



## 2022 RFP/2023 HTC Round 1 Multifamily Self-Scoring Worksheet Training



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### Our Mission

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

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## Please Note

- Technical assistance provided by Minnesota Housing staff is only advisory and does not guarantee that a development will receive points under a particular category or be selected for funding.
- While every effort is made to ensure the accuracy of the technical assistance, such assistance is subject to, and does not modify or override, the requirements of Minnesota Housing's Qualified Allocation Plan, the Self-Scoring Worksheet, Multifamily Applications Instructions, Multifamily Underwriting Standards or other documents related to applications for funding.
- Applicants are encouraged to review the materials available on the Minnesota Housing website and consult with legal counsel, and if applicable, a knowledgeable tax professional, to ensure compliance with all applicable application, submission, and project requirements.

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## Agenda

### 1. What You Need to Know:

- 2022 – 2023
- Self-Scoring Worksheet
- Updates



### 2. Where to Go:

- Technical Assistance
- Minnesota Housing Website



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## Align Your Project



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## Where to Find Materials

[www.mnhousing.gov](http://www.mnhousing.gov) > Multifamily Rental Partners >  
Apply for Funding > Application Resources

The screenshot shows the Minnesota Housing website navigation. The top navigation bar includes links: 'Apply for Funding', 'Post-Selection', 'Management, Compliance & Servicing', 'Grant Programs', 'Ending Homelessness', and 'Section 8'. The 'Apply for Funding' link is highlighted with a red box. Below it, the 'Application Resources' link is also highlighted with a red box. The main content area shows the breadcrumb trail: 'Home > Multifamily Rental Partners > Apply for Funding > Application Resources'. The title is 'Application Resources for Multifamily Financing'. Below the title is the 'Multifamily Customer Portal' section, which states: 'The application process is facilitated through our Multifamily Customer Portal for most funding types. If you do not have a Portal account, please see the [Portal Resources](#) webpage so you can access our Common Application.'



**2022 Multifamily Consolidated Request for Proposals (RFP) and 2023 Housing Tax Credits (HTC) Round 1**

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## Strategic Priorities

### Must Meet Agency Strategic Objective:

- Improve the Housing System
- Preserve and Create Housing Opportunities
- Support People Needing Services
- Strengthen Communities



### OR Minnesota Statute:



- [HTC statute](#): Residential rental housing projects financed with an allocation of tax-exempt bonds

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## Preferences

Eventual Tenant Ownership

Innovative Construction Techniques

- Pre-application required

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## Scoring Basics



### Minimum Point Requirements:

- **80-point** minimum for 9% HTC projects
- 40-point minimum for 4% HTC projects
- Minnesota Housing will only award points if claimed by the applicant.
- **Documentation of Points:**
  - Claim Your Points
  - Provide documentation to support your points.

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## Scoring Basics - Continued

### Documentation of Units

- Unit Types: total versus restricted/assisted
- Minimum Unit Requirements
- Rent Restrictions
- Income Restrictions
- Minnesota Housing will reduce points if the documentation does not meet requirements.



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## Additional Requirements

- Pre-Application for PWD- Tier 2: PWD units that will use 811 Project Rental Assistance (PRA)
- Extended Duration
  - 4% HTC projects required to waive their right Qualified Contract
- Deeper Rent Targeting
  - 2% of total units w/rents at 30% MTSP (Multifamily Tax Subsidy Projects), and
  - 3% of total units w/rents at or below the HAP (Housing Assistance Payment) payment standards

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## Minimum Thresholds – 9% HTC Applications



- Applicants seeking 9% tax credits in Round 1 must meet at least one threshold item:
  - Projects in the Metropolitan Area
  - Projects outside of the Metropolitan Area
  - Project is not restricted to persons of a particular age group
    - Percentage of the units are set aside and rented to persons with a disability
  - Preserve Existing Subsidized Housing
  - Rural Development
- Projects may meet more than one threshold

