



Publicly Owned Housing Program 2024 Request for Proposals Application Checklist

Instructions

To apply for the 2024 Minnesota Housing’s Publicly Owned Housing Program (POHP):

1. Schedule a technical assistance meeting prior to submittal of application materials. This is required.
2. Complete this checklist and include it in the application package being submitted.
3. Submit all required materials using Minnesota Housing’s [Multifamily Customer Portal](#).

Refer to the [POHP RFP Instructions](#) and [POHP Guide](#) for additional details, instructions, and contact information.

Development Information

Development Name:

Development Address:

Development Number (if applicable):

Contact Information

Applicant/Owner Name:

Primary Contact Name:

Primary Contact Phone Number:

Primary Contact Email:

Required Documents for all POHP Requests

1. [POHP Narrative and Certifications](#)
2. [POHP Workbook](#)
3. Most current Five-Year Capital Fund Program (CFP) Action Plan
4. Most recent PHA capital needs assessment and any updates
5. One- to two-year, most current audited financial statements
6. Annual Operating Budget for HRA / PHA
7. Most recent REAC inspection report
8. [Applicant Certification of Known Environmental Conditions](#)
9. Photographs of overall property, existing conditions, and all proposed improvement areas
10. **If available**, provide any information supporting the application, including architectural or engineered plans such as site plans, floor plans, exterior building elevations, product specifications, elevator modernization proposals, elevator maintenance records, 3D renderings, energy audit, etc.