

Quick Links: [Overview](#) | [Add Characteristics](#) | [Remove Characteristics](#) | [Expand Characteristic Name or Description](#) | [Questions](#)

Overview

After you've created a project, you must select your project characteristics. Characteristics may include the funding request type, construction type, or other attributes such as permanent supportive housing or senior housing.

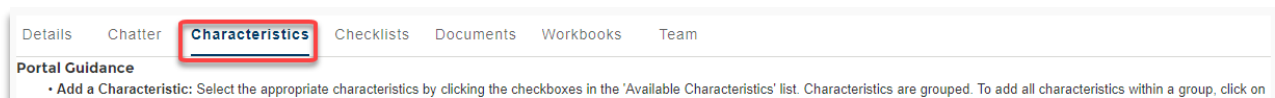
Project characteristics are used to customize the items that appear on your checklist(s). They can be changed at any time prior to application submission.

NOTE: in some funding rounds, Minnesota Housing will set up the project characteristics on your behalf.

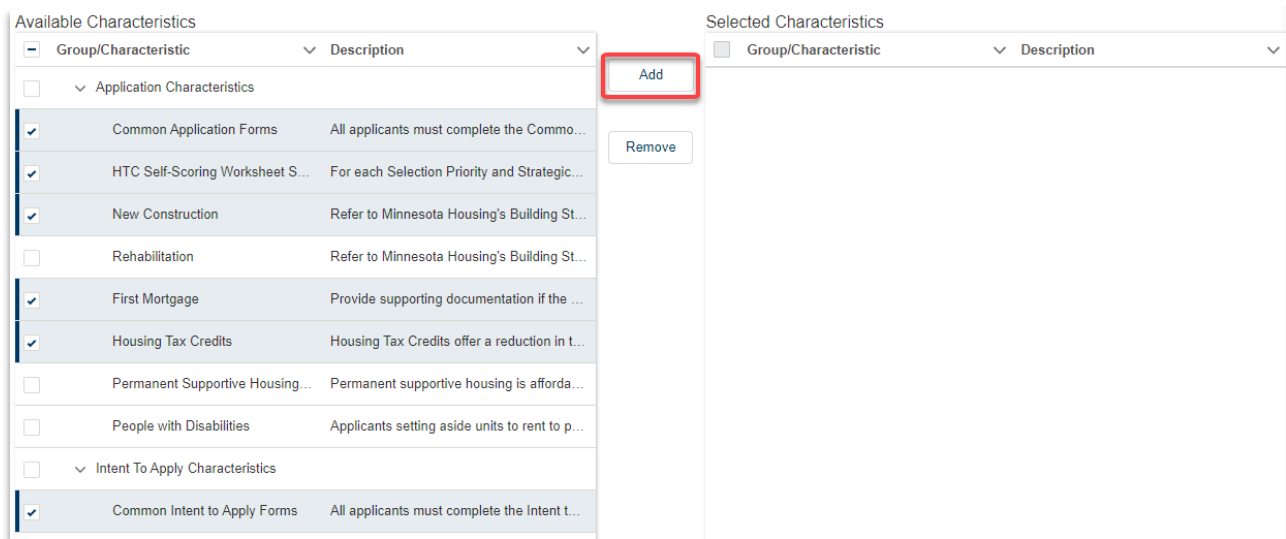
How do I add project characteristics?

To add project characteristics:

- Go to the **Characteristics** tab on the project page.



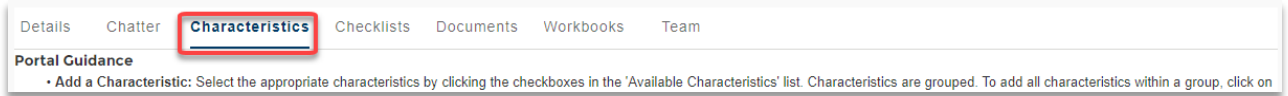
- Select the appropriate characteristics by **clicking the checkboxes** in the 'Available Characteristics' list. NOTE: Characteristics are grouped. To add all characteristics within a group, click on the checkbox next to the group header.
- Click the **Add** button to add the characteristics to the 'Selected Characteristics' list. This will create customized checklists based on your project's characteristics.



