



Multifamily Request for Proposals Standards

This Multifamily Request for Proposals Standards provides an overview of the Minnesota Housing Finance Agency's (Minnesota Housing) 2023 Multifamily Consolidated Request for Proposals (RFP) and 2024 Housing Tax Credits (HTC) Rounds 1 and 2 funding rounds processes and important application information.

Minnesota thrives because of its diversity of race, ethnicity, sexual orientation, gender identity, (dis)abilities, ages, families, and geographies. Discrimination, lack of access to resources, and other barriers have led to disparities that inhibit Minnesotans from achieving their fullest potential. Minnesota Housing centers communities most impacted by housing instability and disparities in its work to advance equity. This is a core value in all of Minnesota Housing's actions, including resources administered through the annual Multifamily Consolidated RFP/HTC processes, which includes the awarding and allocating of housing tax credits and other deferred funding resources. The Multifamily Consolidated RFP/HTC funding rounds processes are designed to prioritize projects that center on Communities Most Impacted (CMI).

This document is intended to provide general instructions and information regarding Minnesota Housing's application and selection process. Each funding source is subject to specific requirements and limitations that are not set out in detail, or modified by, this document. The allocation of HTCs is governed by the state of Minnesota's Qualified Allocation Plan (QAP), the Self-Scoring Worksheet, and informed by the Scoring Guide. Applicants who are applying for 9% HTCs, deferred loans with 4% HTCs, or deferred loans only, should refer to those guiding documents.

This document includes the following sections:

- [Overview of the Multifamily Consolidated RFP and HTC Round 1 and HTC Round 2](#)
- [Steps to Get Started](#)
- [Application Review and Selection Considerations](#)
- [Communication: Application Deadline through Selection](#)
- [What to Expect After Selection](#)
- Interested applicants should sign up for Minnesota Housing's [Multifamily Consolidated RFP/HTC Funding Round eNews list](#) to receive important information, including information related to training opportunities, throughout the Multifamily Consolidated RFP/HTC funding round application period.

Overview of the Multifamily Consolidated RFP, HTC Round 1 and HTC Round 2

This document applies to the following Multifamily RFP processes:

- The Multifamily Consolidated RFP
- HTC Round 1
- HTC Round 2

The Multifamily Consolidated RFP is offered once per year and provides a means of "one stop shopping" by consolidating and coordinating multiple multifamily housing funding resources into one application process. Applicants request funding for a specific housing development and/or activities that meet a specific housing need. Applicants generally do not apply for specific funding sources. During the application review process, Minnesota Housing identifies which funding sources are eligible for a given application.

HTC Round 1 is offered through the Multifamily Consolidated RFP and uses a forward selection process, with selections taking place late in the calendar year preceding the allocation year of the HTCs.

HTC Round 2 makes available for allocation any additional HTCs received, remaining, or returned since HTC Round 1. HTC Round 2 establishes a waiting list for HTCs that may be returned over time. In HTC Round 2, all projects located in suballocator jurisdictions may apply directly to Minnesota Housing.

The Multifamily Consolidated RFP, HTC Round 1, and HTC Round 2 funding rounds are highly competitive. A typical funding round will result in requests equal to four to five times the amount of resources available.

For more information on the HTC Round 1 and/or HTC Round 2 and eligibilities, refer to the current [2024-2025 QAP](#).

Steps to Get Started

Interested applicants can follow six basic steps to get started:

1. [Review available resources and request technical assistance](#)
2. [Review eligibility requirements](#)
3. [Review funding and application requirements](#)
4. [Determine the financial structure and application type to submit](#)
5. [Create a Multifamily Customer Portal \(Portal\) account](#)
6. [Gather materials and apply by the deadlines](#)

This document outlines steps, considerations and requirements for submitting an application. Applications that do not include the following information by the deadline(s), when applicable, may be considered ineligible for further processing:

