MINNESOTA HOUSING

# Scoring Guide

~~2025~~2026 Multifamily Consolidated Request for Proposals
~~2026~~2027 Housing Tax Credit Funding Rounds

Last Updated: ~~April 2025~~ July 2026

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~~April 2025~~ July 2026

## Contents


Contents ..... 3

Chapter 1 – Instructions ..... 1

1.01 Purpose ..... 1

1.02 Multifamily Workbook ..... 2

1.03 Unit Types ..... 2

1.04 Rent Requirements ..... 3

1.05 Income Requirements ..... 3

1.06 Commitment Documentation ..... 3

1.07 Rural Development ..... 3

1.08 Geographic Scoring ..... 4

1.09 Scattered Sites ..... 4

Chapter 2 – Additional Requirements ..... 6

2.01 Strategic Priority ..... 6

2.02 Preference for Eventual Tenant Ownership ..... 6

2.03 Deeper Rent Targeting ..... 6

Chapter 3 – Required Documentation for Round 1: Minimum Threshold Requirements ..... 7

3.01 Threshold Requirements for Scattered Site Projects ..... 7

Chapter 4 – Required Documentation for Selection Criteria ..... 8

4.01 Large Family Housing ..... 8

4.02 Senior Housing ..... 8

4.03 Permanent Supportive Housing for Households Experiencing Homelessness ..... 9

4.04 People with Disabilities (PWD) ..... 10
4.05 Preservation ..... 12
4.06 Rental Assistance ..... 17
Project-Based Rental Assistance ..... 17
4.07 Serves Lowest Income Tenants/Rent Reduction ..... 19
4.08 Long Term Affordability ..... 20
4.09 Access to More Affordable Housing ..... 20
4.10 Workforce Housing Communities ..... 20
4.11 Transit and Walkability ..... 21
4.12 Community Development Initiative ..... 22
4.13 Equitable Development ..... 23~~22~~
4.14 Rural/Tribal ..... 24~~23~~
4.15 Qualified Census Tracts/Community Revitalization or Tribal Equivalent Areas ..... 24
4.16 Multifamily Award History ..... 25~~24~~
4.17 Black-, Indigenous-, People of Color-owned Business Enterprises or Women-owned Business Enterprises ..... 25
4.18 Local Actions to Support Housing ..... 28~~27~~
4.19 Financial Readiness to Proceed/Leveraged Funds ..... 28~~27~~
4.20 Other Contributions ..... 29~~28~~
4.21 Intermediary Costs ..... 29
4.22 Innovative Construction Techniques ..... 29
4.23 Universal Design ..... 30~~29~~
4.24 Enhanced Sustainability ..... 31~~30~~

4.25 Unacceptable Practices .....31

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# Chapter 1 – Instructions

## 1.01 Purpose

Minnesota Housing provides this Scoring Guide as additional information to supplement the Self-Scoring Worksheet. ~~The~~This Scoring Guide is intended to address commonly asked questions and to clarify document submission requirements. Applicants must meet the requirements outlined in the Self-Scoring Worksheet and ~~the~~this Scoring Guide to be eligible for points. Applicants should refer to the following documents for a detailed list of required documentation for each selection criterion:

- ~~Self-Scoring Worksheet~~
- ~~Multifamily Request for Proposal (RFP) Standards~~
- ~~Qualified Allocation Plan (QAP)~~
  - ~~Multifamily Customer Portal Resources (Portal)~~Amended 2026-2028 Self-Scoring Worksheet
  - Amended 2026-2028 Qualified Allocation Plan (QAP)
  - Multifamily Request for Proposals (RFP) Standards
  - Multifamily Customer Portal Resources webpage – Scoring Wizard, application checklist and help text
- ~~Multifamily 4% Housing Tax Credit Only Standards~~
  - 4% Housing Tax Credits webpage

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Applicants must claim points by submitting a scoresheet in the Scoring Wizard, a tool found in the Multifamily Customer Portal (Portal~~.~~). Applicants must also submit documentation that clearly supports the points claimed unless otherwise indicated in the Self-Scoring Worksheet or this Scoring Guide. Claiming points does not meet documentation requirements on its own. If an applicant received a partial allocation from Minnesota Housing in a prior round or applied in a prior round and was not selected, Minnesota Housing may allow submission of the same supporting documentation if commitments have not expired.

The information provided in ~~the~~this Scoring Guide does not modify or override the requirements of Minnesota Housing's Qualified Allocation Plan, the Self-Scoring Worksheet, Multifamily Request for Proposal Standards, 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.

## 1.02 Multifamily Workbook ~~Check~~

Look for the  symbol throughout this Scoring Guide~~,~~ as a reminder to cross check the scoring documentation ~~and scoring narrative~~ with the Multifamily Workbook to ensure consistency. For the Multifamily Consolidated RFP/HTC Round 1, applicants will have the option to submit multiple workbooks in Portal. Minnesota Housing will use the applicant's ~~primary~~Primary Application Workbook for scoring found in Portal for consistency~~.~~ (Labeled WKBK: Primary Application Workbook).

Minnesota Housing will review the unit and rent grid in the Multifamily Workbook against the Scoring Wizard in Portal. Applicants should indicate the correct number of units, rent limit, income limit, program type and the source of rental assistance/operating subsidy in the Multifamily Workbook. If the Multifamily Workbook does not align with the Scoring Wizard, applicants may lose points.

Unless otherwise indicated in this Scoring Guide, in the instance that the unit count and the percentage of units provided in the Multifamily Workbook don't align with the Scoring Wizard, Minnesota Housing will do the following:

- If the number of units indicated in the Multifamily Workbook is greater than the number of units claimed in the Scoring Wizard and required in the Self-Scoring Worksheet, Minnesota Housing will use the number of units entered in the Scoring Wizard for scoring.
- If the number of units indicated in the Multifamily Workbook is less than the minimum number of units required in the Self-Scoring Worksheet for claiming points under a particular selection criterion and/or less than the number of units claimed in the Scoring Wizard, Minnesota Housing will defer to the lower number in the Multifamily Workbook and will remove points in the Scoring Wizard. In the instance of tiered categories, the points will be adjusted downward.

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## 1.03 Unit Types 

Pay attention to the unit types when completing calculations.

- Total units – all units in a project, including common space or employee units. Common space or employee units should be included in the numerator and denominator when the calculation is based on total units.
- Restricted units – Housing Tax Credit (HTC) units for HTC applications Common space or employee units should be omitted from the numerator and denominator when the calculation is based on restricted units. Restricted units are used for the Minimum Threshold Requirements.

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## 1.04 Rent Requirements

Applicants must submit the correct rent limits related to scoring requirements (for example, 30% Multifamily Tax Subsidy Project [MTSP], 50% MTSP) in the Multifamily Workbook for each unit. Minnesota Housing will remove points for incorrect rent limits. Monthly gross rents in the Multifamily Workbook, including the Tenant Paid Utilities, must be within the published rent limit.

Multifamily rent and income limits are available on Minnesota Housing's Multifamily Rent and Income Limits webpage.

