

**Multifamily Rental Housing Narrative**

**Instructions:** This Multifamily Rental Housing Narrative is applicable for the 2023 and 2024 Multifamily Consolidated Request for Proposals (RFP) / 2024 and 2025 Housing Tax Credits (HTC) funding rounds.Complete the following narrative, as applicable, based on the specific housing proposal.

|  |
| --- |
| **Development Information** |
| Development Name |       |
| Development Address |       | City:       | Zip:       |
| Sponsor Name |       |

**Project Description**

1. Describe the proposed housing activity type (acquisition, substantial rehabilitation, rehabilitation, new construction, adaptive reuse, historic preservation, mixed-income, mixed-use) as well as the physical attributes of the building and site. Indicate whether the proposed project will be located within or in proximity to any historic districts or buildings (if known).

1. Briefly summarize the housing proposal.

1. How will the proposal meet Minnesota Housing’s [strategic priorities](https://www.mnhousing.gov/get/MHFA_236075)? Indicate which priority(ies) and describe how the proposed project will meet them:

[ ]  Improve the Housing System, including focusing on people and places most impacted by housing disparities and instability

[ ]  Preserve and Create Housing Opportunities

[ ]  Support People Needing Services

[ ]  Strengthen Communities

[ ]  The project is financed with an allocation of tax-exempt bonds from Minnesota Management and Budget under Chapter 474A. In accordance with Minn. Stat. 462A.222, subd. 3(d), such projects are the highest strategic priority and need not meet a separate strategic priority (generally applicable to 4% Only HTC projects).

1. How does the proposal meet the housing needs identified in the community? Describe community involvement in developing the housing proposal and how the community’s housing needs were determined.

1. Has any acquisition, demolition, disposition, rehabilitation, repair, or site preparation already occurred or will occur in the next 24 months? If yes, please describe the activity.

1. Will the project include acquisition, demolition, rehabilitation, and/or conversion of an existing building with residential or nonresidential tenants other than the current building owner? If yes, list who the current tenants are and describe whether they will need to be relocated for the project.

1. What is the anticipated project closing timeline? (quarter/year)

**Special Populations Information**

1. Describe any special populations to be targeted or served (excluding High Priority Homeless (HPH), Other Homeless Households, and/or People with Disabilities, or populations described in other application documents).

**Financial Information**

1. What is the status and timing of other unsecured funding commitments? List and detail each source.

1. If applicable, is prevailing wage or Davis Bacon (applicable to federal deferred sources, in certain circumstances) calculated into the construction cost of the project?

Prevailing Wage [ ] Yes  [ ]  No

Davis Bacon [ ] Yes  [ ]  No

**General Information**

1. Describe the size (square footage and percentage) and type of non-housing space (e.g., common space unit, parking/garages, community room, commercial, administrative, program and/or community service facilities) to be located within any building with residential units as part of the project. Describe the intended use (residents and/or community) and provide information on how the space will be leased, managed, and funded (both capital funding and operating costs).

1. Describe the non-housing space (e.g., community room, laundry or administrative facilities, garage stalls, etc.) that is part of the project but will not be located in a building with residential units.

1. If the proposal includes market rate/unrestricted units, describe any amenities associated with the development. Also include whether the units are appropriate to the market.

1. Is the development associated with another development? (e.g., on the same site, sharing space, shared parking, condominium). If yes and if applicable, describe the development timeline and funding status of the other development? Can each project move forward independently?

1. Is the current legal description final or will the site need to be rezone, subdivided, or replatted?

1. Projects are expected to make progress towards closing within 180 days of selection. Progress towards closing includes but is not limited to: moving forward with the design process, pursuing municipal approvals, obtaining other commitments for interim and permanent financing, and selecting the rest of the development team, including the syndicator. Provide any reasons that the proposed project could not make progress within this time frame.

**Asset Management**

1. If the proposal includes revenue outside of standard housing rent/other income, provide a breakdown and describe the other revenue and the source, how long it is expected to continue, and any specific offsetting operating expense.

1. If the proposal includes unique operating expenses (e.g., tenant service coordinator, security, front desk), describe how long the unique operating expenses are expected to continue. Also provide a breakdown of the unique operating expenses.

1. If there are any operating expense line items that may be materially different or unique in comparison to Minnesota Housing comparable properties, explain which line item(s) would be different and justify why (e.g., on-site management payroll would be less than Minnesota Housing comps because of shared site property management with an adjacent development).

**Identity of Interest (IOI)**

1. **Architect**: Refer to Minnesota Housing’s [Architect's Guide](https://www.mnhousing.gov/sites/multifamily/buildingstandards) for the definition of Identity of Interest (IOI).
	1. Is there an IOI between any of the principals/staff of the architect and the general contractor or owner or developer or sponsor?

[ ]  Yes or  [ ]  No or [ ]  To Be Determined (TBD)

* 1. If yes, list entities, names of individuals, percentage(s) of ownership in applicable entities, and nature of the IOI.

If there is an IOI, the owner must commission a third-party architect to observe construction administration, per Minnesota Housing’s [Architect's Guide](https://www.mnhousing.gov/sites/multifamily/buildingstandards).

17. **General Contractor:** Refer to the Minnesota Housing [Contractor’s Guide](https://www.mnhousing.gov/sites/multifamily/buildingstandards) for the definition of IOI.

1. Is there an IOI between any of the principals/staff of the general contractor and the architect or owner or developer or sponsor?

[ ]  Yes or [ ]  No or [ ]  TBD

1. If yes, list entities, names of individuals, percentages(s) of ownership in applicable entities, and nature of the IOI.

1. If yes, answer the following questions:
2. Will the construction contract for this project be a single, prime general contractor, stipulated sum (lump sum) owner – contractor agreement?

[ ]  Yes or [ ]  No or [ ]  TBD

1. Will the general contractor have all contracts directly with all sub-contractors?

[ ]  Yes or [ ]  No or [ ]  TBD

1. Will the general contractor be providing all general conditions and overhead?

[ ]  Yes or [ ]  No or [ ]  TBD

1. Will the project manager be a full-time employee of the general contractor?

[ ]  Yes or [ ]  No or [ ]  TBD

1. Will the superintendent be a full-time employee of the general contractor?

[ ]  Yes or [ ]  No or [ ]  TBD

1. During construction, will the business relationship be maintained so that one individual may not represent both the developer and the general contractor (or any subcontractor)?

[ ]  Yes or [ ]  No or [ ]  TBD

1. Will the general contractor be self-performing any construction work other than general conditions and overhead?

[ ]  Yes or [ ]  No or [ ]  TBD

If yes, explain

If yes, the general contractor must submit a *Contractor’s Certificate of Actual Cost HUD Form 92330A* per the Minnesota Housing [Contractor’s Guide](https://www.mnhousing.gov/sites/multifamily/buildingstandards).