Minnesota Multifamily Rental Housing Narrative Questions

Please complete the following narrative questions, as applicable, based upon the specific housing proposal. Please ensure that the following descriptions match the information submitted on the on Minnesota Multifamily Rental Housing Common Application Form.

1) Describe the housing proposal concept and proposed use of funds, including:
   Funding Activity (i.e. acquisition, historic rehab, new construction)
   Physical Attributes of the Building (i.e. three story, elevator building with brick exterior and underground parking)
   Type of Housing (i.e. general occupancy, permanent supportive housing, shelter)

2) Describe whether the housing proposal furthers any of Minnesota Housing's strategic goals (*Ending Long-term Homelessness, Preserving the Existing Affordable Housing Stock or Increasing Housing Choices for Low and Moderate Income Workers*) and/or funding priorities for one or all of the RFP funding partners. (Reference the RFP Guide for information on Minnesota Housing and the Funding Partners various goals and priorities.)

3) Describe whether the housing proposal will target/market to underserved populations, which include individuals and households of color, single head of households with minor children, and disabled individuals.

4) Describe the site and surrounding land uses.

5) Describe how the location and design of the proposed housing is suitable for the housing needs of the proposed tenant population.

6) Describe and justify any particular design features that result in unusually high construction costs and/or costs that are above benchmarks set by Minnesota Housing. (Please note that the RFP Guide details benchmark construction costs for supportive housing developments serving long-term homelessness).

7) Describe whether the proposal includes any common, commercial, administrative, program or community space(s) in the development and if so, describe the intended use of the space and approximate square footage. Include information and details on how these spaces will be leased, managed and funded (both construction funding and cost of operation).

8) Describe the status of neighborhood support including any required approval process and the status of these approvals.

Market Information

The following information must be included in submission for market qualification for Housing Tax Credit and Multifamily RFP applications:

1.) Development Information in table below:

Unit Type	Number of Units	Gross Rent	Income * Affordability	Hourly Wage ** Needed – 1 Earner	Hourly Wage *** Needed – 2 Earner
0 Bedroom					
1 Bedroom					
2 Bedroom					
3 Bedroom					
4 Bedroom					
Total					

*Multiply Gross Rent by 12 and divide by.3. **Divide Income Affordability by 2080.
***Divide Income Affordability by 4160.

Information for items 2 and 3 may be found at www.census.gov
- o Directions to 2000 information can be found on surface of home page.
- o Directions to 1990 information can be found by clicking on "Publications (PDF)" box in column on left side of home page.

2.) City Information

City Population	1990		2000	
City Households	1990		2000	
City Renter Households	1990		2000	
City Rental Units	1990		2000	
City Rental Vacancy Rate	1990		2000	

3.) If more recent information is available, please provide and indicate source, especially if 2000 vacancy rate was above 5% or household growth between 1990 and 2000 was weak (source)

4.) Racial/ethnicity characteristics according to 2000 Census –

Number of persons in each group:

City	White	Black	American Indian	Asian Pacific Islander	Other Race	Hispanic Origin

5). Rental Units and/or Multifamily Units permitted since 2000 in City:

6). Comparable Rental Data:

Present the following data for 3 more recent rental developments in city comparable to that proposed.

Comparable 1		
Name:	Number of Units	Monthly Contract Rent
Address:	0 Bedrooms	
City:	1 Bedrooms	
Phone:	2 Bedrooms	
	3 Bedrooms	
	4 Bedrooms	
	Total	

Comparable 2			
Name:		Number of Units	Monthly Contract Rent
Address:		0 Bedrooms	
City:		1 Bedrooms	
Phone:		2 Bedrooms	
		3 Bedrooms	
		4 Bedrooms	
		Total	

Comparable 3			
Name:		Number of Units	Monthly Contract Rent
Address:		0 Bedrooms	
City:		1 Bedrooms	
Phone:		2 Bedrooms	
		3 Bedrooms	
		4 Bedrooms	
		Total	

7). Employment Information:

A. List names of at least 3 to 5 major employers in city or area by type of business, number of employees, job titles for typical employees, and starting or average hourly or annual wages. Some of this information is available in the Community Profile publication of the Department of Trade and Economic Development for each community. The Profile is available online at www.mnpro.com

Example:
XYZ Mfg., Farm Machinery, 40 employees, Assembler, $7.00 hr.

