MINNESOTA HOUSING

All documentation containing confidential and private data must be sent to Minnesota Housing using the Secure Upload Tool. The Secure Upload Tool allows you to:

I.   [Submit documents to Minnesota Housing](#)

II. [Receive documents from Minnesota Housing by authenticating with your email](#)

III. [Send to the correct Multifamily team contacts](#)

I. Submit Documents to Minnesota Housing

Step 1:

Go to www.mnhousing.gov. Click **Partner Login** on the top of the page.

Step 2:

Scroll down to the Multifamily Applications section of the Partner Login webpage and click **Multifamily Secure Upload Tool**.

Secure Upload

This tool allows organizations to securely upload and download documentation for the following teams and purposes.

Multifamily Secure Upload Tool
Upload Tool Instructions

- **arch.mhfa@state.mn.us**

  Architects team: For contractors and developers to securely submit large sized construction documents to the Minnesota Housing staff architects.

- **mhfa.app@state.mn.us - Submit all Financials and Qualification forms.**

  - Customers submitting applications for the annual Consolidated Request for Proposals must submit materials through the Multifamily Customer Portal, **with the exception of Financials and Qualification forms.**

- **mhfa.compliance@state.mn.us**

  Compliance team: For owners and managers to submit documents containing private data, including scanned tenant files. You must include the D number, property name and the name of the assigned Compliance Officer in the subject line.

- **pbca-mor.mhfa@state.mn.us**

  PBCA MOR team: For owners and managers to submit Management and Occupancy Review (MOR) documents. Include the property name and the name of the assigned housing management officer (HMO) in the subject line. **NOTE: Do not send** EIV reports through the Multifamily Secure Upload Tool.

- **mhfa.rental-assistance@state.mn.us**

  Rental Assistance team: For rental assistance grant administrators to submit a draw request form for reimbursement for the Housing Trust Fund (HTC), Bridges, and Bridges RTC programs.
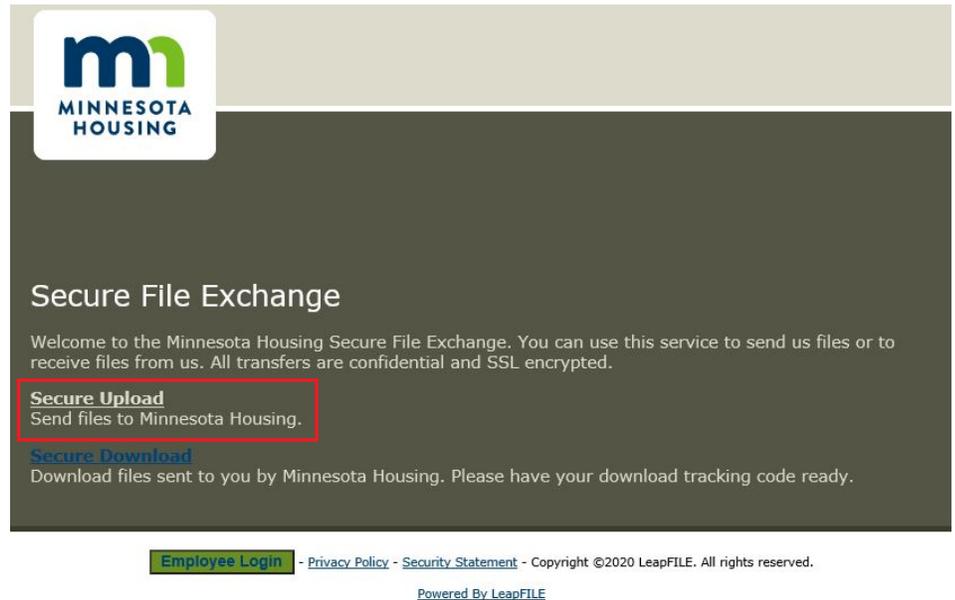
- **mhfa.rrdl@state.mn.us**

  Rental Rehabilitation Deferred Loan team: For RRDL administrators use only to submit final close out documents. (**RRDL property owners:** see mhfa.compliance@state.mn.us above.)

- **mhfa.tracs@state.mn.us**

  TRACS team: For management companies and owners to submit Voucher detail.

Step 3:

Click **Secure Upload**.

Step 4:

Enter the appropriate **recipient email address**.

- Architect team: arch.mhfa@state.mn.us
- Compliance team: mhfa.compliance@state.mn.us
- Multifamily RFP application team: mhfa.app@state.mn.us
- PBCA MOR team: pbca-mor.mhfa@state.mn.us
- Rental Assistance team: mhfa.rental-assistance@state.mn.us
- RRDL Team: mhfa.RRDL@state.mn.us
- TRACS Team: mhfa.TRACS@state.mn.us

Click **Start**.

Step 5:

Enter your name and email address

Enter a **subject line**. For example:
- D#, Property Name, Compliance Officer Name
- Administrator Name – November
- Project Name-RFP Application
- ABC Property Construction Specs
- January _ Property Name/Service Provider Name
- Housing Management Officer Name, Property Name
- Management Company Name/Tenant Concern
- Vouchers-March

Enter any **message/description/Instructions** about the file(s) you're submitting.