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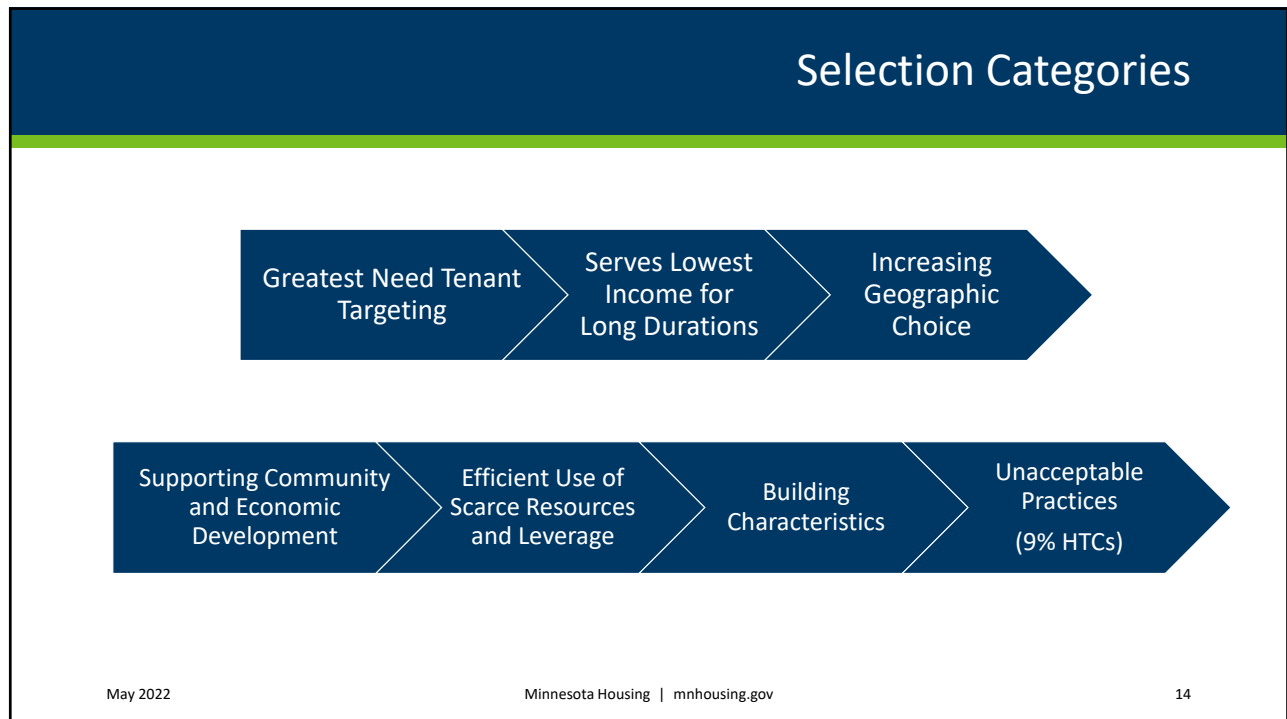


## Multifamily Selection Criteria



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## Greatest Need Tenant Targeting

### Four selection criteria

- Large Family Housing
- Senior Housing
- Permanent Supportive Housing for High Priority Homeless (HPH)
  - Continuum of Care
- People with Disabilities (PWD)
  - Tier 1 and Tier 2



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## Greatest Need Tenant Targeting Large Family Housing

### A. Large Family Housing (12 to 15 points):

1. **Large Family Housing** - The proposal is for a project that provides family housing that is not restricted to persons 55 years old or older. The owner agrees to market to families with minor children. Select all that apply:

- a. ☐ At least 75% of the total assisted<sup>5</sup> units contain two or more bedrooms and at least one-third of the 75% contain three or more bedrooms. **(12 points)**

Number of units with

2 Bedrooms \_\_\_\_\_

3 Bedrooms \_\_\_\_\_

4 Bedrooms \_\_\_\_\_

5 Bedrooms \_\_\_\_\_

- b. ☐ If eligible under 1. a. above, at least one-third of three or more bedrooms required above must contain four or more bedrooms. **(3 points)**

Number of units with

4 Bedrooms \_\_\_\_\_

5 Bedrooms \_\_\_\_\_

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## Greatest Need Tenant Targeting Large Family Housing Continued

- Calculation based on the number of assisted units
- Scoring Wizard and Workbook numbers need to match

Rent Limit	Income Limit	Program Type								Rooms Per Unit	Total Rooms	Source of Rental Assistance or Operating Subsidy
		HTC	HOME	NHTF	HPH	PWD	HIB Senior	Rent Asst	Op Subs			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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## Greatest Need Tenant Targeting Senior Housing