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## 1.05 Income Requirements

Applicants should submit the correct income limits related to scoring requirements (for example, 30% MTSP, 50% MTSP) in the Multifamily Workbook for each unit. Minnesota Housing will not remove points for incorrect incomes limits, but the final legal documents will reflect all rent/incomes that were claimed and awarded points.

Multifamily rent and income limits are available on Minnesota Housing's Multifamily Rent and Income Limits webpage.

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## 1.06 Commitment Documentation

Minnesota Housing will review all commitment documentation submitted in the application. Documentation with conflicting information may result in a loss of points. Documentation must be current (not expired), project-specific and fully executed and state the amount committed (for example, dollar amounts for capital contributions, voucher amounts for rental assistance). Minnesota Housing will use the amount stated in the commitment documentation to award points. If no amount is stated or if the dollar amount varies from the Self-Scoring Worksheet, points will be reduced accordingly. Unless otherwise indicated in the Self-Scoring Worksheet, acceptable commitment documentation may include standard, generally applicable conditions with which any recipient of similar funds would have to comply in order receive such funding.

## 1.07 Rural Development

United States Department of Agriculture (USDA) Rural Development (RD) projects may be prohibited, by USDA RD requirements, from selecting rent and income restrictions and/or tenant household types. Please consult with USDA RD and Minnesota Housing staff prior to submitting an application if you have this issue.

## 1.08 Geographic Scoring

The geographic based selection criteria are mapped in the ~~Community Profiles~~Community Profiles based on applicable methodology sections found in the ~~Methodology Guide.~~Methodology Guide. In the event of any conflict between the text of the Methodology Guide and the maps in either the Community Profiles or the Methodology Guide, the text has precedence. In the event of any conflict between or among the Community Profiles, the Methodology Guide, and the Self-Scoring Worksheet, the Self-Scoring Worksheet has precedence. Applicants should refer to the Self-Scoring Worksheet prior to claiming points. Applicants that are requesting to use the Hold Harmless Provision should indicate the request in the Scoring Wizard and provide documentation in Portal.

Minnesota Housing uses the primary address for a proposed project when scoring all geographic criteria. Minnesota Housing recognizes, however, that property boundaries for a project may extend beyond the primary address. To account for this, if any segment of the property boundary intersects the given geographic scoring criteria in question, it is eligible to receive those points. In other words, the following applies:

- If the primary address provides the correct score, then no further documentation is needed.
- If the primary address does not score or receives a lower score than another part of the property, provide documentation that highlights the property boundary and its proximity to the scoring criterion.

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## 1.09 Scattered Sites

Scattered site projects require a specific scoring methodology defined in each section below when applicable. A scattered site project is defined for HTC purposes as buildings ~~that~~in one project that are on different tracts of land. The IRS does not allow HTC allocation for a scattered site project unless all of the buildings:

- ~~are on different tracts of land and~~ have similarly constructed units;
- have the same owner for federal income tax purposes;
- are financed pursuant to a common plan of financing; and
- are 100% rent- and income-restricted.

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~~Scattered site projects are not eligible for 4% HTCs awarded with volume-limited tax-exempt bonds.~~

Guidance is provided throughout this Scoring Guide on how threshold requirements and selection criteria in the Self-Scoring Worksheet will apply to scattered site projects. In general, a project may claim points under applicable selection criterion based on the proportion of total project units that meet the requirements. If a section below does not include guidance specific to scattered site projects, then the criterion applies to the entire project and clarification is not necessary. The applicant should

claim criteria based upon the requirement stated in each respective threshold requirement and selection criterion.

Each unique building is scored separately for each geographic category. Each unique geographic score is weighted and scored based on the number of units in each building. This can result in partial points for geographic areas, which is applied as an adjustment in the Scoring Wizard. For partial scores we round to the nearest 0.5 point. In many instances there is no adjustment needed, and scores are entered the same as non-scattered site projects.

NEW: There is a new checklist item called Scoring: Scattered Site Worksheet in the Portal. Applicants with scattered sites projects should complete the worksheet in Portal so it is clear where the units are located and what points are being claimed.

# Chapter 2 – Additional Requirements

## 2.01 Strategic Priority

Minnesota Housing staff will validate that applicants have demonstrated how the project meets at least one strategic priority in the Multifamily Rental Housing Narrative.

### Where to Submit Supporting Documentation

- General: Rental Housing Narrative ~~Questions~~ checklist item in Portal

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## 2.02 Preference for Eventual Tenant Ownership

This preference is only applicable to HTC projects.

A preference is not associated with points. This preference is considered in the event of a tie breaker. See the QAP for additional information.

### Where to Submit Supporting Documentation

No supporting documentation required.

## 2.03 Deeper Rent Targeting

All applicants must meet the minimum deeper rent targeting unit requirements outlined in the Self-Scoring Worksheet. Projects where 100% of units will include project-based rental assistance are exempt from these requirements. Projects located on Tribal Reservations, Dakota Communities and Tribal trust lands are exempt from the Deeper Rent Targeting 2: Housing Assistance Payment requirement. Units used to meet these minimum requirements can be the same units used to meet the requirements for claiming points under any other scoring criteria.

### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal

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## Chapter 3 – Required Documentation for Round 1: Minimum Threshold Requirements

All 9% HTC applications submitted in HTC Round 1 statewide must meet at least one minimum threshold requirement. Minnesota Housing will validate all information with the submitted application materials. Refer to the Self-Scoring Worksheet for more information, including the full list of minimum threshold options.

To meet the "Outside the Metropolitan Area" minimum threshold, applicants must provide credible data evidencing the existence of a locally-identified housing need. Credible data could include:

- ~~A~~A comprehensive housing study for the jurisdiction
- A local council resolution
- A threshold letter from an authorized city representative describing a locally-identified housing need that the project meets. See HTC sample threshold letter in Portal.

~~A~~Other credible market ~~study that meets Minnesota Housing's Market Study Guidelines~~

- ~~Projects applying for funding~~research or analysis for the ~~2025 Multifamily Consolidated RFP/2026 HTC Rounds 1 and 2, are not required to submit a market study at application. Market studies are now only required for selected projects and will be collected as a post-selection checklist item. A market study may be submitted as evidence of meeting the Minimum Threshold.~~jurisdiction

~~Projects applying through the 4% HTC Only round are required to submit a market study at application/42M.~~

### 3.01 Threshold Requirements for Scattered Site Projects

- Minimum Thresholds A.1 and A.2: Threshold applies to the project as a whole.
- Minimum Thresholds A.3–E: At least 51% of the total units in the project must meet the threshold.

#### Where to Submit Supporting Documentation

- ~~HTC~~Scoring: Minimum Thresholds checklist item in Portal
- ~~Multifamily~~Scoring: Scattered Site Worksheet checklist item in Portal
- WKBK: Primary Application Workbook checklist item in Portal

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# Chapter 4 – Required Documentation for Selection Criteria

## 4.01 Large Family Housing

Minnesota Housing will validate the units with the submitted Multifamily Workbook. To calculate the number of units required to claim points, projects must round up to the nearest unit. The percentage calculation uses the total number of units.

### Scoring Dependencies

- A project that has units restricted to persons 55 years or older cannot claim points under the Large Family Housing selection criterion.
- A project that claims points under the Large Family Housing selection criterion cannot claim points under the Senior Housing selection criterion.

### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal

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## 4.02 Senior Housing

Minnesota Housing will validate the units with the submitted Multifamily Workbook. The percentage calculation uses the number of total units. Only one member of the household must be 55 years of age or older.

### Further Restricting Senior Housing

Applicants may claim additional points under the Senior Housing selection criterion 1.B.1.b by restricting the income and rent (if applicable) limits of the senior units. The percentage calculation is based on the number of income and rent (if applicable) restricted units compared to the total units in the project.

Applicants who agree that units are occupied by households without rental assistance must reflect the monthly gross rents for these units at or below the 30% MTSP rent limit, including Tenant Paid Utilities, in the rent and income grid of the Multifamily Workbook to receive points. MTSP rent limits are available on the Minnesota Housing's Multifamily Rent and Income Limits webpage.

### Scoring Dependencies

- Large Family Housing cannot be restricted to persons 55 years or older. A project that claims points under the Senior Housing selection criterion cannot claim points under the Large Family selection criterion.
- Projects claiming points under the People with Disabilities (PWD) selection criteria cannot restrict units to persons 55 years or older. A project that claims points under the Senior Housing selection criteria cannot claim points under the People with Disabilities selection criteria.
- Units used to meet the requirements for claiming points under the Senior Housing selection criterion 1.B.1.b cannot overlap with the units used to meet the requirements for claiming points under the Further Restricting Rental Assistance selection criterion.

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### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal
- Scoring: Senior Housing Narrative ~~Questions~~ checklist item in Portal

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## 4.03 Permanent Supportive Housing for Households Experiencing Homelessness

Minnesota Housing will validate all information with the submitted Multifamily Workbook and application materials. ~~The~~The total units set aside for High Priority Homeless (HPH) and Other Homeless ~~units~~Households *must* be marked as HPH or Other Homeless units on the rent and income grid in the Multifamily Workbook, and the type of rental subsidy should be indicated.

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The documentation requirements to be eligible for Permanent Supportive Housing for Households Experiencing Homelessness points vary based upon the percentage of total units that will serve HPH, PWD and ~~other homeless households~~Other Homeless Households in the project.

Minnesota Housing will determine if there is a market for HPH units or if the units will be converted to 30% rent restricted units with a homeless priority. If Minnesota Housing determines that there is not a market for HPH units, the applicant will not lose HPH points; however, the conversion may impact any rental assistance points if the project claimed rental assistance points with Housing Support.

The Housing Support Commitment letter denotes that the commitment for HPH units is contingent upon Minnesota Housing determining the market need for the units as proposed in consultation with the Continuum of Care (CoC~~)~~), County or Tribe during the application feasibility review. If Minnesota Housing determines there is not a market need for the HPH units, the associated rental assistance points for Housing Support will be removed.

### Scoring Dependencies

- The units used to meet the requirements for claiming points under the HPH selection criterion cannot overlap with the units used to meet the requirements for claiming points under the PWD selection criterion.
- Other Homeless Household units can overlap with PWD units.
- If claiming People with Disabilities – Tier 2, the total supportive housing units (serving HPH, PWD and ~~other homeless households~~Other Homeless Households) cannot exceed 25% of total units.

### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal
- In Portal, SH is Supportive Housing
- Primarily Supportive Housing:
  - Scoring: Supportive Housing Narrative checklist item in Portal
  - Qualification of Service Provider uploaded using the secure upload tool
  - SH: Service Funding Documentation checklist item in Portal
  - SH: Continuum of Care Confirmation checklist item in Portal
  - SH: Housing Support Funding Commitment checklist item in Portal (when applicable)
- Partially Supportive Housing:
  - ~~Applicant Acknowledgement Form for~~SH: Partially Supportive Housing Certification
  - SH: Notification to CoC & County/~~Tribal Human Services Form~~Tribe along with verification that it was sent to each entity, such as a copy of the email(s) sent to each entity
  - SH: Housing Support Funding Commitment checklist item in Portal (when applicable)

## 4.04 People with Disabilities (PWD)

### PWD – Tier 1

Minnesota Housing will validate all information with the submitted Multifamily Workbook and application materials. The units must be marked as PWD on the rent and income grid in the Multifamily Workbook. The income limit should be restricted to 30% MTSP, and the type of rental subsidy should be indicated.

The documentation requirements to be eligible for Permanent Supportive Housing for PWD points vary based upon the percentage of total units that will serve HPH, PWD and ~~other homeless households~~Other Homeless Households in the project.



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**NOTE:**

- If the population served will be persons with physical disabilities, and if the Round 1 Minimum Threshold C.5 (persons with physical disabilities) is the only minimum threshold requirement met, the project must meet the statutory requirement that 50% of total units must be accessible Type A and B units as identified in the referenced Minnesota Rules Chapter 1341, also known as the Accessibility Code.
- If the project is not required to meet a minimum threshold requirement, then the statutory requirement pertaining to accessible units is not applicable.

### Scoring Dependencies

- Projects claiming points under the People with Disabilities selection criterion cannot have units restricted to persons 55 years or older. A project that claims points under the People with Disabilities selection criterion cannot claim points under the Senior Housing selection criterion.
- The units used to meet the requirements for claiming points under the PWD selection criterion cannot overlap with the units used to meet the requirements for claiming points under the Permanent Supportive Housing for HPH selection criterion.

### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal
- Primarily Supportive Housing:
  - Scoring: Supportive Housing Narrative checklist item in Portal
  - SH: Housing Support Funding Commitment checklist item in Portal (when applicable)
- Partially Supportive Housing:
  - ~~Applicant Acknowledgement Form for~~SH: Partially Supportive Housing Certification
  - SH: Notification to CoC & County/~~Tribal Human Services~~Tribe along with verification that it was sent to each entity, such as a copy of the email(s) sent
  - SH: Housing Support Funding Commitment checklist item in Portal (when applicable)

## PWD – Tier 2

The ~~project~~applicant must submit a pre-application by the established deadline to determine eligibility for U.S Department of Housing and Urban Development Section 811 Project-Based Rental Assistance (HUD Section 811 PRA). Minnesota Housing will provide a letter of determination to pre-applicants prior to the full application deadline. Applicants claiming the criterion must upload the letter into Portal. The application must include the HUD Section 811 PRA PWD application materials identified in



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Portal. Projects that received an eligibility determination in a previous round must re-submit the HUD Section 811 PRA documentation to verify that there are no changes that would make the project ineligible.

Minnesota Housing will validate all information with the submitted Multifamily Workbook and application materials. The units must be marked as PWD on the rent and income grid in the Multifamily Workbook, the income limit restricted to 30% MTSP and HUD Section 811 PRA should be indicated as the type of rental subsidy. The maximum rent must be at or below the fair market rent (FMR) for the areas determined by HUD.

