

Development Name:

Development Address:

Applicant Name

Qualification forms must be submitted prior to or in conjunction with other application materials. [Click here to be directed to Development Team Qualification Forms and Instructions.](#)

Submit an entire signed original application package and two (2) copies along with all applicable checklist items submitted on a CD by 5:00 PM, June 12, 2012

Capital Funding and/or Housing Tax Credit Requests (submit all applicable items)

- A. Forms and submittals - Required for all Proposals
- B. Application Fees required for Housing Tax Credits, First Mortgages and Tax Exempt Bond Proposals
- C. Housing Tax Credits – Required Forms and Submittal Items
- D. Tax Exempt Bonds / Seeking 4% Housing Tax Credits – Required Forms and Submittal Items
- E. Supportive Housing – Forms and Submittal Items - Required if all or a portion of the units are for supportive housing
- F. Operating Subsidy items required with Capital Funding requests– Forms and Submittal Items – Required if applying for DHS Operating Subsidy funds

Operating Subsidy requests with no Capital Funding – Forms and Submittal Items

- G. Operating Subsidy ONLY– Forms and Submittal Items

[Click here to find out what's new on the 2012 Minnesota Multifamily Rental Housing Common Application Form](#)

A. Forms and Submittal Items – Required for all Capital and HTC Proposals

(Control+enter to access the forms – all help text are located in one document)

1	<input type="checkbox"/>	Minnesota Multifamily Rental Housing Common Application Form - Submit a MS Excel template format electronically
2	<input type="checkbox"/>	Multifamily Rental Housing Narrative Questions - including all required supporting documentation
3	<input type="checkbox"/>	Minnesota Housing Affirmative Fair Housing Marketing Plan - (help text)
4	<input type="checkbox"/>	Method of Satisfying Green Criteria & Certification
5	<input type="checkbox"/>	Applicant Certification of Environmental Issues
6	<input type="checkbox"/>	Market Qualification Form
7	<input type="checkbox"/>	Minimizing Transportation Costs and Promoting Access to Transit - (help text)
8	<input type="checkbox"/>	Site Location Map - (help text)
9	<input type="checkbox"/>	Photographs - (help text)
10	<input type="checkbox"/>	Preliminary Architectural/Construction Requirements or Rehabilitation Scope of Work /CNA
11	<input type="checkbox"/>	Evidence of Site Control - (help text)
12	<input type="checkbox"/>	Sources and Uses of Funds - Proposed, Secured and Existing - (help text)
13	<input type="checkbox"/>	Tenant Relocation Plan - if applicable - (help text)
14	<input type="checkbox"/>	Acknowledgment of Receptivity to an LCA Funding - required for all metro proposals except Minneapolis
15	<input type="checkbox"/>	Resolution of Receptivity to a DEED SCDP Award - required if applying for DEED funding
16	<input type="checkbox"/>	Applicant Summary Information Sheet - required if applying for DEED funding
17	<input type="checkbox"/>	Notification of Local Official
18	<input type="checkbox"/>	Local HRA/PHA Notice and Agreement Form

19	<input type="checkbox"/>	Rental Assistance Payment Standards - (help text)
20	<input type="checkbox"/>	Utility Allowance from Local HRA/PHA - for developments that include tenant paid utilities - (help text)
21	<input type="checkbox"/>	Commitment to provide Project Based Rental Assistance from PHA/HRA or other similar entity (and if applicable, for an extended term) - (help text)
22	<input type="checkbox"/>	Rent Roll for existing developments - provide the most recent rent roll - (help text)
23	<input type="checkbox"/>	Documentation relevant to Preservation of Federally Assisted Housing - (help text)
24	<input type="checkbox"/>	Operating Expense Statements - 3 years audited operating statements - (help text)

B. Application Fees for Tax Credits, First Mortgages and Tax Exempt Bond Proposals

1	<input type="checkbox"/>	Application Fee and Fee Remittance Form
---	--------------------------	---