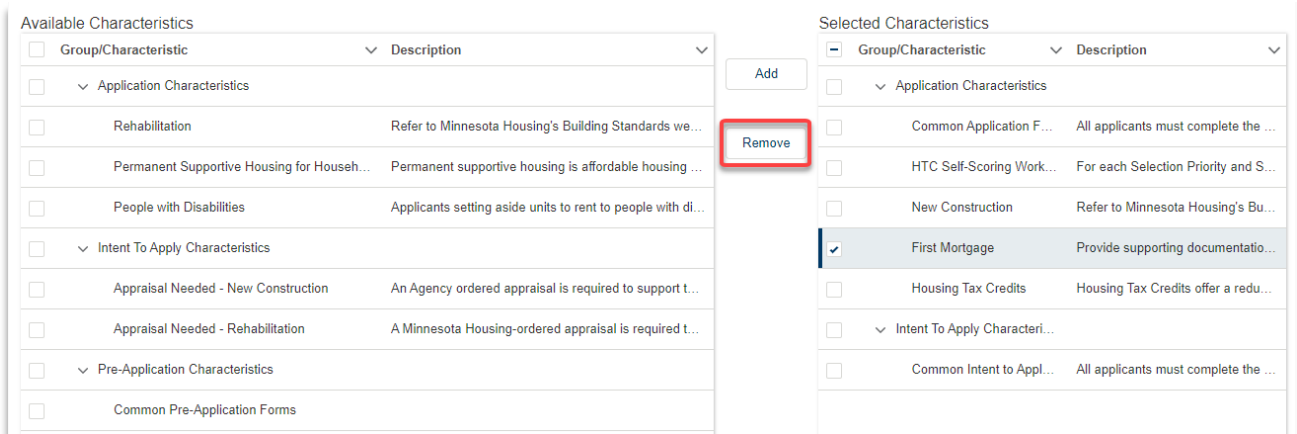
How do I remove project characteristics?

To remove project characteristics:

- Go to the **Characteristics** tab on the project page.



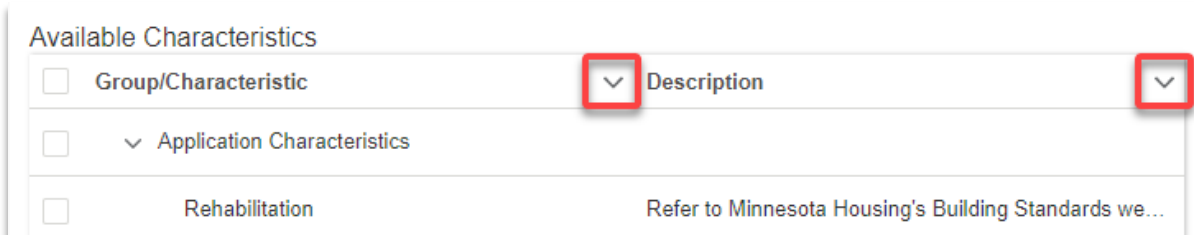
- Select the appropriate characteristics by **clicking the checkboxes** in the 'Selected Characteristics' list. NOTE: Characteristics are grouped. To remove all characteristics within a group, click on the checkbox next to the group header.
- Click the **Remove** button to remove the characteristics from the 'Selected Characteristics' list. This will update your customized checklists.



How do I expand the name of a characteristic or the description?

To expand the name of a characteristic or description:

- Click on the **dropdown arrow** next to the Group/Characteristic header or the Description header.



- Click **Wrap Text** to expand the characteristic description or name.

Available Characteristics	
<input type="checkbox"/> Group/Characteristic	Description
<input type="checkbox"/> Application Characteristics	
<input type="checkbox"/> Rehabilitation	Refer to Minnesota Housing's Building

Wrap text

✓ Clip text

Questions

Contact mhfa.app@state.mn.us.