### Scoring Dependencies

- Projects claiming points under the People with Disabilities selection criterion cannot restrict units to persons 55 years or older.
- A project that claims points under the People with Disabilities selection criterion cannot claim points under the Senior Housing selection criterion.
- The units used to meet the requirements for claiming points under the PWD selection criterion cannot overlap with the units used to meet the requirements for claiming points under the HPH selection criterion. Total PWD Tier 2 (HUD Section 811 PRA) units cannot exceed 11 units.
- Total number of units serving HPH, PWD and ~~other homeless households~~Other Homeless Households cannot exceed 25% of total units.
- The units used to meet the requirements for claiming points under PWD Tier 2 (HUD Section 811 units) cannot overlap with the units used to meet the requirements for claiming points under the Serves Lowest Income selection criterion.

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### Where to Submit Supporting Documentation

- ~~Multifamily~~For HUD Section 811 PRA, submit the HUD Section 811 PRA Pre-Application checklist item
- WKBK: Primary Application Workbook checklist item in Portal
- People with Disabilities HUD Section 811 PRA Narrative checklist item in Portal (when applicable)
- HUD Section 811 Determination Letter checklist item in Portal (when applicable)

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## 4.05 Preservation

For projects with an award of existing federal assistance that has been in place for more than 15 years: a project with existing federal rental assistance that would be eligible to claim points under the Preservation selection criterion is not eligible to take points under the Rental Assistance selection criterion, regardless of whether the project takes Preservation points.

## Preservation Thresholds

The project must meet one of three Preservation thresholds to be eligible for points.

### Risk of Loss Due to Market Conversion

Provide evidence of the ability to convert to market within five years by submitting:

- Relevant financing documents, such as a Section 8 Housing Assistance Payment (HAP) contract, Rural Development Mortgage, Declaration, Regulatory Agreement, Use Agreement or Land Use Restriction Agreement (LURA) that describes the expiration of relevant contract terms or use-restrictions; **OR**
- Financing documents and contracts that show the owner's ability to pre-pay or opt-out, including any required approvals and/or penalties. For HTC projects eligible to exercise the option to file for a Qualified Contract, submit the Declaration of Land Use Restrictive Covenants; **AND/OR**
- If a property has existing Minnesota Housing financing, documentation of the expiration of the Minimum Rent Subsidy Period (MRSP); **AND**
- Evidence of the vacancy rate of comparable market units by submitting third party documentation, such as a market study or other third-party data.

Document the potential for market conversion with one or more of the following:

- A Section 8 Rent Comparability Study, acceptable to Minnesota Housing staff and reviewers, that was completed within a year of the application date that shows current rents are below comparable market rents
- A market study, approved by Minnesota Housing, completed within a year of the application date that shows current rents are below comparable market rents and that the property has a comparable location, amenities and condition to convert to market rate
- Other verifiable third-party data on comparable properties (dated within one year of application) approved by Minnesota Housing

~~Projects~~Applicants applying for funding ~~for~~in the ~~2025~~ Multifamily Consolidated RFP/~~2026~~ HTC Rounds 1 and 2, are not required to submit a market study at application.

Market studies are ~~now~~ only required for selected projects and will be collected as a post- selection checklist item. A market study may be submitted as evidence of meeting the Preservation requirements.

**NOTE:** For projects applying through the 4% HTC Only round, the market study is still required at application/42M.

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Minnesota Housing, at its sole discretion, must agree that a market exists for conversion to market rate housing.

### Risk of Loss Due to Critical Physical Needs

Critical Physical Needs claimed by the property must be consistent with the most recent Minnesota Housing ~~Multifamily Rental Housing Design/Construction Standards, Chapter~~Multifamily Rental Housing Design/Construction Standards, Chapters 3 and 8.

Document the critical physical needs with one of the following third-party assessments:

- A Property Needs Assessment (PNA)/Capital Needs Assessment (CNA) and 20 Year Capital Needs Expenditure (20YCE) utilizing Minnesota Housing forms or another approved format
- A full third party capital needs study
- Official documentation from a local building official that 50% or more of the units in the property have been condemned or are determined to be no longer habitable.

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The documents describing critical physical needs must describe these needs in detail and be consistent with one another so that the needs can be verified by Minnesota Housing architects even if an inspection is not conducted. Photographs of the project can also assist in documenting the critical physical needs.

**NOTE:** The Critical Physical Needs form is no longer required for submission~~.~~ but may be submitted as an optional document. Minnesota Housing staff will utilize the documentation of Critical Physical Needs and the Three Years Audited Financials to determine whether the project meets the threshold. It is recommended that applicants verify for themselves that the Risk of Loss threshold is met.

**NOTE:** Minnesota Housing will validate the critical physical needs and associated costs claimed by the applicant and must agree with the determination to award points.

### Risk of Loss Due to Ownership Capacity/Program Commitment

Provide evidence of the existence of one or more of the four conditions listed in the Self-Scoring Worksheet:

- Bankruptcy, insolvency, default, foreclosure action, unpaid taxes and assessments, ongoing lack of compliance with lenders or terms of federal assistance, or self-determination by non-profit board that are severe enough to put the property at significant risk of not remaining decent, safe and affordable. Document that ownership will be transferred to an unrelated party.
- The property has been or will be acquired from an unrelated party within three years of the application date after being offered for sale on the open market after an opt-out notice for the HAP contract has been submitted to Minnesota Housing.

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- The property has been or will be acquired from an unrelated party within three years of the application date as a result of a Preservation Affordable Rental Investment Fund (PARIF) Right of First Refusal being exercised.
- The acquisition of a property with USDA RD rental assistance has occurred or will occur when the current or previous owner intends or intended to allow the existing USDA RD mortgage to mature and has turned down offers from USDA RD to re-amortize the mortgage. Document maturity date and date of acquisition.
    - **NOTE:** Must apply within five years of maturity date and within three years of acquisition.

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**NOTE:** Minnesota Housing, at its sole discretion, must agree that a change in ownership is necessary for units to remain decent, safe and affordable.

### Scattered Site

To meet any of the three Preservation thresholds, at least 51% of the total units in the Project must satisfy the threshold. To claim points under Preservation Tier 2, claim a proportional amount of points, as determined by the proportion of total units that meet the requirements for claiming points under that selection criteria.

## Preservation Criteria

Submit documentation evidencing that 15 or more years have passed since one of the following:

- Initial date of Section 8 HAP or project-based voucher contract or RD mortgage (documentation *must* show presence of rental assistance in addition to the RD mortgage) or other existing federal assistance
- Most recent HTC placed in service date
- Loan or HTC documents that created a rent restriction at or below the greater of the county 60% of Minimum Tax Subsidy Program (MTSP)

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### Tier 1 – Existing Federal Assistance: Projects with Existing Project-Based Rental Assistance

Provide evidence that the project has had existing project-based rental assistance and/or operating subsidies for at least 15 years under one of the following:

- HUD
- ~~A local PHA~~
- ~~A local HRA~~
- A local or regional Public Housing Authority (PHA), Housing and Redevelopment Agency (HRA), Community Development Agency (CDA), Economic Development Agency (EDA), or similar entity

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- USDA RD
- Native American Housing Assistance and Self-determination Act of 1996 (NAHASDA)

Properties that have converted their type of funding through the Rental Assistance Demonstration Program, Component 2 (RAD 2) and RAD for Project Rental Assistance Contracts (PRAC) are eligible.

