

Formal Application

Minnesota Housing Finance Agency (Minnesota Housing) Multifamily Division currently offers two processes for Applicants (Developer/Owner) to request funding: the "Consolidated Request for Proposals (RFP)" and "Open Pipeline". Refer to Minnesota Housing's Application Guide for more information regarding applying for multifamily resources.

The Architect will likely be requested by the Applicant to assist with preparing materials necessary for Formal Application.

Purpose: The Formal Application provides information needed to evaluate proposals and determine if funding program resources are eligible for proposed use.

Architect's Role:

The Architect's role during this stage generally consists of:

1. Conducting site visits and being familiar with any physical, cultural, and/or regulatory factors that may impact intended improvements.
2. Providing the Applicant with total fee requirements for performing all architecture services as needed to execute the project in accordance with Minnesota Housing's Architect's Guide and Design Standards.
3. Providing Applicant with preliminary estimate of cost for proposed improvements.
4. Completing Qualifications of Architect (Minnesota Housing Form 206A).
5. Completing Housing Tax Credit Design Standards Certification (Minnesota Housing Form - HTC Form 33), if applicable.
6. Assisting Applicant with completing Minnesota Housing Multifamily Application Forms.
7. If new construction (unless exempt), assisting Applicant in developing a Green Development Plan and executing the "Certification of Intent to Comply" form associated with the **MANDATORY** Green Communities Criteria. Refer to the Minnesota Housing Multifamily Sustainable Housing Standards for more information.
8. Providing a Schematic Design concept and/or preliminary work scope (if rehabilitation) that comply with all applicable Minnesota Housing Multifamily Housing Design Standards and policies.
9. If new construction, Schematic Design concept must include:
 - Site plan (generally no less than 1/32" per foot scale for the original, printable on no larger than 11x17 for electronic submission);
 - Building plans (generally 1/16" per foot scale for the original, printable on no larger than 11x17 for electronic submission);

- Typical dwelling unit plans (generally 1/8" per foot scale for the original, printable on no larger than 11x17 for electronic submission); and
- Building elevations (generally 1/16" per foot scale for the original, printable on no larger than 11x17 for electronic submission).
- Building Section (generally no less than 1/16" per foot scale, printable on no larger than 11x17 for electronic submission)

Acceptance for Processing:

Once the development has been selected for processing, the Applicant will be notified and an Intake Meeting will be scheduled.