### B. Senior Housing (3 to 7 points):

1. **Senior Housing** - The proposal is for a project that provides housing that is restricted to persons 55 years or older. Select all that apply:

a. ☐ 100% of the total assisted units will be restricted and marketed to seniors 55 years or older. **(3 points)**

b. Projects eligible under 1.a. above that agree to further restrict the units' incomes to the county 30% MTSP income.

i. ☐ 30% to 100% of the restricted units **(4 points)**  
Number of units \_\_\_\_\_

ii. ☐ 20% to 29.99% of the restricted units **(3 points)**  
Number of units \_\_\_\_\_

iii. ☐ 10% to 19.99% of the restricted units **(2 points)**  
Number of units \_\_\_\_\_

iv. ☐ 5% to 9.99% of the restricted units **(1 point)**  
Number of units \_\_\_\_\_

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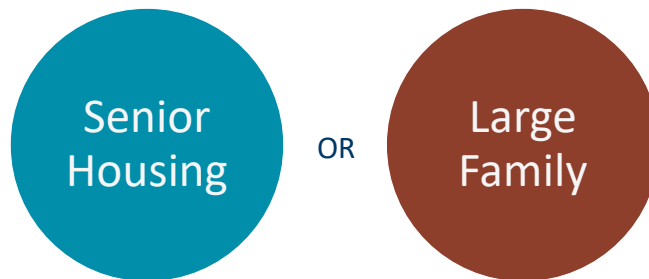
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## Greatest Need Tenant Targeting

Project should be either Senior or Large Family



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## Greatest Need Tenant Targeting Senior Housing

Senior Housing selection criterion 1.B cannot be claimed for units that are claimed under the Rental Assistance selection criterion 2.B.2



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## Greatest Need Tenant Targeting Permanent Supportive Housing for High Priority Homeless

### C. Permanent Supportive Housing for High Priority Homeless (HPH)<sup>6</sup> (7 to 32 points):

1. A minimum of 5% of the total units, but no fewer than four units are set aside and rented to High Priority Homeless who are households prioritized for permanent supportive housing by the Coordinated Entry System<sup>7</sup> (HPH Units) and targeted to the populations indicated below. Select one and complete the unit count below:

a. ☐ 50% to 100% of the total units, but no fewer than 20 units **(30 points)**

Number of units \_\_\_\_\_

b. ☐ 10% to 49.99% of the total units, but no fewer than 7 units **(10 points)**

Number of units \_\_\_\_\_

c. ☐ 5% to 9.99% of the total units, but no fewer than 4 units **(7 points)**

Number of units \_\_\_\_\_

Number of units representing:

Youth with Children: \_\_\_\_\_

Youth Singles: \_\_\_\_\_

**Youth Total:** \_\_\_\_\_

Single Adults: \_\_\_\_\_

Families with Children: \_\_\_\_\_

**Total High Priority Homeless:** \_\_\_\_\_

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## Greatest Need Tenant Targeting Permanent Supportive Housing for High Priority Homeless

### 2. Continuum of Care

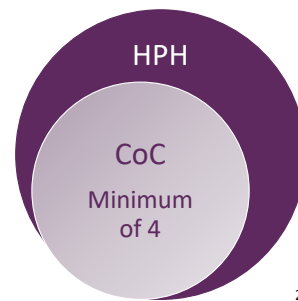
Proposals that are eligible for C.1. above can claim this selection criterion if units will be available for populations consistent with local needs identified by the local Continuum of Care. (Published Priorities are available on Minnesota Housing's website)

a. ☐ 5% of the total units or more, but no fewer than four units, targeted to Continuum of Care Household Type Priority One **(2 points)**

Number of units \_\_\_\_\_

Priority Type: \_\_\_\_\_

(Families with children, youth singles, youth with children or single adults)



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## Greatest Need Tenant Targeting Permanent Supportive Housing for HPH Continued

- HPH and PWD points cannot be claimed on the same units.
- You can have both in the project, but can't claim points for the same units.



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## Greatest Need Tenant Targeting Permanent Supportive Housing for HPH Continued

- Calculation based on the number of total units
- Scoring Wizard and Multifamily Workbook unit numbers should match.