Include documentation of the percentage of units that have project-based federal assistance.

For Section 8 projects, if the property has a HAP contract administered by Minnesota Housing, and the applicant does not have contract documentation going back 15 years, contact Minnesota Housing staff.

For RD projects, the submitted documents ~~must~~ *must* document rental assistance for at least 15 years, not just an RD mortgage.

### Tier 2 – Other Existing Federal Assistance and Critical Affordable Units

Provide evidence that at least 15 years have passed since the award of ~~a~~the existing federal assistance:

- A current recorded deed restriction ~~that went into effect at least 15 years ago,~~or HTC LURA limiting rent for at least 50% of the units at or below the greater of county 60% MTSP limit or another rent limitation whose current maximum is at or below 60% MTSP limit~~. This may include existing public housing units, including those converted through the Rental Assistance Demonstration Program, Component 1 (RAD 1), existing HTC units, Rural Development funded units without rental assistance, other existing federal assistance (202, 236, Section 18, etc.) as well as non-federal funding through state, local or intermediary funds.~~
- The project benefits from a Rural Development mortgage (without rental assistance)
- The project was developed with federal assistance/financing that has been converted under the Rental Assistance Demonstration Program Component 1 or Section 18 (these units may have rental assistance)
- The project was developed under the HUD 202 or 236 program and the restrictions are still in effect (without rental assistance)
- The project was developed and currently operates as public housing

### Severity of Critical Physical Needs

- The documentation provided for the Threshold of Critical Physical Needs will be utilized to determine if the project is eligible for these points.
- Projects claiming the threshold of Risk of Loss Due to Market Conversion or Risk of Loss Due to Ownership Capacity/Program Commitment may claim these additional points if the documentation of Critical Physical Needs is submitted.
- Note that the threshold takes into account existing cash flow and reserves.

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### Scoring Dependencies

- Tier 1: Projects that have an award of existing federal assistance that has been in place for 15 years or more cannot claim points under the Rental Assistance selection criterion, even if the project does not claim points under the Preservation selection criterion because the project cannot substantiate a risk of loss. Further, any additional units that will receive new project-based rental assistance should be included in the calculation of the percentage of federally assisted units when determining eligibility for points under the Preservation selection criterion.
- Tier 1 and Tier 2: Units that are used to meet the requirements for claiming points under the Preservation selection criterion cannot overlap with units used to meet the requirements for claiming points under the Serves Lowest Income Tenants/Rent Reduction selection criterion.
- Units with rental assistance cannot claim Serves Lowest Income.

### Where to Submit Supporting Documentation

- Scoring: Preservation checklist item in Portal
- Construction: Physical or Capital Needs Assessment checklist item in Portal
- Preservation: Three Years Audited Financials checklist item in the Portal

## 4.06 Rental Assistance

### Project-Based Rental Assistance

The calculation is based on the total units in the project. Minnesota Housing will validate the number of units and all other information with the submitted Multifamily Workbook. The units must be marked as rental assistance on the rent and income grid in the Multifamily Workbook and the type of rental subsidy should be indicated. Provide a project-specific, fully executed binding commitment from the entity that will provide the project-based rental assistance and include the number of units.

Documentation could include:

- Binding Resolution, or
- Binding Letter of Approval, or
- Memo of Understanding, or
- Written contract~~.~~

Documentation that will not be accepted:

- A Letter of interest is not sufficient as a commitment.

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- HUD Section 811 PRA letter of determination; the letter is only a notice of eligibility determination and is not a commitment.

Housing Support: The Housing Support Commitment letter must be completed by the county or Tribe for the jurisdiction where the housing will be located. The letter must specify that the commitment is for the proposed property. If a service provider elects to commit Housing Support units from an existing contract for tenant-based Housing Support, a commitment letter from that organization must be submitted along with an approval letter from the county to allow the commitment.

The Housing Support Commitment letter denotes that the commitment for HPH units is contingent upon Minnesota Housing determining the market need for the units as proposed in consultation with the ~~Continuum of Care (~~CoC~~)~~ or Tribe during the application feasibility review. If Minnesota Housing determines there is not a market need for the HPH units, the associated rental assistance points will be removed.

Projects with an award of existing federal assistance that has been in place for more than 15 years: A project with existing federal rental assistance that meets the definition of federal assistance under the Preservation selection criterion is not eligible to take points under Rental Assistance, regardless of whether the project takes Preservation points.

Bring It Home Rental Assistance Program: This is a new resource that may be available for a project. Program Administrators are typically the local Housing Choice Voucher (HCV) provider or Tribal entity. Check with your local HCV provider for more information about how they are implementing the program. The same documentation requirements found in the Self-Scoring Worksheet and this Scoring Guide apply. Visit the Bring It Home Rental Assistance Program webpage for more information.

### Further Restricting Rental Assistance

Minnesota Housing will validate the number of units and all other information with the submitted Multifamily Workbook. The percentage calculated is based on the total number of units in the project, not the number of assisted units or the number of Rental Assistance units.

### Scoring Dependencies

- Units used to meet the requirements for claiming points under the Rental Assistance selection criterion cannot be used to meet the requirements for claiming points under the Serves Lowest Income Tenants/Rent Reduction scoring criterion.
- Projects that have an existing award of federal assistance that has been in place for 15 years or more cannot claim points under the Further Restricting Rental Assistance selection criterion.
- Projects that claim points under the Further Restricting Rental Assistance selection criterion cannot claim points under the Preservation selection criterion.

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### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal
- Scoring: Rental Assistance checklist item in Portal
- General: Rental Assistance Payment Standards checklist item in Portal

## 4.07 Serves Lowest Income Tenants/Rent Reduction

The calculation is based on the total units in the project. Minnesota Housing will validate the number of units and all other information with the submitted Multifamily Workbook.

Applicants seeking these points must reflect the monthly gross rents (Column I) and rent limits (Column J) for these units at or below the 50% MTSP rent limit, including Tenant Paid Utilities, in the rent and income grid of the Multifamily Workbook to receive points. Serves Lowest Income Tenants/Rent Reduction is a rent restriction, and not an income restriction. MTSP rent limits are available on Minnesota Housing's Multifamily Rent and Income Limits webpage.

### Further Restricting Serves Lowest Income Tenants/Rent Reduction

Applicants may claim additional points under the Serves Lowest Income Tenants/Rent Reduction selection criterion 2.C.2 by further restricting a percentage of units to the county 30% MTSP rent limit. Minnesota Housing will validate the number of units and all other information with the submitted Multifamily Workbook.

Applicants seeking these points must reflect the monthly gross rents (Column I) and rent limits (Column J) for these units at or below the 30% MTSP rent limit, including Tenant Paid Utilities, in the rent and income grid of the Multifamily Workbook to receive points. ~~MTSP rent limits are available on Minnesota Housing's Multifamily Rent and Income Limits webpage.~~ The calculation is based on the total units in the project. The units must also be eligible and counted under Serves Lowest Income Tenants/Rent Reduction (2.C.1) in order to receive points for 2.C.2.

**NOTE:** Serves Lowest Income Tenants/Rent Reduction units cannot have rental assistance. Projects with new or existing rental assistance must claim points under Rental Assistance or Preservation.

