This form is applicable for the 2023 and 2024 Multifamily Consolidated Request for Proposals (RFP) / 2024 and 2025 Housing Tax Credits (HTC) funding rounds.

Minnesota Housing is the primary administrating authority for the state’s HTC Program. HTC offers a ten-year reduction in income tax liability to owners and investors of eligible low-income rental housing developments involving new construction, substantial rehabilitation, or acquisition with substantial rehabilitation. Section 42 of the Internal Revenue Code (IRC), which governs HTC, requires allocating agencies to consider whether developers use public housing waiting lists in identifying potential tenants as a selection criterion. Minnesota Housing provides preference to owners who agree to utilize the local HRA or PHA waiting list to identify eligible individuals and households to fill vacant units. This would occur on an ongoing basis in developments assisted by HTC for the duration of the Land Use Restricted Covenant (LURA).

This agreement is not applicable in certain circumstances, such as developments that are 100% project-based rental assistance or High Priority Homeless (HPH) developments that are required to select tenants through Coordinated Entry (CE). If the development is exempt from this agreement, this form is not required. Please provide an explanation for why this development is exempt by uploading your explanation to the Multifamily Customer Portal.

To qualify for the preference, the owner of the proposed development must complete, sign, and submit to the HRA/PHA this Housing Tax Credits Local HRA/PHA Notice and Agreement to Utilize Public Housing and Section 8 Waiting Lists (“Agreement”). The owner must also submit this Agreement to Minnesota Housing in the Multifamily Customer Portal. By submitting the Agreement, the owner demonstrates their willingness to cooperate with the local HRA/PHA to place eligible households in vacant units. Upon the awarding of funds and construction completion, the local HRA/PHA may refer eligible households to the proposed development.

Minnesota Housing recommends that both the owner and the HRA/PHA retain copies of the completed Agreement to serve as a record of promised cooperation if the proposed development is funded and developed.

As part of the selection process, Minnesota Housing welcomes comments from the local HRA/PHA regarding this proposal. The HRA/PHA may provide comments by mail or email to Minnesota Housing.

Address comments and questions to: Minnesota Housing

Multifamily Division

Attn: Tim Sullivan

400 Wabasha Street North, Suite 400

Saint Paul, MN 55102

Email: [htc.mhfa@state.mn.us](mailto:htc.mhfa@state.mn.us)

Phone: 651.296.8149

|  |  |
| --- | --- |
| **Development and Ownership Information** | |
| Owner Name |  |
| Contact Person |  |
| Telephone Number |  |
| Address |  |
| City, State, Zip Code | , |
| Project Name |  |
| Address |  |
| City, State, Zip Code | , |

|  |  |  |  |
| --- | --- | --- | --- |
| **# of Restricted Units** | **Income Restriction** | **Rent Restriction** | **Housing Type  (apartment, townhomes, etc.)** |
|  | **%** | **%** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **# of 0 Bedrooms** | **# of 1 Bedrooms** | **# of 2 Bedrooms** | **# of 3 Bedrooms** | **# of 4 Bedrooms** |
|  |  |  |  |  |

The development will serve the following tenant population(s) (complete all that apply):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **# of Units Family** | **# of Units Senior** | **# of Units People with Disabilities** | **# of Units Permanent Supportive Housing for Homeless** | **# of Units Other:** |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **HRA/PHA**  **Note: Owner is required to submit this Agreement to the local HRA/PHA and to Minnesota Housing** | |
| HRA/PHA Name |  |
| Contact Person |  |
| Telephone Number |  |
| Address |  |
| City, State, Zip Code |  |

|  |
| --- |
| **Owner** **Signature (Required)** |

The owner has executed this Agreement to Utilize the Public Housing and Section 8 Waiting Lists to demonstrate their willingness to work in cooperation with the local HRA/PHA to utilize the waiting lists to identify eligible households that may occupy vacant units. Upon completion of the development, the local HRA/PHA may refer eligible households to the proposed development.

|  |
| --- |
|  |
| Owner Signature |

|  |  |
| --- | --- |
|  |  |
| Printed Name of Owner Signatory |  |

|  |  |
| --- | --- |
|  |  |
| Title |  |

|  |  |
| --- | --- |
|  |  |
| Date |  |

|  |
| --- |
| **Local HRA/PHA (Optional)** |

If the local HRA/PHA desires to submit comments related to this proposal, it may submit them in the space below (note that comments are optional). If comments are submitted, include said comments with the Agreement or in separate correspondence to Minnesota Housing.

|  |  |
| --- | --- |
| Project Name |  |
| Address |  |
| City, State, Zip Code | , |
| Name of HRA/PHA |  |
| Name of Chief Executive Officer of HRA/PHA |  |
| Telephone Number |  |
| Address |  |
| City, State, Zip Code | , |

Comments:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dated: |  |  | By: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Title: |  |