A. Send documents by selecting one file at a time

Step 6:

Check the **Notify me when files have been downloaded** box (Optional). When the optional box is checked, you will get an email notification when Minnesota Housing staff downloads your files successfully.

Click **Select files to send (Regular Upload).**

Step7:

Click **Browse.** Select the file (repeat if needed up to 10 times).

Click **Upload & Send**.
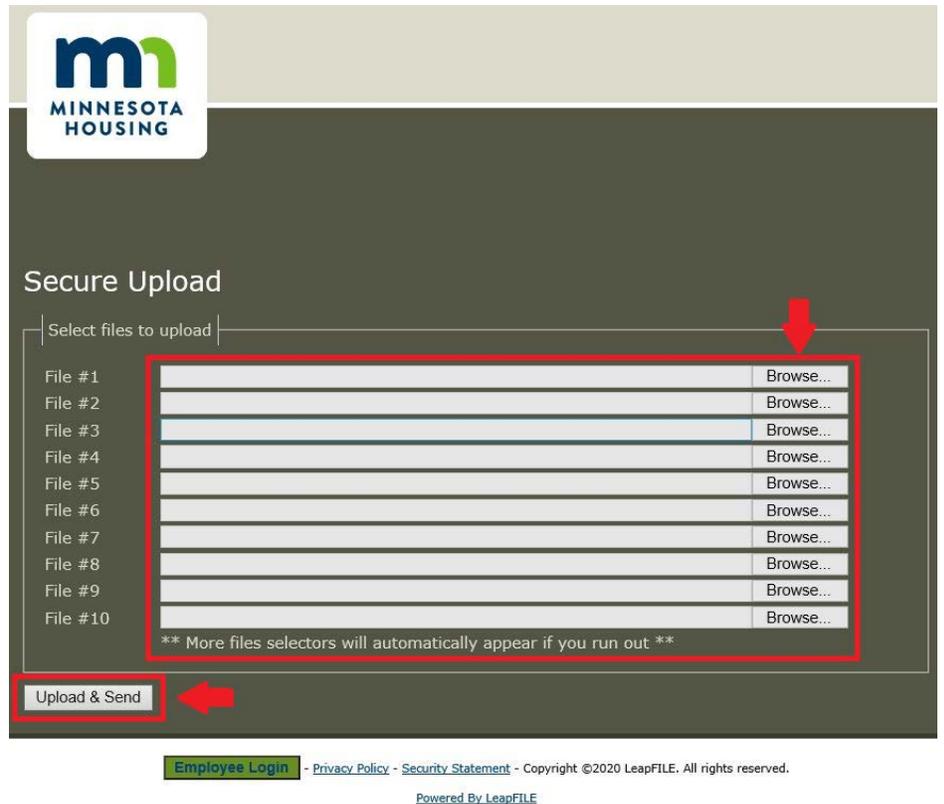
Step 8:

Success! Your file(s) have been received!

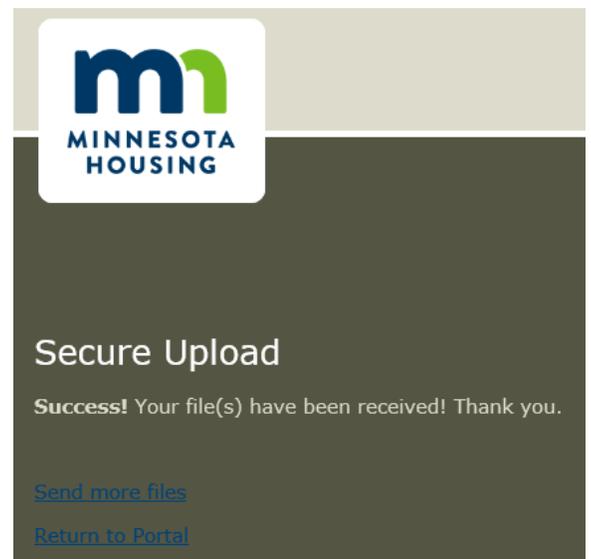If you selected the 'Notify me when the files have been downloaded' option, you will receive a confirmation email that your files were uploaded successfully. (Be sure to check your junk mail.)

B. Send documents by selecting a folder containing multiple files

Step 9:

Check the **Notify me when files have been downloaded** box (Optional). When the optional box is checked, you will get an email notification when Minnesota Housing staff downloads your files successfully.

Click one of two options shown to **Select files and folders to send (Enhanced Upload HTML5… or…Java).** Note: The Enhanced uploads may require additional install software for browser to perform properly. Download and install Java using the link provided or contact your technical team for further assistance.

Step 10:

Click **Add.**

Select the folder.

Use the **Remove** or **Remove All** options as necessary.