- Meet Pre-Application deadlines if applying for:
 - United States Housing and Urban Development (HUD) Section 811 Project Based Rental Assistance (HUD Section 811 PRA)¹: Applicants must submit a HUD Section 811 PRA Pre-Application to determine eligibility for the program prior to submitting a full Multifamily Consolidated RFP/HTC funding round application. Applicants will be notified about eligibility for the program prior to the application due date. Applicants cannot only apply for HUD Section 811 PRA funding in the Multifamily Consolidated RFP/HTC Round 1 or HTC Round 2 funding round. Applicants must also apply for capital funding and awards are contingent on Minnesota Housing funding.
 - Innovative Construction Techniques (ICT) preference: Applicants must submit an Innovative Construction Technique Pre-Application in order to determine eligibility for this selection preference.
- The [Development Team Qualification Forms](#) and complete financial information. This includes the Qualifications of Service Provider for applications that are primarily supportive housing.
- The required application fee(s) as listed in the [Fee Schedule and Remittance Form](#)
- Evidence of site control
- A site map
- The Multifamily Workbook
- To be considered for a 9% HTC project or a deferred loan with 4% HTCs, the HTC Info and Determination of Credit tabs in the Multifamily Workbook must be completed.
- Submission of the Self-Scoring Worksheet on the Portal-Based Scoring Wizard
- For HTC projects, submission of a market study
- Architectural submissions meeting Minnesota Housing’s Rental Housing Design and Construction Standards

Applicants must use the most current version of application forms, which can be found in the [Multifamily Customer Portal](#). Current versions are indicated in the instructions of the document or with footer dates consistent with the current funding round.

¹ Awards of HUD Section 811 Project-Based Rental Assistance are contingent on Minnesota Housing having a signed agreement with HUD.

Step 1: Review Available Resources and Request Technical Assistance

Several funding sources depend on the availability of state or federal resources. The amount of state resources available for deferred loans will not be known until after the conclusion of Minnesota's legislative session.

Additional resources, preferences, and/or requirements, including eligible uses, may impact the Multifamily Consolidated RFP process. The guidance in this Multifamily RFP Standards may be modified and updated within this document, via an eNews, or on [Minnesota Housing's webpage](#).

Multifamily Consolidated RFP/HTC Round 1 Resources

- 9% HTCs, including nonprofit set asides and rural development set asides
- Low and Moderate Income Rental (LMIR) Program amortizing mortgages
- Bridge Loans
- Deferred loans, may include but are not limited to:
 - Economic Development and Housing Challenge (EDHC), including the American Indian set aside
 - Flexible Financing for Capital Costs (FFCC)
 - Housing Infrastructure Bond (HIB)
 - Preservation Affordable Rental Investment Fund (PARIF)
 - HOME Investment Partnership (HOME)
 - National Housing Trust Fund (NHTF)
- HUD Section 811 PRA

Minnesota Housing also reviews competitive applications requesting deferred loans that are structured with 4% HTCs during the Multifamily Consolidated RFP/HTC Round 1 funding round. Although projects may be selected for deferred loans with 4% HTCs in the Multifamily Consolidated RFP/HTC Round 1, projects will not receive an award of 4% HTCs at selection. The project must undergo the Preliminary Determination process. Section 42 of the Internal Revenue Code (IRC) establishes procedures for obtaining HTCs through the issuance of volume-limited tax-exempt bonds (Sections 42(m)(1)(D) and 42(m)(2)(D)). As part of the process to obtain approvals for using 4% HTCs in a proposal, applicants must submit a separate application to Minnesota Housing for review and issuance of the required 42(m)(1)(D), and as appropriate, 42(m)(2)(D) Preliminary Determination for 4% HTCs.

Minnesota Housing does not consider requests solely for volume limited tax-exempt bonding authority in the Multifamily Consolidated RFP/HTC Round 1 funding round.

Applicants may also be considered for funding resources by other public entities that choose to select projects that are within their jurisdictions and who have submitted applications to the Multifamily Consolidated RFP/HTC funding round. The public entities may include the Metropolitan Council and the Saint Paul Public Housing Authority. This list of public entities is subject to change. Information

submitted to the Multifamily Consolidated RFP/HTC funding rounds may be shared with non-Minnesota Housing partners that also provide resources and/or expertise to create or preserve multifamily housing in Minnesota. Any private or nonpublic data that is shared with non-Minnesota Housing entities remains private or nonpublic and may not be shared by those entities except as authorized by relevant data practices statutes.