B. List name, type of business, number of jobs, wages and time frame for any recent or proposed expansions in area employment. Provide information on the wages of the work force employed by organization(s) making contribution(s) under the Challenge program.

8). In evaluating the marketability of a proposed development, consideration will be paid to whether one earner working at local prevailing wages can afford the proposed rents and whether two earner households would be over tax credit program or multifamily RFP program income limits.

Do the hourly wages in the community listed in 7, above; meet the hourly wages needed in 1, above?
Yes ☐   No ☐

From the information in 7 above, fill in the typical minimum and maximum hourly wage below and calculate twice minimum and annual wages for each:

		Typical Minimum		Twice Minimum		Typical Maximum
Hourly Wage						
Annual Wage						

(Hourly times 2080)
*Twice Minimum presumes two earners at hourly wage for typical minimum. (Multiply Typical Minimum by 2)

Fill in the 60% income limit for the county in which the development is located for each household size in table below:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person

What is household size necessary to income qualify at Annual Wage for:

1. Typical Minimum
2. Twice Minimum
3. Typical Maximum

Are these household sizes achievable given the number of bedrooms in the unit types proposed and local demographics? Please discuss.

9.) Provide a narrative summary detailing the need(s) for the proposed housing based upon targeted population, demographics, job growth, rental housing vacancy rates, and available services. Clearly demonstrate how the proposed housing specifically meets those needs. For example, if work force housing is being proposed, describe how the proposal addresses the needs of the local work forces and demonstrate the link between jobs and housing, how employees will access jobs and services, and show that the housing proposed is affordable based on the wage level of job being created or retained.

10.) Other supporting information, if any, such as:

Average or median rents in the local area.

Market studies prepared specifically for proposal.

Submit local housing or market studies, rental surveys, or vacancy surveys, if any:

Regional or local housing plans.

Proposed Project Timeline

Development Name:

Activity	Schedule Date Month/Year
A. **SITE**	
Option/Contract	
Site Acquisition	
Zoning Approval	
Site Analysis	
B. **FINANCING**	
1. Construction Loan	
Loan Application	
Conditional Commitment	
Firm Commitment	
2. Permanent Loan	
Loan Application	
Conditional Commitment	
Firm Commitment	
3. Other Loans & Grants	
Type and Source	
Application	
Award	
4. Other Loans & Grants	
Type and Source	
Application	
Award	
5. Other Loans & Grants	
Type and Source	
Application	
Award	
C. **PLANS AND SPECIFICATIONS**	
1. Working Drawings	
2. Out for Bids	
D. **BIDS DUE**	
E. **CLOSING AND TRANSFER OF PROPERTY**	
F. **CONSTRUCTION START**	
G. **COMPLETION OF CONSTRUCTION**	
H. **LEASE-UP**	
I. **CREDIT PLACED IN SERVICE DATE**	

Supportive Housing Narratives

The following narratives must be completed for all supportive housing proposals, which may include service enriched, housing for persons with HIV/AIDS, safe havens, emergency shelters, transitional housing, and permanent rental housing with support services. The supportive housing narrative questions must be completed for all housing proposals that target households experiencing long-term homelessness, as well as housing proposals with services that target populations at risk of homelessness, disabled households, youth, frail elderly, and/or other special populations. If there are items that do not apply, note accordingly.

Supportive housing provides affordable housing for a variety of persons, especially persons with disabilities who may have been previously homeless, and offers management and service coordination that can help the household obtain services or tenancy supports necessary to maintain housing stability. The services offered in supportive housing settings should reflect the characteristics, needs and preferences of the residents.

