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Equal Opportunity Housing and Equal Opportunity Employment

Multifamily Request for Proposal (RFP) Upload

Instructions

Purpose

Minnesota Housing no longer accepts Multifamily RFP electronic submittals via E-Mail. The Multifamily Request for Proposal (RFP) Upload allows owners, developers, and/or processing agents a fast and easy way to electronically submit their Multifamily RFP materials via the Internet. In an effort to identify and distinguish the electronic submittals, **the following document titles shall be used for the checklist items identified below:**

- A1 Common Application
- A2 Rental Housing Narrative Questions
- A3 Appraisal
- A4 Method Of Satisfying Green Criteria
- A5 Cert Of Enviro Issues
- A6 Market Qualification
- A7 Transit Oriented Map
- A8 Site Location Map
- A9 Photos
- A10 Architectural Requirements
- A11 Site Control
- A12 Sources And Uses Of Funds
- A13 Tenant Relocation Plan
- A14 Ack Of Receptivity To LCA
- A15 Res Of Receptivity To DEED
- A16 DEED Summary Info Sheet
- A17 NOLO
- A18 Local HRA PHA Notice Agreement
- A19 RA Payment Standard
- A20 UA From HRA PHA
- A21 Commit Project Based Rent Assist
- A22 Rent Roll
- A23 Pres Of Fed Assist Docs
- A24 Operating Expense Statements
- E1 County Letter Of Confirmation
- E2 Cert Of Consistency
- F1 Current Operating Budget
- F2 HSASMI Letter Of Support
- G1 RA Budget Worksheet

G2 Program Policies

If multiple documents will be submitted for one checklist item, insert 1of2, 1of3, etc. at the end of the document title.

Procedure

1. Visit the following website: <http://www.mnhousing.gov/login/index.aspx>, then click on Multifamily Request for Proposal (RFP) Upload
2. Enter your E-Mail address, agree to the Terms and Conditions, then click on Sign In



The screenshot shows a light blue header with the text "Welcome to the Minnesota Housing Upload Utility". Below this is a white form area. At the top of the form is the label "E-Mail Address" in blue. A text input field contains the email address "john.doe@q.com". Below the input field is the text "Please enter your email address to continue". There is a checked checkbox followed by the text "I agree to the Terms and Conditions", where "Terms and Conditions" is a blue link. A dark blue button with the text "Sign In" is centered below the checkbox. At the bottom of the form area, there is a disclaimer: "By accessing and logging into the secure upload utility, I hereby certify that I am authorized partner of Minnesota Housing and that unauthorized access is prohibited by law."

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3. Once logged in, enter Development Name, or if submitting Qualification Forms, enter Organization Name

Minnesota Housing RFP Secure Upload Utility

Welcome, john.doe@q.com

[? Instructions](#)

Development Name:

REQUIRED: Please enter your associated development name or organization name

Allowed File Types:

- Word Document (.doc/.docx)
- Rich Text Format (.rtf)
- Adobe PDF (.pdf)
- Excel Spreadsheet (.xls/.xlsx)
- Excel Spreadsheet Template (.xlt)
- Comma Separated Spreadsheet (.csv)
- JPEG Image (.jpg)
- GIF Image (.gif)

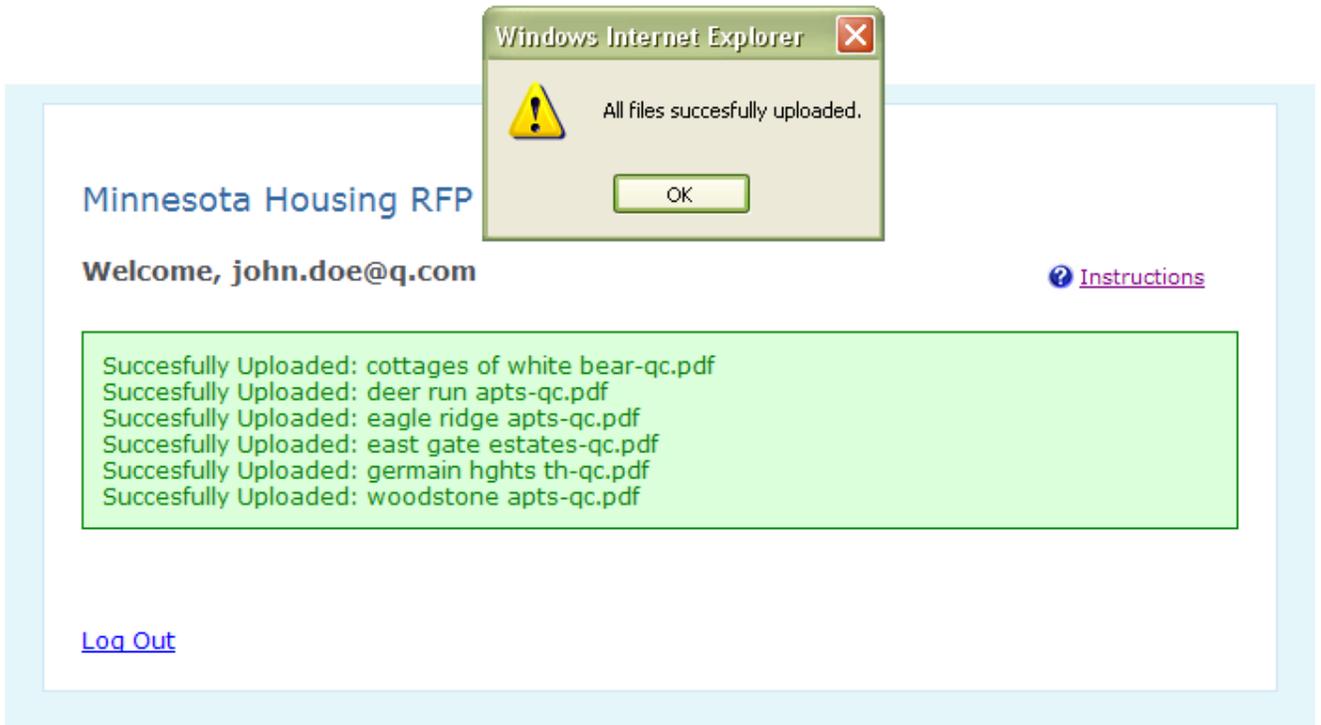
Please Select Files

4. To select files for upload, click on the Browse button
5. To select additional files, you may click Browse again
6. Once all files are selected, click on the Upload Files button

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7. A box will appear indicating All files successfully uploaded



8. Click on Log Out

Congratulations! You have successfully submitted your RFP materials to Minnesota Housing