HTC Round 2 Resources and Priorities

- 9% HTCs, including the nonprofit set asides and rural development set asides
- LMIR Program amortizing mortgages
- HUD Section 811 PRA

Deferred loan resources are generally not available in HTC Round 2.

Projects that meet the following qualifications will have priority in HTC Round 2

- Previously received HTCs from Minnesota Housing or a suballocator, and
- Have an annual tax credit shortfall of at least 5% but not more than 33.33% of the total qualified annual tax credit amount

HTC Round 2 Applications: Submit a Resubmittal or Full Application

Applicants who are resubmitting an application from HTC Round 1 of the same allocation year only need to pay the supplemental fee. New applications must pay the full application fee. Applicants must submit the Application Resubmittal Checklist or the full application in the Portal. See the application list on page 3 of this document. Fully allocated projects cannot request supplemental HTCs unless there is a justifiable increase in eligible basis.

Request Technical Assistance

Applicants are strongly encouraged to request technical assistance by completing and submitting a [Technical Assistance Request Form](#). Technical assistance is a consultation session with Minnesota Housing staff to review project concepts, project workbooks and financial structures, preliminary building design or scopes of work, and Minnesota Housing's scoring process. Given the highly competitive nature of the RFPs, technical assistance is strongly recommended for all applicants and particularly for those who are new applicants to Minnesota Housing's RFP. Projects with certain characteristics including, but not limited to, community facilities, unique design features, intended tenant preferences, or other unique project attributes, are also encouraged to request technical assistance.

Technical assistance provided by Minnesota Housing staff is only advisory and does not guarantee that a development will receive points under a particular category or be selected for funding.

While every effort is made to ensure the accuracy of the technical assistance, such assistance is subject to, and does not modify or override, the requirements of Minnesota Housing’s QAP, the Self-Scoring Worksheet, this document, Multifamily Underwriting Standards, or other documents related to applications for funding. Applicants are encouraged to review the materials available on Minnesota Housing’s website and consult with legal counsel, and if applicable, a knowledgeable tax professional, to ensure compliance with all applicable application, submission, and project requirements.

Sign Up for the Multifamily eNews

Interested applicants should sign up for Minnesota Housing’s [Multifamily Consolidated RFP eNews](#) list to receive important information and training opportunities throughout the Multifamily Consolidated RFP/HTC funding round application period.

Step 2: Review Eligibility Requirements

Projects must meet the categories listed below to be eligible for funding²:

Eligible Housing Types

- Permanent general occupancy rental housing
- Senior housing³
- Permanent supportive housing

Eligible Projects

- Have a minimum of four units
- Can be scattered site buildings on different tracts of land if the project is 100% rent and income restricted

Eligible Activities

- New construction
- Acquisition of land or existing structures
- Rehabilitation of housing
- Adaptive reuse/conversion to housing from another use
- Preservation
- Demolition

² HTC eligibility is governed by the HTC QAP and Self-Scoring Worksheets.

³ Projects with age restrictions may not be eligible under some funding sources.

- Construction financing
- Permanent financing
- Rental assistance, when available, either through Minnesota Housing or other public partners
- Operating assistance, if eligible for National Housing Trust Fund (NHTF) capital funding

Public Funding Partner Eligibility

- The proposal meets an initial review for funding partner criteria and priorities, subject to a formal review and approval process by the partner’s formal approval bodies

Ineligible Projects

Any residential rental unit that is part of a hospital, nursing home, sanitarium, life care facility, trailer park, or intermediate care facility for the mentally and physically handicapped is not considered for use by the general public; therefore, it is not eligible for HTC’s under Section 42 of the IRC. Projects with buildings having four or fewer residential units must comply with 42(i)(3)(c).