### Scoring Dependencies

- Units used to meet the requirements for claiming points under Serves Lowest Income Tenants/Rent Reduction cannot overlap with the units used to meet the requirements for claiming points under Preservation selection criterion.

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- Units with any form of rental assistance cannot be used to meet the requirements for claiming points under the Serves Lowest Income Tenants/Rent Reduction selection criterion.

### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal

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## 4.08 Long Term Affordability

The selection criterion is applicable to HTC and deferred projects.

### Where to Submit Supporting Documentation

No supporting documentation required.

## 4.09 Access to More Affordable Housing

If claiming points under this selection criterion, you must select the criterion, and the geographic location will be verified by Minnesota Housing staff. Refer to the Access to More Affordable Housing Methodology in the Methodology Guide for more information.

### Scattered Site

At least 51% of the total units must be located within a geographic location that meets the requirements for the selection criterion. Applicants are eligible to claim a proportional amount of points, as determined by the proportion of the total units that meet the requirements for the selection criterion.

### Where to Submit Supporting Documentation

No supporting documentation required.

## 4.10 Workforce Housing Communities

Provide evidence that the proposed development is located in or near a city or township that meets one of the following items below. Refer to the Workforce Housing Methodology in the Methodology Guide for more information.

### Top Job Center or Net Five Year Job Growth Community

If claiming points under this selection criterion, ~~you~~applicants must select the criterion, and the geographic location of the proposed development will be verified by Minnesota Housing staff.

### Individual Employer Growth Community

If claiming points under this selection criterion, ~~Applicant~~applicants must provide a letter signed by an authorized representative of a single local employer documenting that at least 100 net new jobs for permanent full- or part-time employees have been added during the previous five years within that community.

### Long Commute Community

If claiming points under this selection criterion, ~~you~~applicants must select the criterion, and the geographic location of the proposed development will be verified by Minnesota Housing staff.

### Scattered Site

At least 51% of the total units must be located within a geographic area that meets the requirements for the selection criterion. Applicants are eligible to claim a proportional amount of points, as determined by the proportion of the total units that meet the requirements for the selection criteria criterion.

### Where to Submit Supporting Documentation

- If claiming Individual Employer Growth points, submit documentation to the Scoring: Workforce Housing Communities checklist item in Portal.
- If claiming Top Job Center or Job Growth Community or Long Commute Community, no supporting documentation required.

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## 4.11 Transit and Walkability

If claiming points under these selection criteria, ~~you~~applicants must select the criterion, and the geographic location of the proposed development will be verified by Minnesota Housing staff. Refer to the Transit and Walkability Methodology in the Methodology Guide for more information.

If the project includes planned transit stops not yet in service or includes demand response/dial a ride that is not included in the Transit and Walkability Methodology, provide evidence in your application, such as a letter or other confirmation from the transit provider stating that the project site will be served by transit meeting the specific requirements in the Self-Scoring Worksheet.

~~If applicants would like to request revisions of a location's Walk Score, they may contact Walk Score directly with details of the request to mhfa-request@walkscore.com. Walk Score staff will review the request and make necessary adjustments to scoring within 45 business days. If an address cannot be found in the Walk Score tool, use closest intersection within ¼ mile of the proposed location.~~

### Scattered Site

At least 51% of the total units must be located within a geographic area that meets the requirements for the selection criterion. Applicants are eligible to claim a proportional amount of points, as determined by the proportion of the total units that meet the requirements for the selection criterion.

### Where to Submit Supporting Documentation

- If the project includes planned transit stops not yet in service ~~or includes demand response/dial a ride that is not included in the Methodology~~, submit documentation to the Scoring: Transit and Walkability checklist item in Portal. Documentation could include a letter or other confirmation from the transit provider stating that the project site will be served by transit meeting the specific requirements in the Self-Scoring Worksheet
- If the project is ~~included~~located in ~~the methodology, no~~a Rural and Small Urban Area, supporting documentation is required.

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## 4.12 Community Development Initiative

Applicants claiming points under this scoring criterion must complete the required Community Development Initiative (CDI) documentation in the Self-Scoring Worksheet.

A full copy of at least one of the CDI supporting documents (CDI Documentation) referenced in the CDI Narrative that meets the CDI Documentation requirements must be submitted. Refer to the Self-Scoring Worksheet and CDI Narrative for more details on documentation and narrative requirements, as well as additional requirements for projects in a Qualified Census Tract (QCT). CDI Documentation could include:

- Neighborhood plans
- City or County plans
- Charters
- Comprehensive plans

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Documentation that may not be accepted:

- Housing studies
- Market studies
- Only a portion of the plan

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### Scattered Site

At least 51% of the total units must be located within a geographic area that meets the requirements for the selection criterion. Applicants are eligible to claim a proportional amount of points, as determined by the proportion of the total units that meet the requirements for the selection criterion.

### Where to Submit Supporting Documentation

- Scoring: Community Development Initiative checklist item in Portal

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## 4.13 Equitable Development

Applicants claiming points under this selection criterion must complete the Equitable Development Narrative and submit documentation demonstrating how the initiative meets the requirements. A full copy of any documentation, plan or data referenced in the Equitable Development Narrative must be uploaded to Portal to demonstrate the project meets the criterion. Links will not be accepted. Refer to the Self-Scoring Worksheet for more details on documentation and Equitable Development Narrative requirements.

A Qualified Stakeholder Group (QSG) must demonstrate meaningful and inclusive representation of Community(ies) Most Impacted (CMI) who have an active and participatory role in shaping and carrying out the priorities and goals of the QSG. Its mission and purpose must have some connection to uplifting and supporting the CMI in its work. The Self-Scoring Worksheet does not preclude the QSG from including an elected official; however, the letter must be signed by group participants who are willing to sign the document.

Significant involvement of a QSG outlined in 4.B.1.d. of the Threshold Criteria: Multiple QSGs may have a significant role in the project proposal. However, the involvement of each QSG must separately meet the threshold criteria as demonstrated in the Equitable Development Narrative questions answered for each QSG.

Examples of QSG involvement, as required in 4.B.1.d of the Threshold Criteria include:

- Design: A QSG representing an immigrant CMI, meaningfully involved in the architectural design of intergenerational housing, provides input about the design, and the design directly responds to the input.
- Services: A QSG representing a “families with children” CMI, meaningfully involved in a services model where after-school and weekend activities for children are provided in a specific space in the project, provides input about the services, and the proposed services directly respond to the input.
- Community Benefits: A QSG representing a “People of Color” CMI identifying the need for entrepreneurship opportunities and subsequently providing input on commercial space opportunities in the project for Black-, Indigenous- and People of Color-owned businesses, and the agreement between the developer and the local community directly responds to the input of the QSG.

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A letter from the QSG participants, signed by group participants who are willing to sign the document, must be submitted that addresses the questions in 4.B.1.e. of the Threshold Criteria. A letter solely from the facilitator or someone who is not a participant of the QSG or CMI will not be accepted.

