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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.
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)

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

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**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**.

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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.
  o Select Read if the contact needs to be able to view project data, but will not upload documents, communicate via chatter or modify fields.
  o 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.

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

• 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.

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