Step 3: Review Funding and Application Requirements

Funding and application review requirements include, but are not limited to:

1. Project feasibility
2. Financial and organizational capacity
3. Strategic priorities and selection criteria
4. Deferred loan funding priorities
5. Underwriting standards
6. Payment standards
7. Rent and income limits
8. Multifamily design standards
9. Site control
10. Prevailing wage
11. Tenant Selection Plan (TSP) guidelines
12. Prohibited tenant preference policy
13. Tenant relocation

1. Project Feasibility

Projects must demonstrate and satisfy the following feasibility requirements in their application:

- The proposed site is appropriate for the proposed housing and the target population
- The proposed housing is needed in the intended market based upon population, job growth, and very low housing vacancy rates; this includes the need for supportive housing units
- The costs of developing the housing are reasonable and/or justifiable

- The housing is economically viable and sustainable when the Multifamily [Underwriting Standards](#) are applied
- For permanent supportive housing, the service model, staffing, and secured funding are adequate to address the needs of the population to be served
- For projects that are to be developed in tandem with another project (e.g. with shared underground parking), the application must demonstrate that each individual project can be financed and built independently; the [Multifamily Workbook](#) must reflect all costs associated with the submitted project

2. Financial and Organizational Capacity

Applicants must submit the required qualification forms. The qualification forms, along with additional information and instructions for submittal, can be accessed on Minnesota Housing’s [website](#).

The applicant’s financial and organizational capacity will be reviewed to assess:

- The applicant’s related housing experience
- Whether the applicant has successfully completed similar projects or is partnering with other organizations that have successfully completed similar projects
- Whether the applicant has strong current and expected ongoing capacity to complete the proposed housing and other proposals being developed by the organization, including those previously selected by Minnesota Housing that have not yet been completed
- Whether the applicant has the capacity to operate and maintain the rental housing long-term

3. Strategic Priorities and Selection Criteria

When determining funding awards, Minnesota Housing prioritizes those proposals that best meet the greatest number of selection criteria, as outlined in the current [QAP](#), which reflect Minnesota Housing’s policy goals for the current funding round. Proposals must meet at least one strategic priority to be eligible for funding from Minnesota Housing, as demonstrated in the Multifamily [Rental Housing Narrative](#).

4. Deferred Loan Funding Priorities

Minnesota Housing offers different sources of deferred funding through the Multifamily Consolidated RFP/HTC funding round, which are typically comprised of federally appropriated funds, state appropriated funds, and Minnesota Housing allocated funds. Minnesota Housing evaluates the proposals for the best available deferred loan funding source. Refer to Minnesota Housing program guides and manuals for specific funding sources and requirements. [Guides and manuals](#) can be found on Minnesota Housing’s website.

5. Underwriting Standards

Refer to the Multifamily [Underwriting Standards](#) for information on Minnesota Housing's underwriting standards. These standards are used by Minnesota Housing for underwriting and sizing of all funding awards, including HTCs.

6. Payment Standards

Public housing agencies (PHAs) adopt payment standard schedules that establish the Housing Choice Voucher (HCV) and the United States Department of Housing and Urban Development and Veterans Affairs Supportive Housing (HUD-VASH) voucher payment standards amounts for unit sizes in the PHA jurisdiction. Minnesota Housing encourages developers to be aware of the payment standards in the project area so that projects seeking Minnesota Housing financing are accessible to voucher holders.

All applicants must meet the minimum deeper rent targeting unit requirements outlined in the [Self-Scoring Worksheet](#) with rents restricted at or below the Housing Assistance Payment (HAP) payment standard, as determined by the responsible entity in the jurisdiction.

7. Rent and Income Limits

Minnesota Housing requires rent and income limits consistent with those specified in the owner's application, and as underwritten by Minnesota Housing for selected projects, provided they are not higher than applicable program statutory [rent and income limits](#).

8. Multifamily Design Standards

Minnesota Housing is committed to constructing or rehabilitating multifamily housing to a standard that when properly maintained, remains decent, safe, and affordable for a long-term duration.

Minnesota Housing has established minimum design standards that are applicable to the construction or rehabilitation project being proposed. Minnesota Housing's Rental Housing Design/Construction Standards incorporate requirements from a variety of sources to further Minnesota Housing's charge to facilitate the provision of decent, safe, and sanitary housing in the state. Overall, Minnesota Housing's standards help ensure that financed affordable housing is sustainable, cost-effective, healthy, and energy efficient. The type of housing and funding program often dictates which standards apply. Refer to the Minnesota Housing [Building Standards](#) webpage for the Rental Housing Design/Construction Standards and other design information.

