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Overview

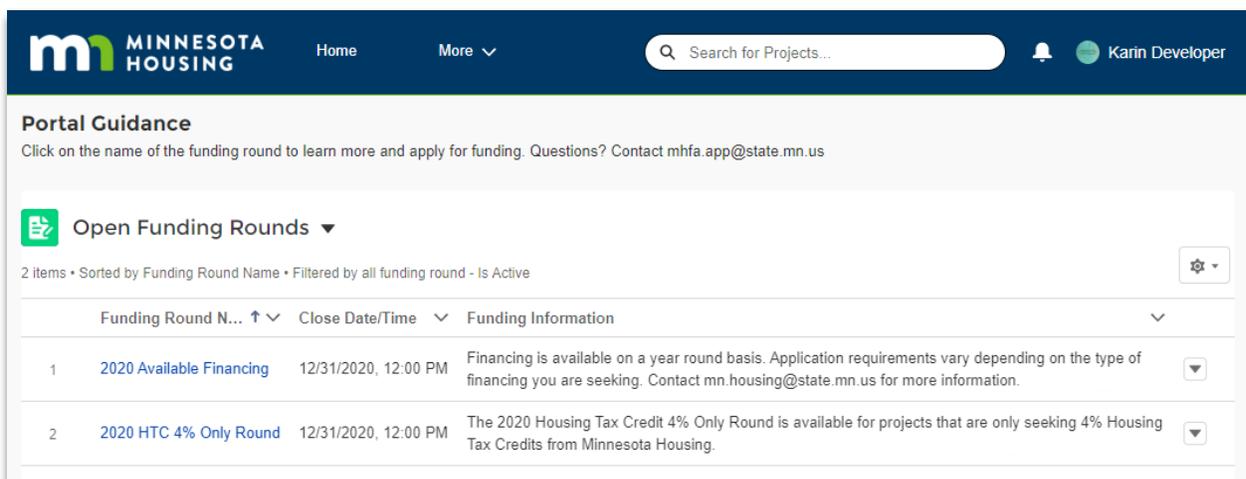
To apply for funding, users will create a project within the Multifamily Customer Portal. Once a project is created you will identify your project characteristics, upload supporting documentation, and hit 'submit' when you are done.

Finding Open Funding Rounds

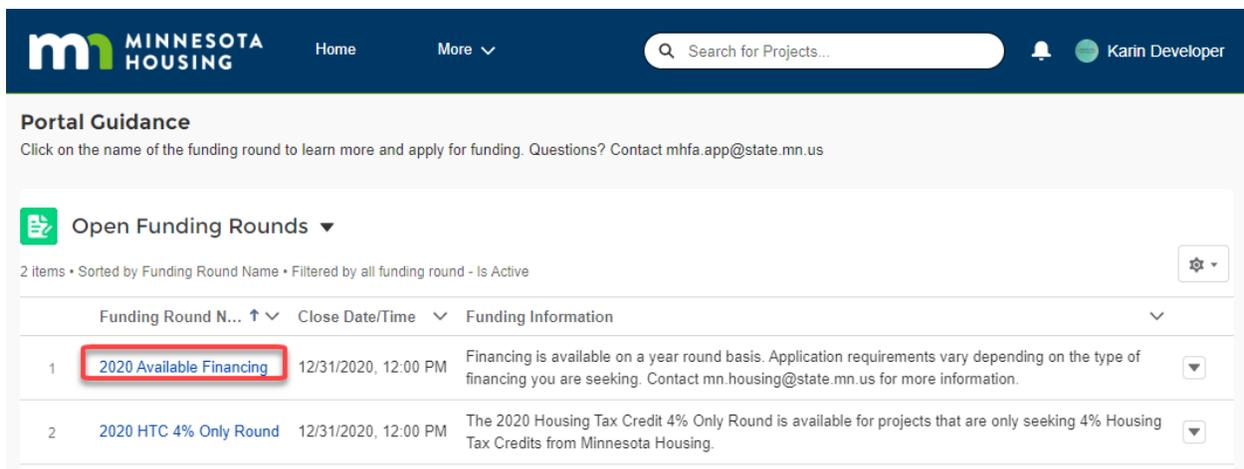
To find open funding rounds, click on **Funding Rounds** on the navigation menu.



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

Click the **Apply for Funding** button to create a project.

The screenshot shows a web interface for 'Funding Round 2020 Available Financing'. In the top right corner, there is a button labeled 'Apply for Funding' which is highlighted with a red rectangular box. Below the header, there is a summary table with the following information:

Funding Round Name	Close Date/Time
2020 Available Financing	12/31/2020, 12:00 PM
Required Workbook Version ¹	
Version 2/15/2019	

Below the table, there is a section titled 'Funding Information' with the text: 'Financing is available on a year round basis. Application requirements vary depending on the type of financing you are seeking. Contact mn.housing@state.mn.us to be connected with a staff person to talk specifics of your proposal prior to applying.'

You'll need:

- Project name and address
- Basic project info including 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!**
- Contact information for the developer, sponsor, and processing agent (if applicable)

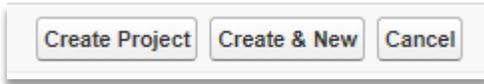
On the new screen, **enter information into each required field**. If a required field does not apply to your project enter 'NA.'

The screenshot shows the 'Apply for Funding' form in the Minnesota Housing system. The top navigation bar includes the Minnesota Housing logo, 'Home', 'More', a search bar, and a user profile for 'Karin Developer'. The main form area is titled 'Apply for Funding' and contains buttons for 'Create Project', 'Create & New', and 'Cancel'. Below this is the 'Project Details' section, which includes a legend indicating that red vertical bars next to field labels denote required information. The fields are as follows:

- Project Name (Required)
- Name(s) project formerly known as
- Primary Address (Required)
- City (Required)
- ZIP Code (Required)
- County (Dropdown menu, currently set to '--None--')
- Coordinates (Latitude) (Required)
- Coordinates (Longitude) (Required)
- Previously applied/received funding (Dropdown menu, currently set to '--None--')
- Previous Property Number (D#, if known)

At the bottom of the form, there is a note: 'For instructions on how to find the coordinates of the project site, visit Minnesota Housing's [Communities Profiles Maps](#) page.'

Click **Create Project** to create your project. NOTE: The page will take a moment to load.



If you would like to create multiple projects at one time, click **Create & New**. If you no longer want to create a project and apply for funding, click **Cancel**.

After hitting Create, you will be brought to that project's main page. For next steps, refer to the [How to Setup and Change Project Characteristics](#) guide.

A screenshot of the Minnesota Housing portal. The top navigation bar includes the Minnesota Housing logo, 'Home', 'Funding Rounds', and 'Projects' tabs, a search bar, and a user profile for 'Karin Developer'. The main content area is titled 'Portal Guidance' and lists instructions for applying for funding. Below this is a project card for 'Test RFP Project' with a '+ Follow' button. A table below the card shows project details: Property, D#, Project# (M18391), Secondary Project# (M18392), Project Status (In Process), and Funding Round (2020 RFP/2021 HTC Round 1). The 'Details' tab is active, showing fields for Project Name, Primary Address, ZIP Code, Project Status, City, County, Coordinates, Number of Units, Estimated Total Construction Costs, and Estimated Total Development Costs. A 'System Information' link is at the bottom of the details section. The footer contains copyright information for 2020 Minnesota Housing.

Questions

Contact mhfa.app@state.mn.us.