UNIT / RENT GRID

Unit Type	# of Bathrooms	# of Units	Unit Sq Ft	Monthly Contract Rent	Total Annual Contract Rent	Tenant Paid Utilities	Monthly Gross Rent	Rent Limit	Income Limit	Program Type								Rooms Per Unit	Total Rooms	Source of Rental Assistance or Operating Subsidy
										HTC	HOME	NHTF	HPH	PWD	HIB Senior	Rent Asst	Op Subs			
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Total Units			
Total # Bathrooms in Units			

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## Greatest Need Tenant Targeting People with Disabilities (PWD)

### D. People with Disabilities (PWD) (7 to 13 points):

Select one:

1. **Tier 1:** Permanent housing proposals that are **not restricted to persons of a particular age group** and in which a minimum of 5% of the total units, but **no fewer than four units** are set aside and rented to persons with a disability as defined below. Select the number of units set aside for people with disabilities:

- a. ☐ 15% to 25% of the total units, but no fewer than six units **(10 points)**  
Number of units \_\_\_\_\_
- b. ☐ 10% to 14.99% of the total units, but no fewer than five units **(9 points)**  
Number of units \_\_\_\_\_
- c. ☐ 5% to 9.99%, of the total units, but no fewer than four units **(7 points)**  
Number of units \_\_\_\_\_

**OR Tier 2: 811 Project Rental Assistance (PRA). Pre-App required!**

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## Greatest Need Tenant Targeting People with Disabilities (PWD) - Continued

- Calculation based on the number of total units
- Minnesota Housing will validate units with the workbook
- PWD and HPH points cannot be claimed on the same units

Income Limit	Program Type							Rooms Per Unit	Total Rooms	Source of Rental Assistance or Operating Subsidy
	HTC	HOME	NHTF	HPH	PWD	HHS Senior	Rent Asst			
30% MTSP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			Housing Support

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## Greatest Need Tenant Targeting Permanent Supportive Housing for PWD - Continued

- HPH and PWD points cannot be claimed on the same units.
- You can have both in the project, but can't claim points for the same units.



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## Serves Lowest Income for Long Durations

### Four scoring categories

- Preservation
- Rental Assistance
- Serves Lowest Income Tenants/Rent Reduction
- Long Term Affordability



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## Serves Lowest Income for Long Durations Preservation

### Thresholds:

1. Risk of Loss Due to Market Conversion
2. Risk of Loss Due to Critical Physical Needs
3. Risk of Loss Due to Ownership Capacity/Program Commitment



### Criteria:

- Existing Federal Assistance – Tier 1
- Existing Federal Assistance – Tier 2
- Critical Affordable Units as Risk

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## Serves Lowest Income for Long Durations Rental Assistance

### B. Rental Assistance (6-26 points)

- a. ☐ 100% of the total units for project-based rental assistance **(19 points)**  
Number of units \_\_\_\_\_
- b. ☐ Between 51.1% to 99.9% of the total units **(16 points)**  
Number of units \_\_\_\_\_
- c. ☐ 20.1% to 51% of the total units **(13 points)**  
Number of units \_\_\_\_\_
- d. ☐ 10.1% to 20% of the total units, with a minimum of four units **(10 points)**  
Number of units \_\_\_\_\_
- e. ☐ 5% to 10% of the total units, with a minimum of four units **(7 points)**  
Number of units \_\_\_\_\_
- f. ☐ Less than 5% of the total units, a minimum of four units **(6 points)**  
Number of units \_\_\_\_\_

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## Serves Lowest Income for Long Durations Rental Assistance - Continued

- Commitment documentation must:
  - Be fully executed
  - State the project name
  - Include the number of units
- Commitment documentation for Further Restricting Incomes no longer needs to state the approval of the governing body



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## Serves Lowest Income for Long Durations Rental Assistance - Continued

- Units must be marked as rental assistance in the Workbook
- Commitments must be fully binding
- Commitments contingent on an award from Minnesota Housing are acceptable
- Commitment subject to a third-party RFP to award vouchers are not acceptable

Program Type										Rooms Per Unit	Total Rooms	Source of Rental Assistance or Operating Subsidy
HTC	HOME	NHTF	HPH	PWD	HHS Senior	Rent Asst	Op Subs					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					Housing Support
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					Section 8

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## Serves Lowest Income for Long Durations Preservation/Rental Assistance - Continued

- Projects with new or existing rental assistance can take points under Preservation (A.) or Rental Assistance (B.).
- Refer to Scoring Guide



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## Serves Lowest Income for Long Durations Serves Lowest Income Tenants/Rent Reduction

### C. Serves Lowest Income Tenants/Rent Reduction (8 to 20 points):

The applicant agrees to maintain the deeper rent structuring for which selection points are requested.

