



2013 Single Family Request for Proposal Reminders

All SF RFP's must use the 2013 SF RFP application found on the Minnesota Housing [website](#). Faxed, late or incomplete applications will not be accepted.

NOTE: Be sure to fill out the **General Application and Workbook** along with the **Activity-Specific Application and Workbook**. For example, a new construction application will include the general application, general workbook, new construction application, and new construction workbook. The completed 2013 SF RFP, all applicable information and documentation must be received at Minnesota Housing's office by noon on Thursday, July 11, 2013 in both of the following formats:

1. Hard copy delivered in person or by mail **AND**
2. Electronic upload (instructions below)

Electronic Upload Instructions:

Prior to submitting an application, each applicant must email Minnesota Housing to request for staff to set up a **Box.com** account in your name, which will allow you to electronically submit the application.

To set up an account, send an email to both eric.thiewes@state.mn.us and luis.pereira@state.mn.us including the following information:

- Organization's Name
- Contact's Name(s)/Email address(s) and phone number(s).

Note: If there are multiple people that will need access to the Box.com Account, please list all of their names and email addresses.

If you have not already done so, please send the email request prior to July 9, as it may take a few days for an account to be set up by Minnesota Housing. You must have an account set up in advance to submit the electronic copy of the RFP.

Minnesota Housing will notify each applicant via email when their box.com account has been created. You will then be able to upload your RFP, Workbook and all supporting attachments/documents to the account. The following is a set of instructions to take after you receive the email from Minnesota Housing:

1. Click on the accept Invite button.
2. You will need to register your name and password to open a free box account. If you already have a Box.com account, log into your existing account. Then click continue.
3. Next, you will be brought to the All Files and Folders page. Click on your organization's 2013 RFP Upload Folder. **Note: If you have used Box.com in the past for other applications to Minnesota Housing, upload your SF RFP documents into the folder that has your organization's name with "SF RFP" in the title.**
4. To upload a folder or individual files, click the Upload button at the top of the page

under the search box.

5. Double click on the folders of files you want to upload.
6. Contact [Eric](#) or [Luis](#) if you are having issues uploading documents.

Please note: You will not be able to view what you have uploaded, but will be able to see the name of the uploaded document. If you find an error within the uploaded document(s,) you can replace the existing document by uploading a new document. You must use the exact same document name to overwrite the first document. **You will not be able to replace any documents after noon on July 11, 2013.**

Questions? Contact the Impact Fund Team:

- Luis Pereira: Luis.Pereira@state.mn.us, 651.296.8276
- Nancy Slattsveen: Nancy.Slattsveen@state.mn.us, 651.296.7994
- Eric Thiewes: Eric.Thiewes@state.mn.us, 651.296.6527