9. Site Control

Applicants must demonstrate acceptable evidence of title/site control, which includes the following: a purchase agreement, purchase option, or letter of intent from a governmental body for a sole developer. If there is no transfer of ownership, then the warranty deed or contract for deed is acceptable. Additional federal requirements may apply post-selection.

The evidence of site control must:

- Be current – not expired
- Be fully executed by both buyer and seller
- Include the legal description of the property
- Have the purchase price clearly indicated
- Extend at least through the calendar year of the funding round, including automatic extensions. If the purchase agreement does not contain a specific date of expiration, but rather a series of phases with timeframes, the applicant must document how long the agreement extends, given the allowable timeframes.

10. Prevailing Wage

Depending on the project type and ownership structure, state prevailing wage requirements may apply.

In accordance with Minn. Stat. § 116J.871, prevailing wage requirements apply to projects that meet the following two conditions:

1. New housing construction (not rehabilitation); and
2. A single entity receives from Minnesota Housing \$200,000 or more of grant proceeds or \$500,000 or more of loan proceeds. The statute excludes new housing construction in which total financial assistance at a single project site is less than \$100,000.

Please note the following statutory provisions:

- A state agency may provide financial assistance to a person only if the person receiving or benefiting from the financial assistance certifies to the commissioner of labor and industry that laborers and mechanics at the project site during construction, installation, remodeling, and repairs for which the financial assistance was provided will be paid the prevailing wage rate as defined in section 177.42, subdivision 6. Minn. Stat. § 116J.871, subd. 2.
- It is a misdemeanor for a person who has certified that prevailing wages will be paid to laborers and mechanics under subdivision 2 [refer above] to subsequently fail to pay the prevailing wage. Each day a violation of this subdivision continues is a separate offense. Minn. Stat. § 116J.871, subd. 3.

Additionally, projects with new construction or rehabilitation that will be **publicly owned or leased** must meet prevailing wage requirements in accordance with Minn. Stat. § 177.41-.43.

Applicants are encouraged to reach out the Department of Labor and Industry before an application is submitted to understand prevailing wage applicability and compliance obligations. All questions regarding state prevailing wages and compliance requirements must be directed to the Department of Labor and Industry as follows:

Division of Labor Standards and Apprenticeship
Karen Bugar, State Program Administrator
443 Lafayette Road N, St. Paul, MN 55155
651.284.5091 or dli.prevwage@state.mn.us

11. Tenant Selection Plan (TSP) Guidelines

Each property funded through Minnesota Housing's Multifamily Consolidated RFP/HTC Round 1 and HTC Round 2 is required to have a TSP. Projects that are selected to serve specific populations (e.g., high priority homeless, people with disabilities, seniors) need to have TSPs that address the specified population. All projects are required to follow Minnesota Housing's [Tenant Selection Plan Guidelines](#). These guidelines were significantly revised in December 2020 to add tenant screening criteria requirements for projects that apply for funding after March 31, 2021. Applicants are advised to review the criteria with their management agent to verify that they can comply with the requirements. NOTE: Specific funding sources may also have their own TSP requirements.

Minnesota Housing will review TSPs prior to loan closing, at HTC carryover (9%), and/or at 42(m) application (4% HTCs) to confirm that the plan is structured to adequately reach the intended population and that it complies with the TSP Guidelines.

For more information, refer to Minnesota Housing's [Tenant Selection Plan](#) webpage.

12. Prohibited Tenant Preference Policy

Minnesota Rule 4900.0340 prohibits a preference for occupancy in multi-unit developments financed by Minnesota Housing to persons or families by virtue of their prior residence in the community in which the development is located. In limited circumstances, exceptions may be considered for households displaced by public action or natural disaster or for previous residents of a rehabilitated multi-unit development financed by Minnesota Housing.

