

**Quick Links:** [Overview](#) | [Finding Open Funding Rounds](#) | [Apply for Funding](#) | [Project Team Access Request](#) | [Return to an Existing Project](#) | [Questions](#)

## Overview

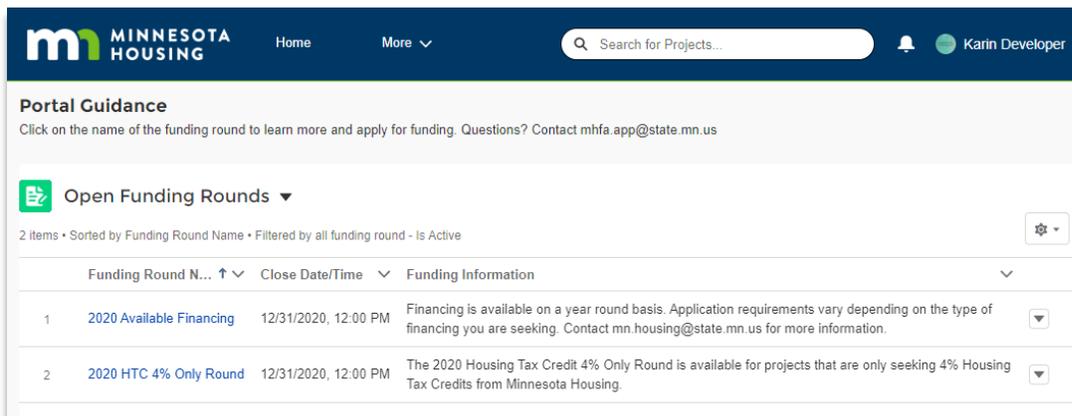
To apply for funding, users will create a project within the Multifamily Customer Portal. Think of a project as a homepage for your application. It contains checklists where you can upload application materials and (if applicable) is where you can access the Scoring Wizard to complete a self-scoring process.

## Finding Open Funding Rounds

To find open funding rounds, click on **Funding Rounds** on the navigation menu.



On the new screen you will see a list of funding rounds that are currently accepting applications.



Click on the **funding round name** to view more details and apply for funding within that round.

**mn MINNESOTA HOUSING** Home More  Karin Developer

**Portal Guidance**  
Click on the name of the funding round to learn more and apply for funding. Questions? Contact [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us)

**Open Funding Rounds** ▾  
2 items • Sorted by Funding Round Name • Filtered by all funding round - Is Active

	Funding Round N...	Close Date/Time	Funding Information
1	<b>2020 Available Financing</b>	12/31/2020, 12:00 PM	Financing is available on a year round basis. Application requirements vary depending on the type of financing you are seeking. Contact <a href="mailto:mn.housing@state.mn.us">mn.housing@state.mn.us</a> for more information.
2	<a href="#">2020 HTC 4% Only Round</a>	12/31/2020, 12:00 PM	The 2020 Housing Tax Credit 4% Only Round is available for projects that are only seeking 4% Housing Tax Credits from Minnesota Housing.

## Apply for Funding Wizard

After you navigate to the appropriate funding round, click the **Apply for Funding** button to create a project. You will need:

- Project name and address
- Basic project info such as estimated number of units, total development costs and total construction costs. **Don't worry: you can edit these fields later if needed by going to the Project details tab after your project is created!**
- Contact information for the developer, sponsor and processing agent (if applicable)

**Funding Round**  
**2020 Available Financing**

Funding Round Name	Close Date/Time
2020 Available Financing	12/31/2020, 12:00 PM
Required Workbook Version <input type="button" value="Info"/>	
Version 2/15/2019	
Funding Information	
Financing is available on a year round basis. Application requirements vary depending on the type of financing you are seeking. Contact <a href="mailto:mn.housing@state.mn.us">mn.housing@state.mn.us</a> to be connected with a staff person to talk specifics of your proposal prior to applying.	

Clicking the Apply for Funding button will launch the Apply for Funding Wizard that will guide you through the process of creating a project.

Apply for Funding



**Funding Round Details**  
 Name: 2021 RFP/2022 HTC Round 1  
 Round Type: RFP/HTC Round 1

Open Date/Time: 4/14/2021, 11:00 AM  
 Close Date/Time: 7/15/2021, 12:00 PM

Project Details

Project Snapshot at Applic...

