



Scoring Wizard Training

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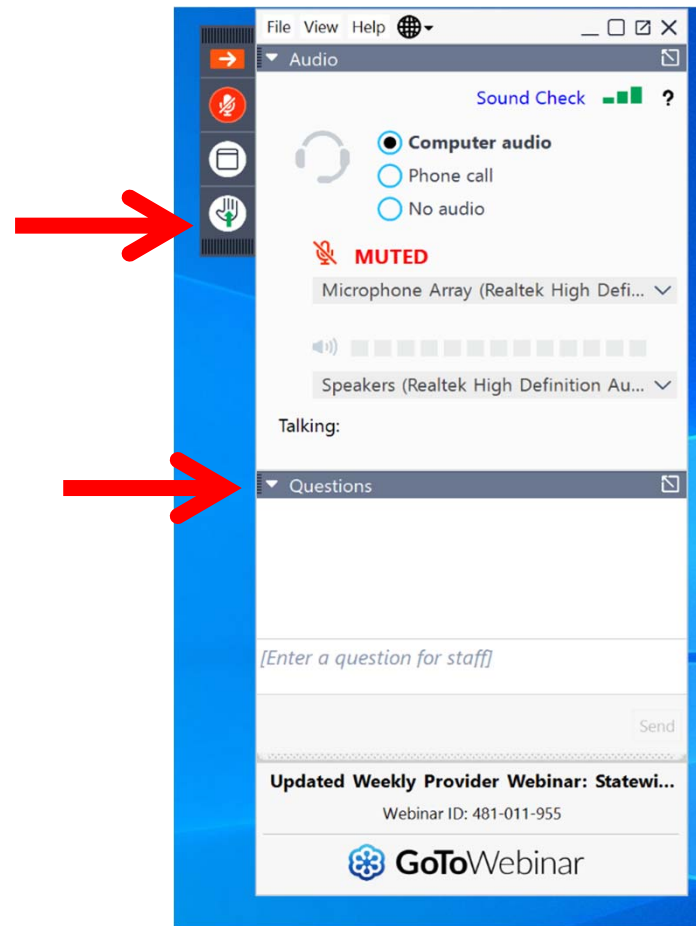
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Our Mission: The Core Purpose

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

Questions and Answers Protocol

- Click the raise your hand button of the GoToWebinar toolbar. This will allow us to call on you and unmute your line to ask your question
- Enter questions directly under the Questions tab



Technical Assistance

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 Minnesota Housing's website and consult with legal counsel, and if applicable, a knowledgeable tax professional, to ensure compliance with all applicable application, submission, and project requirements.

Training Topics

- What's new?
- Portal demo
 - Getting started: Create a project, request team access, and identify project characteristics
 - Checklist management
 - Scoring Wizard basics
- Reminders to avoid common mistakes
- Questions

What's New in the Portal?

Email notifications

- Project created
- Final scoresheet submitted
- Application checklist submitted



Congratulations! You've successfully submitted your application for Test RFP Project in the Multifamily Customer Portal. Your application checklist and scoresheet are both submitted.

Funding Round: 2022 RFP/2023 HTC Round 1
Property Number (D#): D9000
Project Name: Test RFP Project
Project Number(s) (M#): M19040, M19041
Project Checklist: Application

If you have any questions or need to amend your submitted application materials before the deadline, email mhfa.app@state.mn.us.

What's New in the Portal?

Withdraw Project Button

- Ability to withdraw project from consideration
- Button on project page near Scoring Wizard button



The screenshot shows a project page for 'Test RFP Project'. At the top, there is a header with a crown icon, the text 'Project Test RFP Project', and four buttons: '+ Follow', 'Scoring Wizard', 'Edit', and 'Withdraw Project'. The 'Withdraw Project' button is highlighted with a red border. Below the header is a table with the following data:

Property	D #	Project #	Secondary Project #	Project Status
1002 6th Avenue NW	D7764	M18391	M18392	In Process

New fields

- Number of buildings field in Apply for Funding Wizard
- Phone number field for project team members

What's New in the Scoring Wizard?

On-screen guidance

- Added definition of Total Units and Total Assisted Units

Assisted Units by Size

Include HTC units for HTC applications and affordable units for deferred funding. Common space or employee units should be omitted.

Unit Description	SRO	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	Total Units
Enter the number of Assisted Units for each unit size.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Access to Transit

- Made the point options dynamic based on the project's location so you can only select point options you are eligible for.

What's New in the Scoring Wizard?

Efficient Use of Scarce Resources and Leverage

- Added option to elect fewer points than the project is eligible for on the Claim Points tab

The screenshot shows a web interface titled "Efficient Use of Scarce Resources and Leverage". At the top right, it displays "Points Claimed: 23" and "Points Available to Claim: 23". The interface is divided into three sections, each with a "Claim Points" toggle (checked) and a "Point Options" dropdown menu. The first section is "Financial Readiness to Proceed/Leveraged Funds" with "Points To Claim: 16" and "Data Used: Total Development Costs AND Capital Funding"; the dropdown is set to 16. The second section is "Other Contributions" with "Points To Claim: 4" and "Data Used: Total Development Costs AND Other Contributions"; the dropdown is set to 4. The third section is "Intermediary Costs" with "Points To Claim: 3" and "Data Used: Total Development Costs AND Intermediary Costs"; the dropdown is set to 3. The "Claimed Points" for each section are 16, 4, and 3 respectively.



Portal Demo

Reminders

- The 'Data used' language on the claim points tab identifies which grids or questions are used to calculate points available to claim.

The screenshot shows a web interface for 'Greatest Need Tenant Targeting'. At the top right, it displays 'Points Claimed: 21' and 'Points Available to Claim: 21'. Below this, there is a section for 'Large Family Housing - 2 to 5 bedrooms' with 'Points To Claim: 12'. On the left, there is a 'Claim Points' toggle switch that is turned on, and 'Claimed Points: 12' is displayed below it. At the bottom right, the 'Data used' is specified as 'Assisted Units by Size grid AND selection for Restricted to a Particular Age Group'.

- Ability to switch scoresheet from test to final version.
- Submit final scoresheet before the deadline. Contact mhfa.app@state.mn.us if you need to modify a submitted scoresheet prior to the deadline.

Reminders

- Visit the Multifamily Customer Portal Resources page at mnhousing.gov/sites/multifamily/portal
- Self-Scoring Worksheet Training
 - Tuesday, May 3, 2022, 10:00 - 11:30 a.m. CT
 - Tuesday, May 24, 2022, 10:00 - 11:30 a.m. CT

Thank you!

System Questions

mhfa.app@state.mn.us