Click **Upload.**

Step 11:

Success! Your file(s) have been received! You will receive a confirmation email that your files were uploaded successfully. If you haven't received one, check your junk mail.
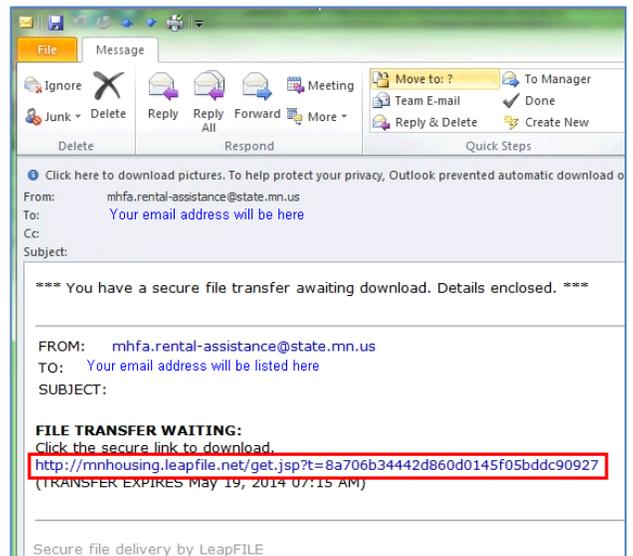
II. Receive Documents Sent by Minnesota Housing via Email

Step 1:

When Minnesota Housing sends you secure documents, you will receive an email from a Minnesota Housing email address. Open the email.
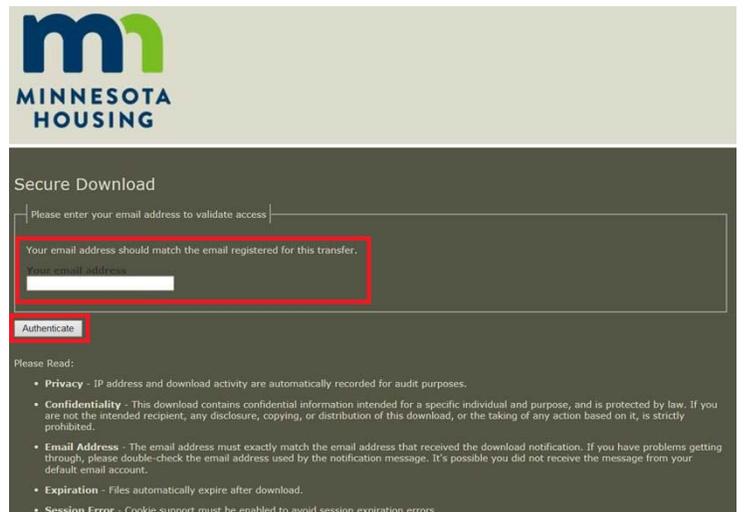
Click the **link in the email** or copy and paste the URL it into a web browser.
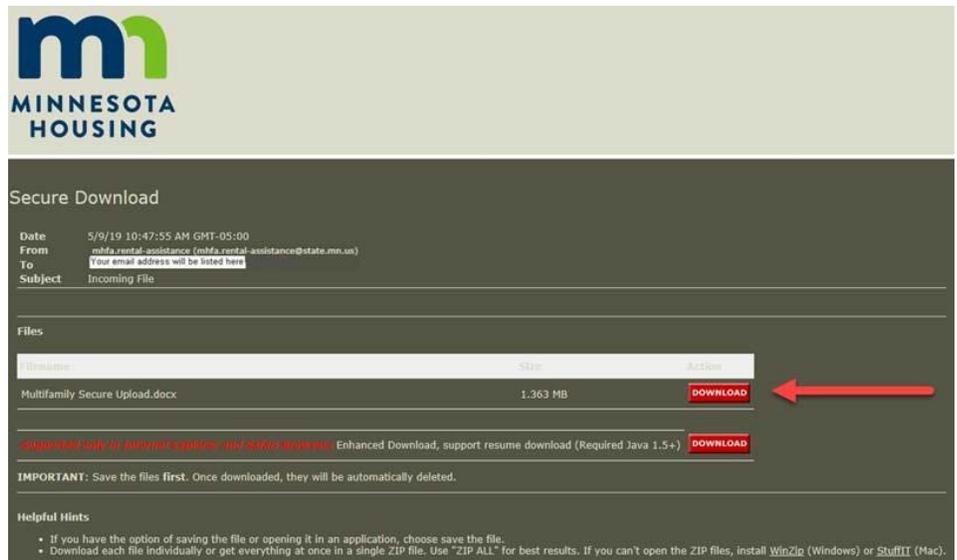
Step 2:

Enter your email address.

Click **Authenticate.**

Step 3:

Click **DOWNLOAD.**

A box may appear at the bottom of your web browser prompting you to open or save (depending on your web browser settings). Click **Save.** If you click Cancel, your document will not download.

III. Multifamily Team Contacts

Submit all questions, comments or concerns to the appropriate Minnesota Housing team:

- Architects team: arch.mhfa@state.mn.us
- Compliance team: mhfa.compliance@state.mn.us
- Multifamily RFP application team: mhfa.app@state.mn.us
- PBCA MOR team: pbca-mor.mhfa@state.mn.us
- Rental Assistance team: mhfa.rental-assistance@state.mn.us
- RRDL team: mhfa.RRDL@state.mn.us
- TRACS team: mhfa.TRACS@state.mn.us