



**RFP Logistics**

Annual Consolidated Request for Proposals  
and Housing Tax Credits Round 1

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**m MINNESOTA HOUSING**

**Our Mission**

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

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**Agenda**

- Application and Submission Highlights
- Multifamily Secure Upload Tool and Customer Portal
- Application and Submission Resources
- Components of Intent to Apply (ITA)
- Qualification Forms and Sponsor Financials
- RFP Application Package
- Project-based Voucher Applications
- Housing Tax Credits (HTC) Self-scoring Worksheet and Deferred Loan Priority Checklist

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## Application and Submission Highlights

Required Submission Items	How to Submit	Application Due Date
<b>Consolidated RFP (including RFC Round 1)</b>		
Pre-application Pre-qualification	<a href="#">Multifamily Customer Portal</a>	May 2, 2019 by 5:00 pm
Intent to Apply (includes site census)	<a href="#">Multifamily Customer Portal</a>	May 17, 2019 by 5:00 pm
Qualification Forms and Financial Information • Development Team • Sponsor	<a href="#">Multifamily Secure Upload Tool</a>	May 17, 2019 by 5:00 pm
Project Based Voucher-only applications <b>NOTE: Applicants seeking Project-based Vouchers <u>must</u> complete the Project-based Voucher-only checklist. The Intent to Apply application checklist is not required for Project-based only applications.</b>	<a href="#">Multifamily Customer Portal</a>	May 17, 2019 by 5:00 pm
<b>Fee Forfeiture Form</b> , including supporting documentation • LMFA Application Fee • Tax Credit Application Fee <b>NOTE:</b> All fees are non-refundable	Minnesota Housing Attention: Tamara Wilson 400 Winchelsea Street North, Suite 400 St. Paul, MN 55102	May 17, 2019 by 5:00 pm if reviewed by mail: <b>NOTE: If hand delivering the documents to 4:30 pm when the Minnesota Housing office closes</b>
Application Package	<a href="#">Multifamily Customer Portal</a>	June 3, 2019 by 5:00 pm

Multifamily application instructions can be found on the application resources page at [www.mnhousing.gov](http://www.mnhousing.gov)

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## Multifamily Secure Upload Tool

### Step 1

[Apply for Funding](#) | [Basic Information](#) | [Development, Compliance & Marketing](#)

Setting Shared • Application Resources • Tax Credits • Preservation • Supportive Housing

Home • Multifamily Rental Partners • Apply for Funding • Application Resources

**Application Resources for Multifamily Financing**  
Multifamily Customer Portal

The application process is now facilitated through our Multifamily Customer Portal. To access the Multifamily Customer Portal, please see the [Multifamily Customer Portal](#) page on the [Common App](#) page.

**Development Team Qualification Forms**

All development team members must have current Qualification Forms on file for use in the application process. See more information [about Qualification Forms](#).

### Step 2

[Basic Information](#) | [Development, Compliance & Marketing](#) | [Application Resources](#)

**Development Team Qualification Forms**  
(When to Submit)

All currently submitted qualification forms are valid for 12 months. If you have submitted a qualification form on file for a longer period than 12 months, you must resubmit a qualification form. The submission of a qualification form is required for the following steps:

- Intentionally submitted qualification forms on file.
- They expire after 12 months.
- They expire after 12 months after the last submission date.
- They expire after 12 months after the last submission date.

Qualification forms may be submitted throughout the year. However, qualification forms submitted on the last day of the month will not be reviewed. All qualification forms must be submitted using the [Multifamily Secure Upload Tool](#).

Qualification forms must be completed and submitted to the development officer of the project. For more information, please contact [Development Services](#) at [development@mnhousing.gov](mailto:development@mnhousing.gov) or call 612-670-4600.

**When to Submit:**

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## Multifamily Customer Portal

Information about our online Portal can be found on the Minnesota Housing **Application Resources** page or in the **Quick Links** section on the left side of the webpage.

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**Additional Application Details**

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**Important Facts**

- The logistics of the Consolidated RFP process can change
- Applicants must become familiar with all resources and tools
- Applicants should pay close attention to noted changes and additional highlights of the Consolidated RFP process

**Additional Highlights for 2019**

- Applying for project-based vouchers
- Key characteristics of the Housing Tax Credits (HTC) Self-scoring Worksheet and Deferred Loan Priority Checklist

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**Application and Submission Resources**

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**Multifamily Application Submission Instructions – Consolidated RFP and HTC Rounds 1 and 2**

- Available funding sources
- What to submit and when to submit it
- Project eligibility and organization capacity
- Underwriting and design standards
- Items that need attention
- Creating a Portal account
- Key deadlines

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**Application and Submission Resources**

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**Additional resources include:**

- The Multifamily Customer Portal User Guide
- Development team qualification forms
- Information on how to make technical assistance requests
- A list of important dates
- Relevant application materials and information

**NOTE:** Applicants are responsible for accessing materials as directed in the Application Instructions. Apply for funding on the Application Resources webpage at [www.mnhousing.gov](http://www.mnhousing.gov).