C. Housing Tax Credits - Forms and Submittal Items

1	<input type="checkbox"/>	Self Scoring Worksheet-signed by applicant/owner - including all required supporting documentation of points claimed
2	<input type="checkbox"/>	Market Study - (help text)
3	<input type="checkbox"/>	Maintenance and Operating Expense Review and Underwriting Certification Form
4	<input type="checkbox"/>	Tax Credit Design Standards Certification
5	<input type="checkbox"/>	Release of Information Authorization
6	<input type="checkbox"/>	Determination of Tax Credits Form - optional
7	<input type="checkbox"/>	Evidence of HTC Threshold Requirements - (help text)
8	<input type="checkbox"/>	For Acquisition, Evidence of Compliance with 10 year rule - (help text)
9	<input type="checkbox"/>	15 Year After Tax Cash Flow Proforma (worksheet prepared by applicant) - (help text)
10	<input type="checkbox"/>	Non-Profit Proof of Status-Non-Profit intended participation; Articles of Incorporation, IRS election status - (help text)
11	<input type="checkbox"/>	Plan for Eventual Tenant Ownership - if applicable - (help text)
12	<input type="checkbox"/>	Written Policy for Smoke-free Buildings - (help text)

D. Tax Exempt Bonds / Seeking 4% Housing Tax Credits - Forms and Submittal Items

1	<input type="checkbox"/>	Building Identification Number (BIN) Request Form
2	<input type="checkbox"/>	Preliminary Determination Letter, only applicable if bonds are not being issued by Minnesota Housing - (help text)
3	<input type="checkbox"/>	Evidence of State allocation of tax-exempt bond volume cap if not being issued by Minnesota Housing - (help text)
4	<input type="checkbox"/>	Gross Rent Floor Election Form

E. Supportive Housing – Forms and Submittal Items

1	<input type="checkbox"/>	County Letter of Confirmation - Local Human Service Department
2	<input type="checkbox"/>	Certification of Consistency with Continuum of Care or Heading Home Plan targeting homeless households

F. Operating Subsidy items required with Capital Funding requests– Forms and Submittal Items

1	<input type="checkbox"/>	Current Operating Budget - (help text)
2	<input type="checkbox"/>	A letter of support from the Adult Mental Health Initiative and/or Tribal mental health service agency evidencing local need and support for the proposal. For proposals serving Adults with Serious Mental Illnesses (HSASMI). Submit electronically, in addition to submitting the signed original and two copies - (help text)
3	<input type="checkbox"/>	Evidence of Other Sources of Operating Support - Proposed, Secured, Existing - (help text)

G. Operating Subsidy ONLY – Forms and Submittal Items

1	<input type="checkbox"/>	Minnesota Multifamily Rental Housing Common Application Form, Section I A-C, Section II A, C, Section III A, B, Section IV A, B, Section V (if existing amortizing debt), and Section VIII (signatory page)
2	<input type="checkbox"/>	Multifamily Rental Housing Narrative Questions - including all required supporting documentation
3	<input type="checkbox"/>	Evidence of Other Sources of Operating Support - Proposed, Secured, Existing - (help text)
4	<input type="checkbox"/>	Rental Assistance Payment Standards - (help text)
5	<input type="checkbox"/>	Utility Allowance from Local HRA/PHA - for developments that include tenant paid utilities - (help text)
6	<input type="checkbox"/>	Rent Roll for existing developments - provide the most recent rent roll - (help text)
7	<input type="checkbox"/>	County Letter of Confirmation - Local Human Service Department
8	<input type="checkbox"/>	Certification of Consistency with Continuum of Care or Heading Home Plan targeting homeless households
9	<input type="checkbox"/>	Current Operating Budget - (help text)
10	<input type="checkbox"/>	A letter of support from the Adult Mental Health Initiative and/or Tribal mental health service agency evidencing local need and support for the proposal - for proposals serving Adults with Serious Mental Illnesses (HSASMI) - (help text)