



# Community Stabilization: Distressed Multifamily Rental Building Program Request for Proposals Application Checklist

Application deadline: Wednesday, November 19, 2025, at noon Central Time.

## Instructions

To complete an application for the Minnesota Housing Community Stabilization: Distressed Multifamily Rental Building Program (Program) Request for Proposals (RFP), submit all required materials using Minnesota Housing's [Multifamily Secure Upload Tool](#). The Multifamily Secure Upload Tool will direct the Applicant to send items to the following email: [distressedbldg.mhfa@state.mn.us](mailto:distressedbldg.mhfa@state.mn.us). More information on how to submit required items can be found on Minnesota Housing's [Partner Login](#) webpage.

Applications that do not contain all required components (completed and submitted properly) will be noted as incomplete and will not be eligible for further review, including scoring. Minnesota Housing is unable to provide notice if an application is incomplete.

Refer to the [Community Stabilization: Distressed Multifamily Rental Building Program RFP Application Instructions](#) and the [Program Guide](#) for additional details, instructions and contact information.

If you have questions regarding checklist items, contact Beverly Wilharm at [distressedbldg.mhfa@state.mn.us](mailto:distressedbldg.mhfa@state.mn.us) or at 651.284.0077. Allow enough time for staff to respond and help resolve issues so that a complete application can be submitted prior to the application submission deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

## Required Documents for all Program Applications

- 1. [Community Stabilization: Distressed Multifamily Rental Building Program Request for Proposals Application](#)
- 2. Cash flow projection supporting the Property Stabilization Plan by providing either:
  - a. [Community Stabilization: Distressed Multifamily Rental Building Program Request for Proposals Application Supplementary Application Spreadsheet](#), or
  - b. The Applicant's own cash flow projection form

- 3. [Community Stabilization: Distressed Multifamily Rental Building Program Request for Proposals Application General Certification Form](#)
- 4. [Community Stabilization: Distressed Multifamily Rental Building Program Request for Proposals Application Self-Scoring Worksheet](#)
- 5. Warranty Deed with legal description
- 6. Site map
- 7. Location map
- 8. Documentation of placed in service date or initial occupancy
- 9. Copy of registration or filing of organizational documents with the Minnesota Secretary of State
- 10. Ownership organizational chart
- 11. [Community Stabilization: Distressed Multifamily Rental Building Program Physical Needs Assessment Form](#); it is preferred that this is prepared by a qualified third party, but not required.
- 12. [20 Year Capital Expenditure Form for single property](#) or [20 Year Capital Expenditure Form for multiple buildings](#); it is preferred that this is prepared by a qualified third party, but not required.
- 13. Documentation of any outstanding code violations
- 14. Current annual operating budget for the property, including year to date actual expenses
- 15. Three years of property financial statements, audited statements preferred
- 16. Property Rent Roll: a current listing of units in the property including unit size, the monthly rent amount and household size. Clearly indicate which units receive a rental subsidy. Resident names and incomes must be redacted. Anonymize the rent roll.
- 17. Household income certification as of March 1, 2025, for all units in the building.
- 18. If applicable, documentation that the property is at imminent risk of foreclosure, closure or sale that would result in permanent loss of affordability
- 19. If applicable to the funding request, photographs of the overall property, existing conditions, and all proposed improvement areas
- 20. [Form 203B: Qualifications of Sponsor and/or Guarantor](#) together with [Schedule A-E](#) and all required financial information. Submit this form to mhfa.app@state.mn.us using [Secure Upload Tool](#).
- 21. If applicable, [Form 203A: Qualifications of Developer](#) or [Qualifications of Development Consultant](#). Submit this form to mhfa.app@state.mn.us using [Secure Upload Tool](#).
- 22. Form [210A: Qualification of Management Company](#) and [Management Company's Current Portfolio](#). Submit this form to mhfa.app@state.mn.us using [Secure Upload Tool](#).
- 23. If the application includes points claimed for Supportive Housing units, [Form 215A: Qualifications of Primary Service Provider](#). Submit this form to mhfa.app@state.mn.us using [Secure Upload Tool](#).
- 24. Evidence that all units are restricted to households with incomes at or below 60% of the area median income adjusted for household size, as determined by the United States

Department of Housing and Urban Development (HUD). This may be demonstrated in the form of a recorded declaration, covenants, land use restrictive agreement or other documentation as approved by Minnesota Housing at its sole discretion.