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## Intent to Apply Details

Required Submission Items	How to Submit	Application Due Date
Consideration of Pre-application (COP) (Form 3)		
Preservation Pre-application	<a href="#">Multifamily Customer Portal</a>	May 2, 2019 by 5:00 pm
Intent to Apply (includes site control)	<a href="#">Multifamily Customer Portal</a>	May 17, 2019 by 5:00 pm
Qualification Forms and Financial Information	<a href="#">Multifamily Secure Upload Tool</a>	May 17, 2019 by 5:00 pm
Development Team		
• Sponsor		
Project Based Voucher - only applications with a sponsor are eligible for consideration. <b>NOTE:</b> Applications seeking Project Based Vouchers and other HUD financial assistance are not eligible. The Intent to Apply application checklist is not required for Project Based only applications.	<a href="#">Multifamily Customer Portal</a>	May 17, 2019 by 5:00 pm
Fee Remittance Fees, including supporting documentation	Minnesota Housing Attention: Tamara Wilson 400 Wabasha Street North, Suite 400 St. Paul, MN 55102	May 17, 2019 by 5:00 pm, if received by mail. <b>NOTE:</b> If hand delivering the deadline is 4:30 pm walk-in at the Minnesota Housing office hours.
Application Package	<a href="#">Multifamily Customer Portal</a>	June 3, 2019 by 5:00 pm

**Items due at ITA:**

- ITA form and other checklist required documents
- **NOTE: In 2019 proof of site control will be required at ITA**
- Qualification forms
- Sponsor financials
- Fee remittance, which means submission of any of the required application fees, as applicable and as required by the deadline

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## Intent to Apply Form Submission

### Submission Requirements

- The Intent to Apply (ITA) form and any related materials, including site control documents, must be submitted using Minnesota Housing’s online Multifamily Customer [PORTAL](#).
- Refer to the Application Instructions for more information.

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## Fee Remittance Details

### Required Forms

#### Fee Remittance Form

- Include all applicable fees such as the LMIR application fee, the housing tax credits (HTC) application fee, etc.

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## Fee Remittance Submission

### Submission Requirements

Received in Minnesota Housing offices:

- In person delivery: On or before 4:30 p.m. CDT May 17, 2019
- By mail: On or before 5:00 p.m. CDT May 17, 2019

Deliver to the attention of Tamara Wilson at:

Minnesota Housing  
400 Wabasha Street North, Suite 400  
St. Paul, MN 55102  
Attn: Tamara Wilson

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## Qualification Forms and Sponsor Financials Details

### Required Forms

- All qualification forms

**NOTE:** Qualification forms are required from **ALL** development team members when:

- The information on a previously submitted qualification form has significantly changed
- The qualification form has been on file with Minnesota Housing for more than 12 months

- All financial documents
- Applicable attachments

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## Qualification Forms and Sponsor Financials Details

### Submission Requirements

All qualification forms, financial documents and applicable attachments must be submitted via **Minnesota Housing's Secure Upload Tool** by 5:00 p.m. CDT May 17, 2019.

**A link to the Secure Upload page can be found on the Minnesota Housing Application Resources page.**



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### RFP Application Package

Required Submission Items	How to Submit	Application Due Date
<b>Consolidated RFP (including HFC Round 1)</b>		
Preservation Pre-application	<a href="#">Multifamily Customer Portal</a>	May 2, 2019 by 5:00 pm
Intent to Apply (includes site control)	<a href="#">Multifamily Customer Portal</a>	May 17, 2019 by 5:00 pm
Qualification Forms and Financial Information • Development Team • Sponsor	<a href="#">Multifamily Secure Upload Tool</a>	May 17, 2019 by 5:00 pm
Project Based Voucher-only applications <b>NOTE: applicants seeking Project-based Voucher &gt; without a capital request, complete the Project-based Voucher only checklist. The Intent to Apply application checklist is not required for Project-based only applicants.</b>	<a href="#">Multifamily Customer Portal</a>	May 17, 2019 by 5:00 pm
<b>Fee Submission Form</b> , including supporting documentation • LMR Application Fee • Tax Credit Application Fee <b>NOTE: All fees are non-refundable</b>	Minnesota Housing Attention: Tamara Wilson 400 Wabasha Street North, Suite 400 St. Paul, MN 55102	May 17, 2019 by 5:00 pm. If received by mail. <b>Note:</b> If hand delivering the deadline is 4:30 pm when the Minnesota Housing office closes.
 Application Package	<a href="#">Multifamily Customer Portal</a>	June 3, 2019 by 5:00 pm

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### Project-based Voucher Request Details

#### Required Forms

- Public housing agency (PHA) specific questionnaire for the designated jurisdiction
- Multifamily Rental Housing Narrative

**NOTE:** Metro HRA and St. Paul PHA have allocated resources for project-based vouchers in this RFP round.

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### Project-based Voucher Request Submission

#### Submission Requirements

- Project-based voucher – with a capital funding request
  - Submit by 5:00 p.m. CDT on May 17, 2019 with the Intent to Apply form and other required documents through the Multifamily Customer Portal
- Project-based voucher only – without a capital funding request
  - Submit required documents on or before 5:00 p.m. CDT on May 17, 2019 through the Multifamily Customer Portal

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### Housing Tax Credit Self-scoring Worksheet and Deferred Loan Priority Checklist

- Check the box indicated in the self-scoring worksheet that identifies the type of funding for which you are applying

Indicate the type of funding you are applying for:

9% Housing Tax Credits Only Request

9% Housing Tax Credits and a Deferred Loan Request

Deferred Loan Only Request

Deferred Loan Request with a 4% HTC financial structure

- For 9% HTC dual applications, you will upload two separate Self-Scoring worksheets.

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# Thank you!

### Apply for Funding

Application Resources webpage at [www.mnhousing.gov](http://www.mnhousing.gov)

### Contact

Katie Moore

[katie.moore@state.mn.us](mailto:katie.moore@state.mn.us)

651.296.6354

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