Sponsor Details

Developer Details

Processing Agent Details

Review and Create Project

### Project Details

Please enter basic information about your project. For instructions on how to find the coordinates of the project site, visit Minnesota Housing's [Communities Profiles Maps](#) page.

<p>Project Name <input type="text"/></p> <p>Name(s) project formerly known as <input type="text"/></p> <p>Previous Property Number (D#), if known <input type="text"/></p> <p>* Previously applied/received funding -- Choose a Value --</p> <p>* Is this a Dual Application?  -- Choose a Value --</p> <p>* Primary Proposal Type -- Choose a Value --</p>	<p>Primary Address Country United States</p> <p>Street <input type="text"/></p> <p>City <input type="text"/></p> <p>State/Province Minnesota</p> <p>Zip/Postal Code <input type="text"/></p> <p>County  <input type="text"/></p> <p>Latitude <input type="text"/></p> <p>Longitude <input type="text"/></p>
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Cancel - Return to Funding Round

Next>>

Features are available to assist with navigation or provide additional information. Features include:

- **Path.** You will see a path at the top of the Apply for Funding Wizard. Clicking on a header within the path will allow you to jump from page to page. NOTE: Many pages will require you to respond to all questions prior to navigating to the next page.



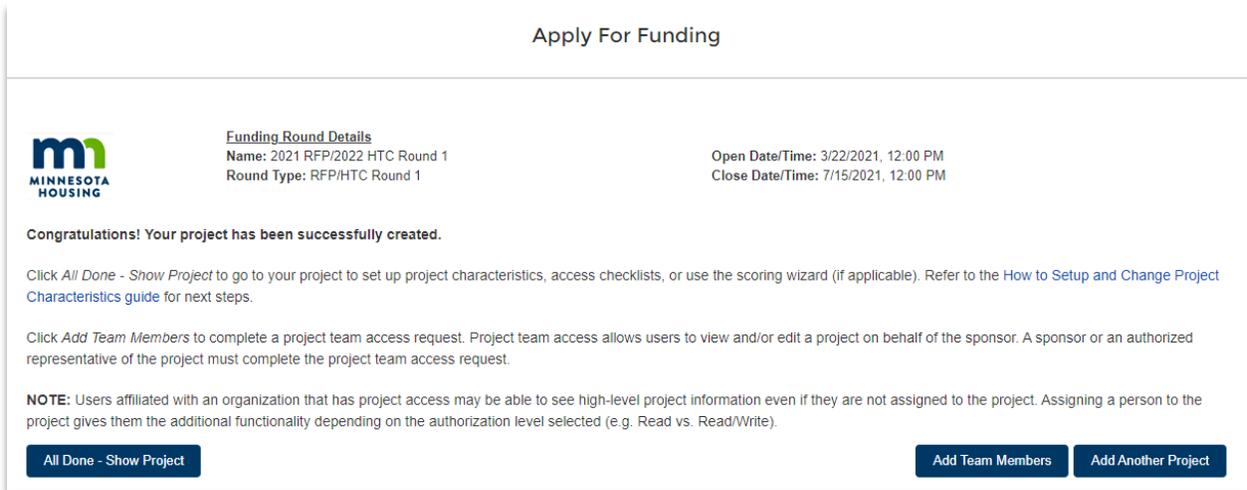
- **Information icons.** For some questions, you can get additional help text by clicking on the grey 'i' icon to the right of the field name.
- **Buttons.** Buttons are available to allow you to move from page to page or confirm an action. Examples include Next, Previous, Create Project, and Add Team Member.
- **Links.** You can find links to pertinent webpages or resource guides. When you hover your mouse over a link, the link text will be underlined.
- **Error messages.** Error messages questions appear in red below the related question. Typically, error messages appear if you have missed a required field.

While working in the Apply for Funding Wizard, keep in mind:

- **You must respond to all questions displayed.** If you miss a required field, an error message will appear when you click the Next button.
- **Your answer to a question may add or remove additional questions.** For example, on the Processing Agent Details tab, if you select 'Yes' when asked if the processing agent is part of the development team, you will be prompted to enter information about the processing agent contact.
- **Information on the 'Project Snapshot at Application' can be updated later.** After your project is created you can update details about your project by clicking on the project's Details tab.
- Click the **Next** button in the bottom right corner of the screen to move to the next page.
- If you no longer want to apply for funding, click **Cancel – Return to Funding Round.**
- **Review for accuracy.** On the 'Review and Create Project' tab you can see all the project data you've entered. To edit any information, click on the corresponding section header in the path at the top of the page or use the Previous button to navigate.
- When you are ready, click **Create Project.** NOTE: The Create Project button is only available on the 'Review and Create Project' tab.