This selection will restrict rents only (tenant incomes will not be restricted to the 50% income level by claiming this section).

- a. ☐ 100% of the restricted unit rents affordable to households with incomes at the county 50% HUD MTSP income limit **(13 points)**  
Number of units \_\_\_\_\_
- b. ☐ At least 50% of the restricted unit rents affordable to households with incomes at the county 50% HUD MTSP income limit **(8 points)**  
Number of units \_\_\_\_\_

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## Serves Lowest Income for Long Durations Serves Lowest Income Tenants/Rent Reduction

### C. Serves Lowest Income Tenants/Rent Reduction (8 to 20 points):

- c. ☐ Projects that are eligible for 1.a. or 1.b. above and agree to further restrict units to the county 30% MTSP rent limit.
- i. ☐ 30% to 40% of the restricted units **(7 points)**  
Number of units \_\_\_\_\_
  - ii. ☐ 20% to 29.99% of the restricted units **(6 points)**  
Number of units \_\_\_\_\_
  - iii. ☐ 10% to 19.99% of the restricted units **(5 points)**  
Number of units \_\_\_\_\_
  - iv. ☐ 5% to 9.99% of the restricted units **(4 points)**  
Number of units \_\_\_\_\_

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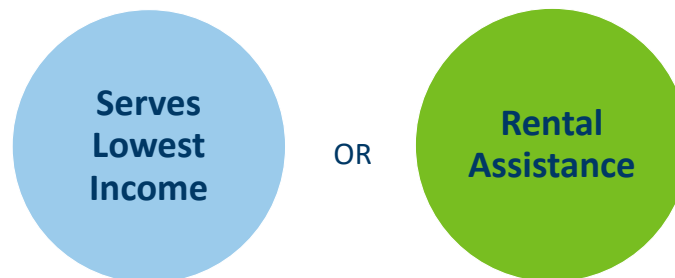
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## Serves Lowest Income for Long Durations Serves Lowest Income/Rental Assistance

- Serves Lowest Income points cannot be claimed on units that have rental assistance.
- You can have both in the project but cannot claim points for both the same units



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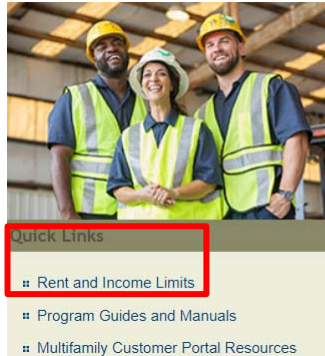
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## Serves Lowest Income for Long Durations Serves Lowest Income/Rent Reduction Continued

- Calculation based on the number of **assisted units**.
- Scoring Wizard and Multifamily Workbook unit numbers should match.
- See Table with most recent date.



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

### Multifamily Rent and Income Limits

#### Multifamily Tax Subsidy Projects (MTSP)

For Housing Tax Credits, Tax-Exempt Bonds and the Low and Moderate Income

**2021 Limits: Effective 4.1.2021**

[Table A](#) - For projects placed in service on or before 12.31.2008

[Table B](#) - For projects placed in service on 1.1.2009 to 5.13.2010

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## Serves Lowest Income for Long Durations Long Term Affordability

### D. Long Term Affordability (8 to 9 points):

For a deferred loan project, the owner agrees to extend the term of the declaration beyond 30 years.