### Where to Submit Supporting Documentation

- Scoring: Equitable Development checklist item in Portal

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## 4.14 Rural/Tribal

If claiming points under this selection criterion, ~~you~~applicants must select the criterion, and the geographic location of the proposed development will be verified by Minnesota Housing staff. Refer to the Rural/Tribal Designated Areas Methodology in the Methodology Guide for more information.

### Scattered Site

At least 51% of the total units must be located within a geographic area that meets the requirements of the selection criterion. Applicants are eligible to claim a proportional amount of points, as determined by the proportion of the total units that meet the requirements for the selection criterion.

### Where to Submit Supporting Documentation

No supporting documentation required.

## 4.15 Qualified Census Tracts/Community Revitalization or Tribal Equivalent Areas

If claiming points under this selection criterion, ~~you~~applicants must select the criterion, and the geographic location of the proposed development will be verified by Minnesota Housing staff. Projects claiming the Qualified Census Tracts (QCT)/Community Revitalization component must submit a plan consistent with the Community Development Initiative selection criterion. Refer to the Tribal Equivalent Areas Methodology in the Methodology Guide for more information.

Minnesota Housing staff will confirm that all the required supporting documentation for Community Development Initiative was submitted.

### Scattered Site

At least 51% of the total units must be located within a geographic area that meets the requirements of the selection criterion. Applicants are eligible to claim a proportional amount of points, as determined by the proportion of the total units that meet the requirements for the selection criterion.

### Where to Submit Supporting Documentation

- No Geographic supporting documentation required.
- Community Development Initiative checklist item in Portal (if applicable).

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## 4.16 Multifamily Award History

If claiming points under this criterion, ~~you~~applicants must select the criterion, and the geographic location of the proposed development will be verified by Minnesota Housing staff. Refer to the Multifamily Award History Methodology in the Methodology Guide for more information.

### Annexation

At application, if the project is located on property that is going to be annexed as part of the project/development or was annexed in preparation for the project, it is eligible for points if the community the project was originally located within before annexation was eligible for the points. Documentation that the annexation is a direct result of the project/development is required.

If a project is selected and located on property that has been or is going to be annexed, both communities involved in the annexation will not be eligible for the points within the 5-year timeframe for this criterion for subsequent years.

### Scattered Site

At least 51% of the total units must be located within a geographic area that meets the requirements for the selection criterion. Applicants are eligible to claim a proportional amount of points, as determined by the proportion of the total units that meet the requirements for the selection criterion.

### Where to Submit Supporting Documentation

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Supporting documentation is not required unless the project is being annexed.

## 4.17 Black-, Indigenous-, People of Color-owned Business Enterprises or Women-owned Business Enterprises

Provide documentation showing that the project includes business entities that are owned or led by individuals who are Black-, Indigenous or other Person of Color or business entities that are owned or led by one or more women as defined in the Self-Scoring Worksheet. Composition of the board of directors does not meet the definition and is not eligible for points.

Documentation could include:

- Signed and dated certification statement: The statement should be from the entity and explain how and why they meet the criterion.
- Black-, Indigenous-, People Color-owned Business Enterprises or Women-owned Business Enterprises Qualification Form. A new form is provided in the BIPOCBE/WBE checklist item in Portal.
- Ownership documentation
- Third-party verification

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### Ownership and Sponsorship and Development Team

~~The~~See definitions in the Self-Scoring Worksheet. Sponsor is defined in the Minnesota Housing Underwriting Standards and the Qualification Forms.

To claim Ownership and Sponsorship points:

(1) the project sponsor AND the project owner must each be ~~owned and sponsored by an entity that is at least 51% owned by individual(s) who are~~a Tribe, Tribally designated housing entity, Tribal corporate entity, Black~~,~~-, Indigenous-, People of Color-owned Business Enterprise or ~~other People of Color to meet the definition of a~~ a women-owned Business Enterprise.

(2) the project owner meets the criterion under (1) above if:

(a) the project owner entity itself is a Tribe, Tribally designated housing entity, Tribal corporate entity, Black-, Indigenous~~- or~~-, People of Color-owned Business Enterprise or a women-owned Business Enterprise; OR

(b) every entity with a direct controlling interest in the project owner entity (e.g. each general partner or each managing member) is a Tribe, Tribally designated housing entity, Tribal corporate entity; OR

(c) every entity with a direct controlling interest in the project owner entity (e.g. each general partner or each managing member) is a Black-, Indigenous-, People of Color-owned Business Enterprise~~,~~; OR

(d) every entity with a direct controlling interest in the project owner entity (e.g. each general partner or ~~51% owned by~~each managing member) is a women~~ to meet the definition of a Women~~-owned Business Enterprise. ~~A project that is~~

NOTE: for purposes of this scoring category, a special limited partner is not an entity with a direct controlling interest in the project owner entity.

To claim Development Team points, each entity identified for points must be a Black-, Indigenous-, People of Color-owned Business Enterprise or a women-owned ~~and sponsored by an~~Business Enterprise.

An entity that is neither 51% owned by individual(s) who are Black, Indigenous, or other People of Color nor 51% owned by women, and does not otherwise qualify as a Black-, Indigenous-, or People of Color-owned Business Enterprise or Women-Owned Business Enterprise under the nonprofit and government entity requirements, is not eligible to claim Ownership and Sponsorship or Development Team points, even if the aggregate ownership interests of individuals who are Black, Indigenous, or other People of Color and of women exceed 51%.

~~An entity led or managed, but not owned, by individuals that are Black, Indigenous, People of Color or women is not eligible for Ownership/Sponsorship or Development Team points unless that entity is a nonprofit or governmental entity, which can qualify based on its executive director or equivalent.~~

Development Consultants are the same as Processing Agencies/Agents.

### Capacity Building Partnership

Creation of a new joint ownership venture is allowed under 4.F.1.c.i and 4.F.1.c.ii.

Provide a signed and dated agreement between the partnering entities that includes all of the required information described in the Self-Scoring Worksheet.

Under Capacity Building Partnership (4.F.1.c.iii), entities (developer, general contractor, architect, service provider or management company) can subcontract the work that the entities would be primarily responsible for, but the applicant must submit the agreement between the entity and subcontractor that meets the requirements of the Self-Scoring Worksheet.

Any Black-, Indigenous- or People of Color-owned Business Enterprise or Women-owned Business Enterprise entity could enter into a joint venture with any other Black-, Indigenous- or People of Color-owned Business Enterprise or Women-owned Business Enterprise entity to build the latter's capacity.

### Scoring Dependencies

- If there is an identity of interest between the owner/sponsor and the developer, an applicant cannot claim points based on both the owner/sponsor under Black-, Indigenous- and People of Color-owned Business Enterprise or Women-owned Business Enterprises (4.F.1.a) and the developer under Black-, Indigenous- and People of Color-owned Business Enterprise or Women-owned Business Enterprises (4.F.1.b) selection criterion.
- ~~**Note:** This is the only dependency in this selection criterion, so if~~If there is an identity of interest between the owner/sponsor and the general contractor, architect, service provider or management agent, an applicant may claim points under both the owner/sponsor under Black-, Indigenous- and People of Color-owned or Women-owned Business Enterprises (4.F.1.a) and the general contractor, architect, service provider or management agent under Black-, Indigenous- and People of Color-owned or Women-owned Business Enterprises (4.F.1.b) selection criterion.

