

Multifamily Customer Portal: Withdrawing a Project

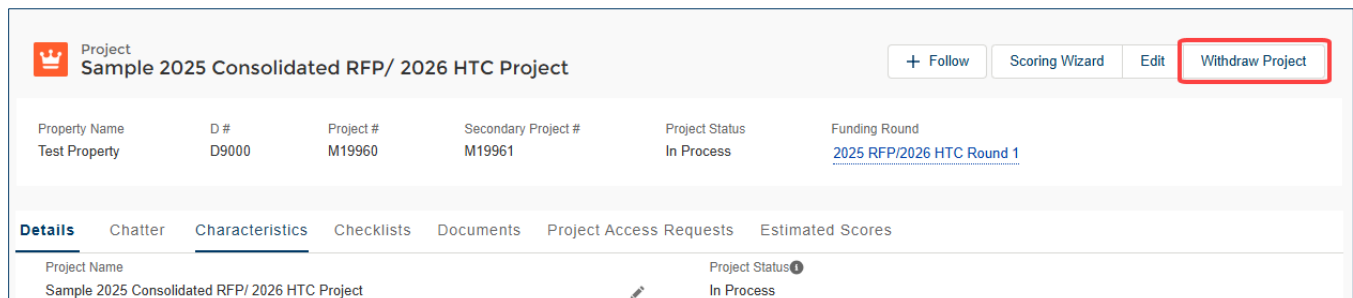
Overview

This guide outlines the process for withdrawing a project from consideration for funding within the Multifamily Customer Portal. If you no longer wish for your project to be considered, you can easily withdraw it, and both you and Minnesota Housing staff will be notified automatically.

Steps to Withdraw a Project

Follow these steps to withdraw your project:

- **Navigate to Your Project:** Locate and open the specific project you wish to withdraw within the Multifamily Customer Portal.
- **Initiate Withdrawal:** In the upper-right corner of the project screen, select the "Withdraw Project" button.



The screenshot shows the project details page for 'Sample 2025 Consolidated RFP/ 2026 HTC Project'. In the top right corner, there are four buttons: '+ Follow', 'Scoring Wizard', 'Edit', and 'Withdraw Project'. The 'Withdraw Project' button is highlighted with a red rectangular box. Below the buttons, there is a table with project details:

Property Name	D #	Project #	Secondary Project #	Project Status	Funding Round
Test Property	D9000	M19960	M19961	In Process	2025 RFP/2026 HTC Round 1

Below the table, there is a tabbed interface with the following tabs: Details, Chatter, Characteristics, Checklists, Documents, Project Access Requests, and Estimated Scores. The 'Details' tab is selected, showing the project name 'Sample 2025 Consolidated RFP/ 2026 HTC Project' and the project status 'In Process'.

- **Confirm Withdrawal:** A confirmation pop-up window will appear.
 - To proceed with the withdrawal, select "Yes, Continue."
 - To cancel the withdrawal, select "No, Close Window."
- **Completion:** Upon successful confirmation, the project's status will immediately update to "Withdrawn." You will receive a confirmation email, and Minnesota Housing staff will be automatically alerted.

System Support

For system support, contact mhfa.app@state.mn.us.