rent to people with disabilities must meet the threshold criteria outlined in the Housing Tax Credit Self-Scoring Worksheet and Deferred Loan Priority Checklist and complete the People with Disabilities Narrative Questions and Service Agreement.

Narrative Questions

Applicants must work with the county or tribal human services department, or a designated service provider, to determine local needs and develop a plan to provide housing and services for people with disabilities. The applicant and service provider must work collaboratively to complete the narrative questions. The narrative may also serve as the service agreement when signed by the service provider.

Service Agreement

Applicants must have an agreement with the county or tribal human services department, or a designated service provider, specifying how outreach, referral and services will be provided as outlined in the scoring criteria. The narrative may serve as the service agreement when signed by the service provider.

Section 811 Project-based Rental Assistance (Section 811 PRA)

Pre-Application/Narrative Questions

Applicants requesting Section 811 PRA must complete a pre-application to determine the property's eligibility for the program. **The pre-application is due Monday, May 1, 2017 at 4:30 p.m. CST.** Applicants eligible for Section 811 PRA and who are also applying for tax credits may also consider taking points for units for "People with Disabilities" on the Housing Tax Credit Self-Scoring Worksheet.

National Housing Trust Fund Operating Subsidy (NHTF OS)

Narrative Questions

Applicants whose proposal includes a request for National Housing Trust Fund Operating Subsidy (NHTF OS) are required to complete the NHTF OS Narrative Questions.

Calculation Tool

1. Include rental revenue for just the units assisted by the NHTF OS in Section A.
2. Refer to the [Multifamily Underwriting Standards](#) and enter the appropriate vacancy rate in Section B.
3. Include in Section C. the total maintenance costs for the project (Cell J56 in the Income and Expense tab of the Multifamily Workbook)
4. Include the total utilities costs to be paid by the development in Section D. (Cell J61 in the Income and Expense tab of the Workbook)
5. Include the total insurance costs for the project in Section E. (Cell J65 in the Income and Expense tab of the Workbook)
6. Include the total property tax costs for the project in Section F. (Cell J69 in the Income and Expense tab of the Workbook)

7. Include the total property costs for front desk operations, if applicable, in Section G. (Cell J63 in the Income and Expense tab of the Workbook, net of other supportive housing related costs)
8. Include the total cost of scheduled payments to the replacement reserve for replacement of major systems to be paid by the development in Section H. (Cell J70 in the Income and Expense tab of the Workbook)
9. Include the total rooms for the development in Section J. (Cell V41 in the Housing Income tab of the Workbook).

Certification

Applicants are required to comply with all applicable federal cross cutting requirements when applying for the NHTF OS. No choice limiting actions can be taken after the Initiation of Negotiations (ION) has been triggered for these specific funds. For applicants requesting NHTF OS, the ION is triggered at application and the owner must provide the signed NHTF OS Certification form.

Preliminary Determination Letter for 4% Housing Tax Credits (not required at the time of RFP application)

Preliminary Determination Letter – Submit if bonds are not being issued by Minnesota Housing

The determination by the issuer must be made in a manner consistent with the tax credit allocating agency (Minnesota Housing or appropriate suballocator) QAP and Housing Tax Credit Program Procedural Manual. IRS Code Section 42 requires that the issuer's evaluation must consider:

- The sources and uses of funds and the total financing planned for the project
- Any proceeds or receipts expected to be generated by reason of tax benefits
- The percentage of the housing credit dollar amount used for project costs other than the costs of intermediaries
- The reasonableness of the developmental and operations costs of the project
- A comprehensive marked study of the housing needs of low-income individuals in the area to be served by the project, conducted before the credit allocation is made and at the developer's expense by a disinterested party approved by the allocating agency
- This determination must be made prior to the issuance of the bonds

Evidence of State Allocation of Tax-exempt Bond Volume Cap – Submit if bonds are not being issued by Minnesota Housing

Provide evidence from the issuer of the bonds that the project received an allocation of tax-exempt bond volume cap from the State of Minnesota.