Select one:

- ☐ The HTC project will extend the term of the LURA and waive the right to Qualified Contract for a minimum of 50 years and/or the deferred loan project will extend the term of the deferred loan declaration to 50 years. **(9 points)**
- ☐ The HTC project will extend the term of the LURA and waive the right to Qualified Contract for a minimum of 40 years and/or the deferred loan project will extend the term of the deferred loan declaration to 40 years. **(8 points)**

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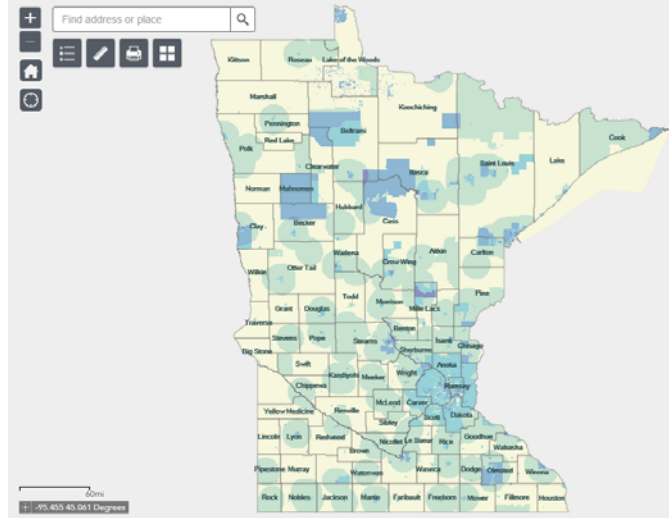
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## Increasing Geographic Choice

### Three Scoring Criteria

- A. Need for More Affordable Housing Options
  - B. Workforce Housing Communities
  - C. Transit and Walkability - Metro area and Greater MN
- Economic Integration and High Performing School were Eliminated



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## Increasing Geographic Choice Workforce Housing Communities Continued

[www.mnhousing.gov](http://www.mnhousing.gov) > Policy & Research > Community Profiles

Plans	Reports & Research	Policy & Community Development	Sustainability	Community Profiles
<p>Overview ■ Scoring for 2020 Consolidated RFP/2021 HTC ■ Scoring for 2021 Consolidated RFP/2022 HTC ■ Scoring for 2022 Consolidated RFP/2023 HTC</p> <p>Home &gt; Policy &amp; Research &gt; Community Profiles &gt; Overview</p> <h3>Community Profiles</h3> <p>The Community Profiles provides Single Family and Multifamily Consolidated Request for Proposals applicants with access to Minnesota Housing's geographic priorities and tools to help in documenting project applications.</p> <ul style="list-style-type: none"> <li>Community Profiles for Scoring 2022 Consolidated Request for Proposals (RFP)/2023 Housing Tax Credits (HTC) - The Minnesota Housing Community Profiles on this webpage are for scoring applications for the 2022 Consolidated RFP and 2023 HTC funding cycle.</li> </ul>				

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## Increasing Geographic Choice Need for More Affordable Housing Options

### A. Need for More Affordable Housing Options (8 to 10 points):

1. Projects located in communities with a need for more affordable housing options because either there is a low share of affordable rental housing compared to all housing options in a community or a large share of renters are cost burdened by their rent. Select one:
  - a. ☐ **Tier 1 Tracts or Cities, and Reservations:** Those in the 80th percentile or higher in the highest share of cost burdened renters or in the lowest share of affordable rental housing relative to the community type. Tribal Reservations and communities are also considered Tier 1 for having a need for more affordable housing options. **(10 points)**
  - b. ☐ **Tier 2 Tracts or Cities:** Those in the 50th-79th percentile in the highest share of cost burdened renters or in the lowest share of affordable housing relative to the community type. **(8 points)**

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## Increasing Geographic Choice Transit and Walkability



### Two key components

- Access to Fixed Transit
- Walkability

### Three geographic categories

- Metropolitan Area
- Greater Minnesota Urbanized Areas
- Greater Minnesota Rural and Small Urban Areas

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## Supporting Community and Economic Development

### Five Selection Criteria

- A. Community Development Initiative
- B. Equitable Development
- C. Rural/Tribal
- D. QCT/Community Revitalization, Tribal Equivalent Areas, and Opportunity Zones
- E. Multifamily Award History
- F. Black, Indigenous and People of Color-owned/Women-owned Business Enterprise (BIPOCBE/WBE)



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## Supporting Community and Economic Development Community Development Initiative