13. Tenant Displacement Prior to Selection

If a project will involve the demolition, rehabilitation, and/or conversion of an existing residential or commercial building currently occupied by tenants who are not the building owner, the applicant or owner cannot attempt to involuntarily vacate or displace current tenants from the building as a direct result of acquisition, rehabilitation or demolition for the project from the time of application submission through selection. Notices to vacate given to tenants or refusals to renew an expiring lease in order to evade responsibilities to provide relocation assistance or sell the property as "vacant" after the date of application submission is not allowed. Building occupancy must also be tracked from application submission through selection.

Step 4: Determine the Financial Structure and Application Type to Submit

During the application review process, Minnesota Housing identifies which funding sources are eligible for a given application. The funding type, amount, and financial structure will be determined by Minnesota Housing, at its sole discretion. The structuring is not limited to the funding structure desired.

A dual application is an application submitted with two different financial structures, which result in a primary and a secondary application. The project can be financed and structured with any of the following:

- 9% HTCs only
- 9% HTCs with a deferred loan
- Deferred loan with 4% HTCs
- Deferred loan only

Dual applications allow Minnesota Housing to maximize the available funding resources as well as the number of applications funded through the Multifamily Consolidated RFP/HTC Round 1 funding round.

Minnesota Housing will review and score the dual application per the respective criteria and priorities as outlined in Minnesota Housing's QAP and the Self-Scoring Worksheet. **The two proposals must have the same structure and selection priorities (same unit mix, tenant population, design/scope of work, management and operating expenses, rent structure, etc.).**

Guidance for Dual Applications

- To be considered as a dual application, the applicant must submit the required dual application checklist items in the Portal.
- Applicants should submit one Self-Scoring Worksheet and two Workbooks reflecting each financial structure. Each submission must be identical (unit mix, tenant population, design/scope of work, management and operating expenses, rent structure, etc.), with only minor variations in the project budget for the financial structure.
- Generally, Minnesota Housing will not issue tax-exempt volume limited bonds for projects located in Minneapolis, St. Paul, or Dakota County unless the project receives an award of Housing Infrastructure Bonds (HIBs).
- Minnesota Housing will generally not issue short-term tax-exempt volume limited bonds where the amount necessary to meet the required percentage of tax-exempt volume limited bonds to qualify the project for 4% HTCs is less than \$2 million.

Guidance for Tax-exempt Volume Limited Bonds

Applicants requesting short-term tax-exempt volume limited bonds from Minnesota Housing should assume that if selected, Minnesota Housing will provide both a short-term loan financed with bond proceeds and, if the project supports it, a long-term amortizing first mortgage loan.

Guidance for HIB Eligible Projects at the Time of Application

In accordance with Minn. Stat. § 462A.37, the eligible multifamily uses for HIBs as of the time of Multifamily Consolidated RFP/HTC Round 1 publication is independent housing for seniors over age 55, supportive housing, and preservation of federally assisted rental housing. Refer to the Housing Infrastructure Bonds Guide for specific eligibility as well as rent and income requirements.

Generally, projects with HIB loans may be structured in two different ways:

- 4% HTC structure with HIB loan: In this structure, the HIBs are issued as tax-exempt volume limited bonds in order to help the project qualify for 4% HTCs.
- HIB loan-only: In this structure, Minnesota Housing issues the HIB's as 501(c)3 bonds or governmental bonds, which does not help a project qualify for 4% HTCs. This option is generally only available to projects whose sponsors are nonprofits or who are governmental organizations.

Having the flexibility to structure HIB loans without 4% HTCs allows Minnesota Housing to maximize funding during the Multifamily Consolidated RFP/HTC Round 1 funding round. These structures are utilized at Minnesota Housing's sole discretion and will be informed by the availability of HIBs and eligibility requirements.

Minnesota Housing strongly encourages sponsors to submit an additional Multifamily Workbook and Bond Tests Analysis form as part of the application with a HIB loan only structure. These materials may be uploaded to the HIB Loan-Only Workbook and HIB Loan-Only Bond Tests Analysis checklist items in the Application Checklist.

There can be complexities with an HIB loan-only structure if other non-HIB sources of funding are limited. In particular:

- If the project contains a community service facility or other non-housing space
- If the land or building is acquired prior to selection by Minnesota Housing
- If the land or building buyer and seller are related parties
- If reserves are required
- If an identify of interest exists between the sponsor and the developer, architect, and/or general contractor

Any sponsor with a project meeting any of the criteria above should seek technical assistance and consult with legal counsel.