You will see a new message congratulating you on successfully creating a project.



At this point you can:

- Click **All Done – Show Project** to go to your project to set up project characteristics, access checklists, or use the scoring wizard (if Applicable).

- Click **Add Team Members** to complete a project team access request. See the [Project Team Access Request](#) section of this guide for more details.
- Click **Add Another Project** to create another project within the same funding round.

All Done - Show Project

Add Team Members

Add Another Project

## Project Team Access Request

Project sponsors can choose to give individuals outside of their organization access to the project to assist with the application and/or due diligence. Project team access requests will be processed by Minnesota Housing within two business days.

To request team member access when creating your project:

- On the congratulations page, click **Add Team Members**.
- Review the information provided on the Project Team Access page. If you'd like to proceed click **Add Team Member**. If you no longer want to submit a request to add team members, click **Finished – View Project** or **Finished – Add Another Project**.

### Apply For Funding

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**MINNESOTA HOUSING**

Funding Round Details  
**Name:** 2021 RFP/2022 HTC Round 1  
**Round Type:** RFP/HTC Round 1

**Open Date/Time:** 3/22/2021, 12:00 PM  
**Close Date/Time:** 7/15/2021, 12:00 PM

#### Project Team Access

A sponsor or an authorized representative of the project must complete a Project Team Access request to allow **project access** to be granted to people affiliated with the project. If for any reason the access or contact information for the person added needs to be modified after they have been granted read or read/write privileges, please complete the Portal Access Change Request Form found on Minnesota Housing's website at [www.mnhousing.gov](http://www.mnhousing.gov).

Users affiliated with an organization that has project access may be able to see high-level project information even if they are not assigned to the project. Assigning a person to the project gives them the additional functionality depending on the authorization level selected (Read vs. Read/Write).

**NOTE:** Funding and Collaborating Partners ("FACP") involved in the project may be granted access based on their organization's involvement in the project. They may be listed in this project team access request form or they may be added based on communication from the FACP directly to Minnesota Housing. FACP are funding partners that work closely with Minnesota Housing during the annual Multifamily Consolidated RFP Funding Process.

**Email Addresses:** Minnesota Housing requests that, if at all possible, emails affiliated with an organization are used. For example: If the affiliated organization is ABC Company, the email would be similar to the following: [casey.smith@abccompany.com](mailto:casey.smith@abccompany.com). Minnesota Housing highly discourages the use of non-organizational emails due to risks associated with a user having unauthorized Multifamily Customer Portal access. If Minnesota Housing has questions regarding any information you submit, staff will contact you to verify accuracy.

[Add Team Member](#)

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[Finished - View Project](#)

[Finished - Add Another Project](#)

If you've selected Add Team Member, you will be prompted to enter information about the team member including:

- First and last name
- Email

- Company
- Team Member Role. Options include Architect, Attorney, Compliance Officer, Developer, funding or Collaborating Partner, Lender, Management Company, Processing Agent, Service Provider, Syndicator and Title Company
- Access Type.
  - Select **Read** if the contact needs to be able to view project data, but will not upload documents, communicate via chatter or modify fields.
  - Select **Read/Write** if the contact needs to be able to upload files, communicate via Chatter or modify fields.
- Comments. This is an optional field.

## Apply For Funding

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### Add Project Team Contact

First Name <input type="text"/>	Email <input type="text" value="you@example.com"/>
Last Name <input type="text"/>	* Team Member Role <input type="text" value="-- Choose a Value --"/>
Company <input type="text"/>	* Access Type <input type="text" value="-- Choose a Value --"/>
Comments <input style="height: 40px;" type="text"/>	

Cancel
Save
Save and New

Click **Save** to add one contact or **Save and New** if you'd like to request team access for multiple contacts. If you no longer wish to add a contact, click **Cancel**.

To request team member access after you have created a project:

- Navigate to the project.
- Click the **Project Team Access** tab.