- For projects that contribute to active implementation of a Community Development Initiative to address locally identified needs and priorities
- **Required** Documentation:
  - Community Development Initiative Narrative
  - Map of the targeted geographic area
  - Copy of the plan or initiative
  - Affordable Housing must be listed as a key strategy initiative
  - Stakeholder list



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## Supporting Community and Economic Development Community Development Initiative Continued



### Examples of initiatives or plans:

- ✓ Neighborhood plans
- ✓ County plans
- ✓ Comprehensive plans (if the Community Development Initiative Narrative is completed)



### Not eligible:

- x Housing studies
- x Market studies

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## Supporting Community and Economic Development Equitable Development

Submit documentation that meets **all four** threshold criteria, including the Equitable Development Narrative.

### 1a. Significant involvement of a Qualified Stakeholder Group

- Provide details in the Narrative

### 1b. Housing Disparity Addressed by Development

- Provide data demonstrating the disparity

### 1c. Significant involvement of Qualified Stakeholder Group

- Document how the Stakeholder Group is involved in the project proposal?

### 1d. Provide a signed letter from Qualified Stakeholder Group



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## Supporting Community and Economic Development Equitable Development - Continued

- **Threshold 1.a. - Significant Involvement of a Qualified Stakeholder Group**
  - Qualified Stakeholder Group must have meaningful representation of one or more of the following CMIs
    - Lowest Income (e.g.  $\leq 30\%$  of area median income (AMI))
    - People of Color
    - Indigenous People
    - LGBTQ People
    - People Experiencing Homelessness
    - People with Disabilities
    - Immigrants
    - Large Families
    - Seniors
    - Families with children



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## Supporting Community and Economic Development Equitable Development - Continued

- **Threshold 1.b. – Housing Disparity Addressed by Development**
  - Provide data for at least one Community Most Impacted (CMI) represented in the Qualified Stakeholder Group (QSG) demonstrating housing disparity and identify how the project will address that disparity.
  - Data should apply to people living in Minnesota
    - Examples:
      - Wilder Foundation's Community Compass
      - Published research or evaluation reports
      - Federal, state or local government data



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## Supporting Community and Economic Development Equitable Development – Continued

- **Threshold 1.c. – Significant Involvement of Qualified Stakeholder Group**
  - Explain how the Qualified Stakeholder Group was involved in the development, the specific input they provided and how the project responds to that input.
  - \*Must be in addition to minimum QAP requirements and points taken in other selection criteria - e.g. serves lowest income tenants, high priority homeless.
- **Threshold 1.d. – Signed letter from Qualified Stakeholder Group**
- **Tip: Refer to the Self-Scoring Worksheet**



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## Supporting Community and Economic Development Continued

C. Rural/Tribal

D. QCT/Community Revitalization, Tribal  
Equivalent Area, and Opportunity Zones

E. Multifamily Award History



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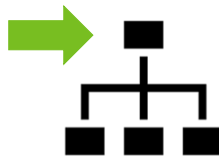
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## Supporting Community and Economic Development BIPOCBE/WBE

### F. Black, Indigenous, and People of Color-owned/Women-owned Business Enterprise (BIPOCBE/WBE)

- Ownership

- 51% owned by one or more BIPOC or women, and whose management and daily business operations are controlled by one or more BIPOC or women who own it.



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## Supporting Community and Economic Development BIPOC/WBE - Continued

- Partnership

- Provide an agreement executed between the partnering entity(ies):
  - Defines specific duties and roles
  - Explicitly states the goal of building the BIPOCBE/WBE's capacity to develop, manage, construct, design or own affordable housing in the future.



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## Efficient Use of Scarce Resources and Leverage

### Three selection criteria

- A. Financial Readiness to Proceed/Leveraged Funds
  - B. Other Contributions
  - C. Intermediary Costs
- Cost Containment was eliminated.