Refer to the following link for clarity on the various definitions and types of supportive housing.
http://www.mhfa.state.mn.us/multifamily/MF_Ref_5.htm

General Overview and Target Population:

1.   Describe the characteristics of the population you are proposing to serve, such as:

        Household Size and type, i.e. single, household with children, etc.
        Amount of Rent Affordable to the Population
        Sources and Amount of Monthly Income
        Barriers to Accessing and Maintaining Rental Housing
        Disabilities or barriers, such as mental illness, HIV/AIDS, chemical dependency, physical disabilities, chronic illness, traumatic brain injury, dual diagnosis, multiple disabilities, other
        Other information, as applicable

2.   Describe your most recent experience in serving the proposed population within the past five years. Summarize what you consider to be some of your best practices in achieving and demonstrating successful outcomes in serving this population.

Referral Sources for the Housing:

3.   Describe the types of outreach and referral sources that will be used to assist in recruiting tenants and their relationship to the proposed development. For example: if the applicant is proposing to serve persons experiencing long-term homelessness, will they utilize shelters and/or street outreach workers as a primary referral service?

Collaborating Partnerships:

Describe who will be the entities involved and how the relationships will be in place with the overall operating of the proposed housing: ownership, sponsor, services, management, county and rental assistance administration and a brief description of roles and responsibilities?

a.   Owner -

b.   Sponsor -

c.   Service Provider -

d.   Management Agent -

e.   County -

f.   Rental Assistance Administrator -

Tenant Selection and Occupancy Requirements:

4.   Describe how the development/rental assistance administrator will select eligible tenants for the housing. For example: if the applicant is proposing to serve persons experiencing long-term homelessness, how will eligibility be determined?

5.   Describe reasons or policies in which a prospective applicant would be turned down for the housing.

6.   Describe the Occupancy Requirements for Tenants, and whether there are house rules, such as sobriety. If there are house rules, describe the policies and how they tie into providing safe housing for the targeted population. Describe your practices for remedying house rule violations.

7.   Describe whether the residents sign a lease with the owner of the housing, and if so, describe the terms of the initial lease. Describe whether there will be any lease addendums and the terms and conditions of such addendums. Describe your practices for remedying lease infractions or violations.

Services Plan Implementation:

8.   Describe whether a screening and needs assessment will be completed for persons referred to the development/rental assistance administrator and assessment process that will be used.

9.   Describe whether any of the following types of services will be offered, whether they will be available on site, or through referral, and who will provide the services. (Please also reference other proposed services that are not listed on the following chart):

Type of Service	Available on Site or Referral	Entity that will provide service
Adult Mental Health Services		
Chemical Dependency Health Services		
*Case Management		
Tenant Education, Advocacy		
Financial/ Budget Training		
Independent Living Skills/Hygiene		
Employment Training/Readiness		
Parenting Training, Mentoring		
Children's Needs (education, truancy, behavioral health, etc.)		
Other:		
Other:		
Other:		

    *(Please refer to the Minnesota Interagency Task Force on Homelessness definition of case management found at: http://www.mhfa.state.mn.us/multifamily/MF_Ref_5.htm).

10.   Describe how residents access services and available hours of services. If services are provided on site, where will the services be provided?

11.   Describe whether participation in services is required for occupancy (Note – Minnesota Housing encourages proposals which allow voluntary participation in supportive services and which provide services focused on helping residents retain their housing).

12.   Describe desired participant outcomes and how they will be achieved and measured.

13.   Describe follow-up timelines, frequency and availability of services after resident completes program or moves.

14.   Describe the number of FTE service staffing positions and responsibilities directly related to the proposed development.

15. Describe who will be responsible for data entry into the Homeless Management Information System (HMIS) – please note that this is a requirement for all developments and/or programs serving households experiencing long-term homelessness.

Funding for Services:

16. Describe how services will be funded in the following table provided.

Source	Commitment Date	Dollar Amount	Conditions	Start Date

17. If rental assistance resources are also under consideration for the proposed units, list the type of funding and status of such resource. See the following web link for Group Residential Housing and the Long-Term Homelessness Initiative to see if your development may be eligible. http://www.mhfa.state.mn.us/multifamily/LTH_GRH.htm