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### Where to Submit Supporting Documentation

- Scoring: BIPOCBE/WBE checklist item in Portal

## 4.18 Local Actions to Support Housing

This is a new selection criterion effective for projects applying in the 2026 Multifamily Consolidated RFP/2027 HTC funding rounds and after. The Certification Form must be completed and signed by an authorized signer for the jurisdiction. Refer to the form found in Portal and follow the instructions.

### Where to Submit Supporting Documentation

- Scoring: Local Actions to Support Housing checklist item in Portal

## ~~4.18~~4.19 Financial Readiness to Proceed/Leveraged Funds

Provide evidence from the contributor or lender of all applicable forms of proposed, secured and existing permanent capital funding under this submission requirement. The Self-Scoring Worksheet contains important details on the required documentation for various types of sources. Applicants who have secured funding commitments for one or more permanent capital funding sources at the time of application must count the source in this calculation. The calculation will be based on the information provided in the source documentation, not based on the numbers listed in the Multifamily Workbook. Make sure the Workbook accurately reflects the commitment documentation.

Documentation that will not be accepted:

- An email with no other documentation outlined in the Self-Scoring Worksheet
- Commitment documentation that is expired or expires prior to conclusion of the application process.

It is highly recommended that applicants complete the Scoring Calculation Worksheet found in Portal and submit it in the Financial Readiness to Proceed/Leveraged Funds checklist item in Portal.

Tax Increment Financing (TIF): ~~See the Sample TIF Resolution and Letter.~~Refer to the Sample TIF Resolution and Letter in Portal.

Climate Programs: Provide commitment documentation from the entity providing the program. Documentation must meet the requirements outlined in the Self-Scoring Worksheet.

### Where to Submit Supporting Documentation

- Scoring: Financial Readiness to Proceed/Leveraged Funds checklist item in Portal
    - Include the Scoring Calculation Worksheet

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- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal
- WKBK: First Mortgage Commitment Letter checklist item in Portal (when applicable)
- WKBK: Energy Rebate Analysis – Preliminary checklist item in Portal (when applicable)
- Preservation: Existing Loan and HTC Documents checklist item in Portal (when applicable)
- HTC: 9% Syndicator/Investor Letter of Intent checklist item in Portal (when applicable)
- ~~4% HTC~~: 4% Syndicator/Investor Letter of Intent checklist item in Portal (when applicable)

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## ~~4.19~~4.20 Other Contributions

Provide written documentation from the contributor confirming the amount and the terms of the contribution. The documentation must be in the form of a project specific Letter of Intent, city or council resolution, letter of approval, statement of agreement or eligibility or a memorandum of understanding (MOU).

Current applications requesting an award or allocation from Minnesota Housing, Funding Partners, the federal government, a local unit of government, an area employer or a private religious or charitable organization are not eligible for this criterion.

### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist ~~item~~items in Portal
- Scoring: Other Contributions checklist item in Portal
- General: Site Control if submitting a purchase agreement

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## ~~4.20~~4.21 Intermediary Costs

Intermediary costs are third-party service costs related to the development of the project. Provide intermediary costs on the Development Cost tab of the Multifamily Workbook. Excluded costs are included in the Self-Scoring Worksheet. All other soft costs incorporated into the "other" line will count as additional intermediary costs. Minnesota Housing may request additional documentation for abnormally large costs incorporated into an excludable cost.

### Where to Submit Supporting Documentation

- ~~Multifamily~~WKBK: Primary Application Workbook checklist item in Portal
- General: Other Supporting Documentation checklist item in Portal (when applicable)

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## ~~4.21~~4.22 Innovative Construction Techniques

Innovative Construction Techniques (ICT) is available through the Multifamily Consolidated RFP, HTC Round 2 and the 4% HTC Only Round. A pre-application is required for the Multifamily Consolidated

RFP and HTC Round 2 to determine eligibility. Minnesota Housing will provide a letter of confirmation to the pre-applicants prior to the full application due date. Applicants claiming the criterion must upload the confirmation letter into Portal. See the ICT Guidance for additional information.

~~A~~For the 4% HTC Only Round, a pre-application is not required ~~for the 4% HTC Only Round and can submit~~. Submit the materials as part of the application.

The ICT submission must include a complete ICT Narrative, including attachments of the Additional Required Supporting Documentation. When submitting research documents, the documents must be two separate research documents from at least two completely separate independent experts.

Where to Submit Supporting Documentation

- ICT Narrative checklist item in Portal
- Scoring: ICT Confirmation Letter checklist item in Portal

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## ~~4.22~~4.23 Universal Design

The applicant must submit the Universal Design Worksheet (UDW). The UDW and architectural/construction application items will be reviewed to determine eligibility for the criterion. The determination to award points will be made at the sole discretion of Minnesota Housing. For elevator buildings, 100% of the assisted units must meet the requirements of a Universal Design unit. For non-elevator buildings, at least 10% of the total units must meet the requirements of a Universal Design unit. Refer to the UDW for requirements.

### Scattered Site/Multiple Buildings

- Projects with both building types (elevator equipped building and non-elevator equipped buildings) must meet both percentage requirements in 6.B.a and 6.B.b to be eligible and must complete a separate UDW for each building type. The number of Universal Design units must be indicated on the UDW for each building type.
- Projects with multiple buildings of the same building type (elevator equipped buildings or non-elevator equipped buildings) may complete one UDW. Calculate the overall percentage of Universal Design units required based on total dwelling units.

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If scattered sites have a mixture of building types, each building must separately meet the Optional Feature requirements noted in the UDW.

### Where to Submit Supporting Documentation

- Scoring: Universal Design Worksheet checklist item in Portal

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- Construction: Preliminary Architectural Requirements checklist item in Portal (when applicable)

### ~~4.23~~4.24 Enhanced Sustainability

Applicants who claim Enhanced Sustainability points must include all mandatory and optional Enterprise Green Communities Criteria on the Multifamily Intended Methods Worksheet (IMW) to be eligible for points. The IMW and architectural/construction application items will be reviewed to determine eligibility for the criteria. The "How Will Criteria Be Implemented" column for all mandatory and selected optional point criteria must clearly explain how the project will comply. IMWs with blank or insufficient detail provided may result in the loss of points if certain items cannot be validated.

The determination to award points will be made at the sole discretion of Minnesota Housing.

Refer to the current, applicable MN Overlay and Guide to Enterprise Green Communities Criteria for additional information.

#### Where to Submit Supporting Documentation

- Construction: Intended Methods Worksheet checklist item in Portal
- Construction: Preliminary Architectural Requirements checklist item in Portal (when applicable)

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### ~~4.24~~4.25 Unacceptable Practices

Minnesota Housing will send a ~~prior~~ notification to each entity or individual subject to a penalty if~~-~~ an unacceptable practice ~~has~~ occurred~~, and a penalty~~. If an application is received that involves a penalized individual or entity in the development team, the points will be ~~imposed.~~subtracted from the total score for that application.

#### Where to Submit Supporting Documentation

No supporting documentation required.