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## Efficient Use of Scarce Resources and Leverage Financial Readiness to Proceed/Leveraged Funds

### A. Financial Readiness to Proceed/Leveraged Funds (4 to 16 points):

Total eligible funding secured, awarded or committed: \$ \_\_\_\_\_



Total Development Cost: \$ \_\_\_\_\_



Percentage of  
Permanent Capital  
Funding Sources  
Committed %

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## Efficient Use of Scarce Resources and Leverage Other Contributions

### B. Other Contributions (2 to 10 points):

Total "Other" non-capital funding contributions and sources \$\_\_\_\_\_

\_\_\_\_\_

Total Development Cost: \$ \_\_\_\_\_



**Other  
Contributions %**  
(rounded to the nearest  
tenth):

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## Efficient Use of Scarce Resources and Leverage Intermediary Costs

### C. Intermediary Costs (1 to 6 points):

Intermediary cost amount \$\_\_\_\_\_

\_\_\_\_\_

Total Development Cost: \$ \_\_\_\_\_



**Intermediary  
Percentage %**  
(rounded to the nearest  
tenth):

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## Building Characteristics

### Three scoring categories

- A. Universal design
- B. Smoke-free buildings
- C. Enhanced Sustainability



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## Building Characteristics Universal Design

### A. Universal Design (3 points):

1. The project will incorporate Universal Design Features. A Universal Design unit is a unit that includes all Minimum Essential Universal Design Features, along with eight Optional Features for units in a new construction or adaptive re-use project, and four Optional Features for units in a rehabilitation project. Type A accessible units (as referenced in Minnesota Housing's Rental Housing Design and Construction Standards) also meet the definition of a Universal Design Unit.

Select one:

- a. ☐ An elevator building with 100% of the assisted units meeting the definition of a Universal Design Unit (3 points); OR  
Number of units \_\_\_\_\_
- b. ☐ A non-elevator building with at least 10% of the assisted units meeting the definition of a Universal Design Unit (3 points)  
Number of units \_\_\_\_\_

**Must Complete and Submit the Universal Design Worksheet**

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## Building Characteristics Smoke Free Buildings

### B. Smoke Free Buildings (1 point):

1. ☐ The Project will institute and maintain a written policy prohibiting smoking in all the units and all common areas within the building/s of the project. The written policy, submitted after selection during the due diligence process, must include procedures regarding transitioning to smoke-free for existing residents and establishment of smoking areas outside of units and common areas if applicable. Consequences for violating the smoke-free policy are determined by the owner but must be included in the written policy.

The project must include a non-smoking clause in the lease for every household. Projects awarded a point in this scoring criteria may be required to maintain the smoke-free policy for the term of the LURA. **(1 point)**

## Building Characteristics Enhanced Sustainability

### Three Tiers:

- Tier 1: at least two times the minimum number of Optional Criteria points, in addition to the Required Mandatory Criteria
- Tier 2: at least three times the minimum number of Optional Criteria points, in addition to the Required Mandatory Criteria
- Tier 3: Project will conform to at least one of three alternative building performance pathways

## Unacceptable Practices

### 7. Unacceptable Practices (-1 to -35 points)

Minnesota Housing may impose penalty points for unacceptable practices as identified in the QAP.

\*Only applies to tax credit projects.

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## Reminder: Align Your Project

Unit Numbers  
and Dollar  
Amounts should  
all match up.



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# Questions?

www.mnhousing.gov > Multifamily Rental Partners >  
Apply for Funding > Application Resources



## Quick Links

- ▄ Rent and Income Limits
- ▄ Program Guides and Manuals
- ▄ Multifamily Customer Portal Resources
- ▄ Underwriting Standards
- ▄ Development Team Qualification Forms
- ▄ Supportive Housing Resources
- ▄ Loan Servicing Requests
- ▄ Multifamily Funding Selections  
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- ▄ Low-Income Rent Classification (LIRC)

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Getting Started | Application Resources | Tax Credits | Preservation | Supportive Housing | HIB | Building Standards

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

## Application Resources for Multifamily Financing

### Multifamily Customer Portal

The application process is facilitated through our Multifamily Customer Portal for most funding types. If you do not have a Portal account, please see the [Portal Resources](#) webpage so you can access our Common Application.

### Development Team Qualification Forms

All development team members must have current qualification forms on file for each round they apply for funding. Qualification forms are valid for 12 months. [Learn more about qualification forms and how to submit them.](#)

### Technical Assistance

If you would like technical assistance as you put a funding application together, please fill out and submit our [Technical Assistance Request Form](#) and you will be connected with a staff person. Minnesota Housing receives many requests for technical assistance so please complete this form as thoroughly as possible.

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