Step 5: Create a Multifamily Customer Portal (Portal) Account

Applicants must apply for funding through Minnesota Housing’s online Portal. The Portal allows applicants to log in, custom build an application checklist based on the type of proposal to be submitted, and upload all application materials. Most items have descriptive help text that provides important information on submission. Review instructions on [how to navigate the Portal and submit an application](#).

To apply through the Portal, applicants will need to request a Portal user account. To request an account, complete the [online form](#). Refer to the [Multifamily Customer Portal User Guides](#) for more information.

Property and Project Numbers

On many Minnesota Housing forms, applicants are asked to provide a property number (D#) and a project number (M#). A D# is a four-digit number assigned by Minnesota Housing to represent the property. The Portal will automatically assign a primary M#, and a secondary M# number will be assigned when applicants submit a dual application.

Applicants need to list the primary M# in their Multifamily Workbook. Enter the secondary M# in the dual application Multifamily Workbook. If you are submitting a third financing structure, re-use the secondary M# in the Deferred Only Workbook. The D#, M#, and secondary M# can be found in the project detail section of an applicant’s project. Refer to the tables below for examples.

Table 1 – Scenario: Three financing structures, including 9% HTC, Deferred with 4% HTCs, and Deferred Only

Checklist Item Name	Action to Take	M Number Assigned
WKBK: Primary Application Workbook	Upload 9% HTC workbook to this checklist item	Primary Project Number
WKBK: Dual Application Workbook	Upload deferred with 4% HTCs workbook to this checklist item	Secondary Project Number
WKBK: HIB Deferred Only Workbook	Upload the deferred only workbook to this checklist item	Reuse Secondary Project Number

Table 2– Scenario: Two financing structures, including Deferred with 4% HTCs and Deferred Only

Checklist Item Name	Action to Take	M Number Assigned
WKBK: Primary Application Workbook	Upload deferred with 4% HTCs workbook to this checklist item	Primary Project Number
WKBK: Dual Application Workbook	Upload the deferred only workbook to this checklist item	Secondary Project Number

Checklist Item Name	Action to Take	M Number Assigned
WKBK: HIB Deferred Only Workbook	Opt out of this checklist item. It is only needed when submitting three financing structures	NA

Table 3 – Scenario: Two financing structures, including 9% HTC only and Deferred with 4% HTCs

Checklist Item Name	Action to Take	M Number Assigned
WKBK: Primary Application Workbook	Upload 9% HTC only workbook to this checklist item	Primary Project Number
WKBK: Dual Application Workbook	Upload the deferred with 4% HTCs workbook to this checklist item	Secondary Project Number
WKBK: HIB Deferred Only Workbook	Opt out of this checklist item. It is only needed when submitting three financing structures	NA

Step 6: Gather Materials and Apply by the Deadlines

Applicants are responsible to know all requirements that are needed in order to submit a complete application based on the specific housing proposal, specific financing, and/or application type.

Table 4 – Multifamily Consolidated RFP/HTC Funding Round 1

Required Submission Items	How to Submit	Application Deadlines
Pre-Application: HUD Section 811 PRA and Innovative Construction Techniques	Multifamily Customer Portal	Thursday, April 27, 2023 by noon Central Time
Intent to Apply	Multifamily Customer Portal	Thursday, May 11, 2023 by noon Central Time
Application Package This includes, but is not limited to: <ul style="list-style-type: none"> • Site control • Qualification forms • Financial information 	Multifamily Customer Portal *All qualification forms and sponsor financials must be submitted via the Multifamily Secure Upload Tool	Thursday, July 13, 2023 by noon Central Time
Fee Remittance Form This includes supporting documentation.	Minnesota Housing Attention: Tamara Wilson	Thursday, July 13, 2023 NOTE: If hand delivering, the deadline is 4:00 p.m. Central