- 25. [Wage Theft Disclosure Certification Form](#)
- 26. [Wage Theft Prevention Verification Form](#)

### **Required Documentation if Grant Option is Selected**

- Pre-Award Risk Assessment Form and accompanying documents detailed in the form. Submit all forms to [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us) using [Secure Upload Tool](#).
  - A. [Risk Assessment Form—Nonprofit Organizations](#)
  - B. [Risk Assessment Form—For-Profit Business Entities](#)
  - C. [Risk Assessment Form—Political Subdivisions](#)
  - D. Accompanying Documentation:
    - a. Financial Documents related to the Applicant organization and detailed on the Risk Assessment Form (Nonprofits and For Profits Only)
      - 1. [Internal Controls Certification—Nonprofits Organizations](#), if applicable
      - 2. [Internal Controls Certification—For-Profit Business Entities](#), if applicable
    - b. Evidence of good standing with the Minnesota Secretary of State (Nonprofits and For Profits Only)
    - c. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified

### **Debt Restructure (if use is selected)**

If the anticipated purpose of the Program funding includes Debt Restructure, provide the additional items below:

- 1. A copy of the note and mortgage for which the Debt Restructure is being requested
- 2. If Private Debt is being restructured, a term letter signed by the Private Debt lender detailing the loan concessions the lender will provide if the application is selected for funding.
- 3. If not Private Debt: Optional, if available: A letter signed by the lender detailing terms under which the lender is willing to restructure debt if the application is selected for funding.

### **Rehabilitation (if use is selected)**

If the anticipated purpose of the Program funding includes rehabilitation, provide the additional items below:

- 1. Rehabilitation scope of work and cost estimate: At a minimum, the scope of work should contain general line items and cost for each item (for example, windows or kitchen

renovations). The total construction cost should match the Uses tab in the Program RFP Application Supplementary Application Spreadsheet or self-prepared Sources and Uses statement. It is acceptable to submit a [Minnesota Housing 20-Year Capital Expenditure Template](#) to meet the cost estimate submittal requirement for rehabilitation. The scope of work and cost estimate may be prepared by the Applicant.

- 2. [Applicant Certification of Known Environmental Issues](#)
- 3. If applicable, Tenant Relocation Plan
- 4. If available, any other information to support the application, including architectural or engineering plans such as site plans, floor plans, exterior building elevations, elevator modernization proposals, 3D renderings, energy audits.

### Financing to Sell or Transfer Ownership of the Property (if use is selected)

If the purpose of the Program funding is the financing to sell or transfer ownership of the property, then provide the following forms. These forms are submitted to mhfa.app@state.mn.us using Minnesota Housing's [Multifamily Secure Upload Tool](#)

- 1. Documentation of site control by the proposed buyer
- 2. Documentation of proposed change in ownership
- 3. From Buyer: [Form 203B: Qualifications of Sponsor and/or Guarantor](#) together with [Schedule A-E](#) and all required financial information
- 4. If there will be a change in the management company after the sale: [Form 210A: Qualification of Management Company](#) and [Management Company's Current Portfolio](#)

### Other Costs (if use is selected)

If the purpose of the Program funding includes other costs, provide the additional items below:

- 1. Documentation of other costs, including how the amount requested was determined

Minnesota Housing may request additional information to support the application.

### Required Documents for Claiming Points in Self-Scoring Worksheet

Please submit the following supporting documentation for points claimed in the Program RFP Application Self-Scoring Worksheet:

- 1. **Serve Lower Income Households (1.A.):** units claimed will be verified against the Household Income Certification as of March 1, 2025.
- 2. **Urgency/Risk of Loss (1.B.):** documentation substantiating that the building is at imminent risk of foreclosure, closure, or sale that would result in permanent loss of affordability.

- 3. **Keeping the Property Affordable (1.C.)** If existing affordability requirements need to be extended to claim points, documentation must be provided indicating that the affordability requirement can and will be extended if selected for funding.
- 4. **Building Not Eligible or Not Prioritized in other Minnesota Housing programs (1.D.):** If applications to other Minnesota Housing programs were under a different property name and/or ownership name, attach a narrative with a list of the applications and related identifying information (including the D# or M#).
- 5. **Supportive Housing (2):** Supportive Housing unit requirements and restrictions will be verified against Section 4 of the application and Section 2 of the Program RFP Application Self-Scoring Worksheet. To verify the Supportive Housing requirements tied to the property, upload a document indicating the source of the relevant regulatory agreement(s) or use restrictions that specify a Supportive Housing requirement tied to the property rather than to an individual tenant.
- 6. **Preserving Supportive Housing (2.A.)** No additional documentation is needed. This information will be determined by Minnesota Housing.
- 7. **Property Stabilization Plan (3):** scoring will be completed by Minnesota Housing based on the Property Stabilization Plan provided in the Community Stabilization: Distressed Multifamily Rental Building RFP Application.