Details Chatter Characteristics Checklists Documents **Project Team Access**

**Portal Guidance**

- **About Project Team Access.** Project team access allows users to view and/or edit a project on behalf of the sponsor. A sponsor or an authorized representative of the project must complete the project team access request. **NOTE:** Users affiliated with an organization that has project access may be able to see high-level project information even if they are not assigned to the project. Assigning a person to the project gives them additional functionality depending on the authorization level selected (e.g. Read vs. Read/Write).
- **Request Project Team Access.** Click the 'New' button below to request access for a new project team member. To be added to a project team an individual must have a Portal user account. Individuals that do not have a user account will be contacted. Please allow up to two business days for users to be added to the project team.

**Project Team Access (2)** [Settings] [Refresh] [New]

2 items • Updated a few seconds ago

	Project Team Acc...	First Name	Last Name	Email	Processing Status	Team Member R...	Created Date
1	<a href="#">PTA-00024</a>	Tim	Todd	<a href="mailto:todd@abcdevelopment.com">todd@abcdevelopment.com</a>	Access Requested	Developer	4/27/2021, 4:00 PM
2	<a href="#">PTA-00025</a>	Elizabeth	Huotari	<a href="mailto:elizabeth@gmail.com">elizabeth@gmail.com</a>	Access Requested	Architect	4/27/2021, 4:02 PM

[View All](#)

- Click **New** to add a new team member.

**Project Team Access (2)** [Settings] [Refresh] **[New]**

2 items • Updated a few seconds ago

	Project Team Acc...	First Name	Last Name	Email	Processing Status	Team Member R...	Created Date
1	<a href="#">PTA-00024</a>	Tim	Todd	<a href="mailto:todd@abcdevelopment.com">todd@abcdevelopment.com</a>	Access Requested	Developer	4/27/2021, 4:00 PM
2	<a href="#">PTA-00025</a>	Elizabeth	Huotari	<a href="mailto:elizabeth@gmail.com">elizabeth@gmail.com</a>	Access Requested	Architect	4/27/2021, 4:02 PM

[View All](#)

- Enter information about the project team member and click save.

## Return to an Existing Project

Once you (or a representative working on behalf of your organization) create a project, you can return to it at any time by going to the Projects tab in the navigation menu.

**m MINNESOTA HOUSING** Home Funding Rounds **Projects** [Search] [Notifications] [Karin Developer]

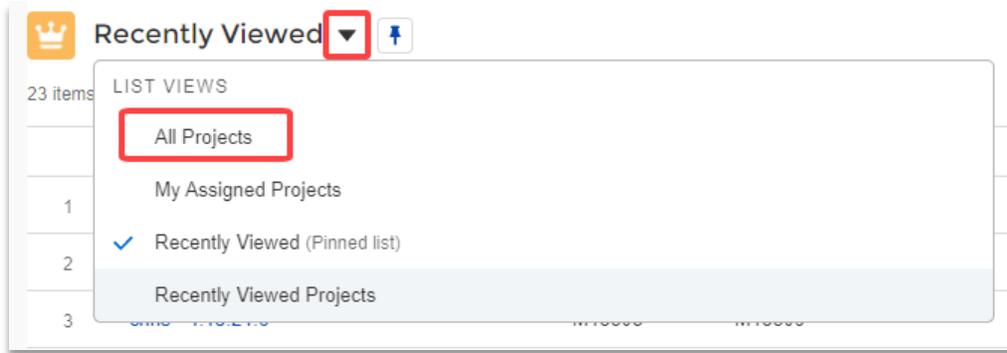
Click on the **Project Name** link within the Project Name column to go to the project's main page.

**All Projects** [Filter] [Search]

11 items • Sorted by Project # • Filtered by All projects - Project Status • Updated 6 minutes ago

	Project Name	D #	P.. ↓	Se...	Primary Address	City	C...	Reg...	Account Name	Funding Round	Proj...
1	<a href="#">Sample RFP Project</a>	D9876	M18792	M18793	400 Wabasha St	St Paul	Ramsey	Metro	TEST Developer Acc...	2021 RFP/2022 HTC ...	In Process
2	<a href="#">Sample 2021 HTC 4...</a>		M18665		400 Wabasha St	St Paul	Aitkin		TEST Developer Acc...	2021 HTC 4% Only R...	In Process

Don't see the project you are looking for? You can change the list view by selecting the dropdown arrow next to the list header. Select 'All Projects' to view all projects that are available to you.



## Questions

Contact [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us).