Required Submission Items	How to Submit	Application Deadlines
NOTE: All fees are non-refundable	400 Wabasha Street North, Suite 400 St. Paul, MN 55102	Time. If mailing, postmark must be as of July 13, 2023

Table 5 – HTC Round 2

Required Submission Items	How to Submit	Application Deadlines
Pre-Application: HUD Section 811 PRA	Multifamily Customer Portal	Thursday, February 8, 2024, by noon Central Time
HTC Round 2 Application Package* Application includes, but is not limited to: <ul style="list-style-type: none"> • Site control • Qualification forms • Financial information 	Multifamily Customer Portal NOTE: All Qualification forms and sponsor financials must be submitted via the Multifamily Secure Upload Tool	Thursday, February 22, 2024, by noon Central Time
Fee Remittance Form This includes supporting documentation. NOTE: All fees are non-refundable	U.S. Mail: Minnesota Housing Attention: Tamara Wilson 400 Wabasha Street North, Suite 400 St. Paul, MN 55102	Thursday, February 22, 2024, by noon Central Time NOTE: Postmark must be as of February 22, 2024.

* There is no Intent to Apply (ITA) for HTC Round 2.

Signatures

All application materials with a signature block must be signed, including the General Certification Form. Minnesota Housing will accept the following signatures:

- Scanned wet signatures
- DocuSign, if the applicant has an active DocuSign account
- Adobe Pro signatures
- A photo of the signed document(s)
- Mailed original copies. If mailing original copies, they must be received in accordance with all deadlines and requirements outlined above.

Application Review and Selection Considerations

In addition to the items listed above and final project score, Minnesota Housing considers the following when reviewing applications and making selection decisions:

1. Geographic distribution: Minnesota Housing considers geographic distribution of resources and the resulting amount and type of anticipated housing production throughout the state when making Multifamily Consolidated RFP/HTC funding round selection decisions. Minn. Stat. § 462A.222 prescribes how 9% HTCs are distributed by region in HTC Round 1 and HTC Round 2.
2. Amount of funding requested: Minnesota Housing considers the amount of funding requested in comparison to available resources in order to fully fund or nearly fully fund as many projects as reasonably feasible, which may result in not selecting higher scoring projects, including in instances where insufficient resources are available to fully fund or nearly fully fund a project.
3. [Minnesota Housing Strategic Plan](#): Among comparable applications, Minnesota Housing considers how the proposed project aligns with the goals and objectives outlined in Minnesota Housing's Strategic Plan and attempts to balance project types (e.g. permanent supportive housing, seniors).

Minnesota Housing reserves the right to withdraw this Multifamily Consolidated RFP/HTC Round 1 and Round 2 funding rounds, to not make selections, and to modify dates and submission material requirements, as it deems necessary. Minnesota Housing will post notice of any such changes on its website and is not able to reimburse any applicant for costs incurred in the preparation or submittal of proposals. Minnesota Housing reserves the right, in its sole discretion, to request additional information or deem an error related to an application to be nonmaterial.

Communication: Application Deadline through Selection

Minnesota Housing does not communicate or permit clarifications specific to scoring documentation after the application deadline. Minnesota Housing may, at its sole discretion, communicate with an applicant related to the feasibility review of the project or for non-scoring application related items. Minnesota Housing may, at its sole discretion, provide an applicant with additional time to produce a required signature if incomplete or missing, provided Minnesota Housing determines this practice can be applied consistently and within a prudent timeline.

What to Expect After Selection

If a project is selected for further processing, Minnesota Housing will send a letter to the applicant detailing the terms and conditions of funding along with next steps. Being selected for further processing is not a commitment or guarantee of funding.

All selected proposals may be subject to scoring criteria and conditions of selection for the term of the loan and/or the Declaration of Land Use Restrictive Covenants (LURA).

- Technical Assistance: Complete and submit the [Technical Assistance Request Form](#)
- Multifamily Consolidated RFP: mhfa.consolidated.rfp@state.mn.us or visit the [Multifamily Consolidated RFP/HTC Round 1](#) webpage
- Housing Tax Credits: htc.mhfa@state.mn.us or visit the [Housing Tax Credits](#) webpage
- Portal Questions: mhfa.app@state.mn.us