

Minnesota Multifamily Rental Housing Common Application Package Checklist Instructions & Notes

Include a copy of the Application Checklist with your application package and assemble package in the order of the checklist.

If an item is **Not Applicable** to your housing proposal, please indicate so on the checklist.

Applicants are to submit one package with original application items and two (2) copies of the original package, submitting a total of three (3) application packages to Minnesota Housing. Please note, several of the submission items are also required to be submitted electronically at: mhfa.app@state.mn.us

[For Applications requesting](#)

[Capital Funding](#)

[in conjunction with Rental Assistance and/or Operating Subsidy](#)

[For Applications requesting **only**](#)

[Rental Assistance](#)

[For Applications requesting **only**](#)

[Operating Subsidy](#)

Master Application Checklist
(Include copy in application package)

Development Name _____

Development Address _____

Applicant Name _____

Minnesota Housing, Collaborating and Funding Partners - Common Application Items

Early Submittal Item: [Click here](#) to be directed to the Qualification Forms and to see the list of already submitted forms that need to be submitted to Minnesota Housing by June 16th.

Documents identified below with **e** must be submitted electronically, in addition to submitting the signed original and two (2) copies.

- A**
- 1 **e** [Minnesota Multifamily Rental Housing Common Application Form-Submit a MS Excel template format electronically](#)
 -  [Click here to find out what's new on the 2009 Common Application Form](#)
 - 2 **e** [Minnesota Multifamily Rental Housing Narrative Questions and Project Schedule](#)
 - 3 **e** [Method of Satisfying Green Criteria & Certification](#)
 - 4 [Applicant Certification of Environmental Issues](#)
 - 5 [Market Qualification Form](#)
 - 6 [Driving Directions](#)
 - 7 **e** [Site Location Map](#)
 - 8 **e** [Photographs](#)
 - 9 **e** [Preliminary Architectural / Construction Requirements or Rehabilitation Scope of Work](#)
 - 10 [Evidence of Site Control](#)
 - 11 [Sources and Uses of Funds - Proposed, Secured and Existing](#)
 - 12 [Tenant Relocation Plan \(if applicable\)](#)
 - 13 [TCAP/Exchange Letter of Intent \(if applicable\)](#)

Minnesota Housing Multifamily Rental Housing Checklist of Supplemental Requirements

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

- 1 [Application Fee and Fee Remittance Form](#)

C. Forms and Submittals Required for ALL Proposals

- 2 [e Notification of Local Official](#)
- 3 [Local HRA/PHA Notice and Agreement Form](#)
- 4 [Legal Description of Land](#)
- 5 [Rent Assistance Payment Standards](#)
- 6 [Utility Allowance from Local HRA/PHA - for developments that include tenant paid utilities](#)
- 7 [Commitment to provide Project Based Rental Assistance from PHA/HRA or other similar entity \(and if applicable, for an extended term\)](#)
- 8 Rent Roll for existing developments - provide the most recent rent roll
- 9 [Preservation of Federally Assisted Housing](#)
- 10 Other Documentation as deemed necessary by Minnesota Housing

D Housing Tax Credits - Forms and Submittal Items

- 1 [Self Scoring Worksheet-signed by applicant/owner \(attach documentation of points claimed\)](#)
- 2 [Market Study](#)
- 3 [Maintenance and Operating Expense Review and Underwriting Certification Form](#)
- 4 [Tax Credit Design Standards Certification](#)
- 5 [Release of Information Authorization](#)
- 6 [Determination of Tax Credits Form \(Optional\)](#)
- 7 [Evidence of HTC Threshold Requirements \(for HTC Round 1 only\)](#)
- 8 [For Acquisition, Evidence of Compliance with 10 year rule](#)
- 9 15 Year After Tax Cash Flow Proforma (worksheet prepared by applicant)
- 10 [Non-Profit Proof of Status-Non-Profit intended participation; Articles of Incorporation, IRS election status](#)
- 11 [Plan for Eventual Tenant Ownership, \(if applicable\)](#)

E. Tax Exempt Bond Applications/Seeking 4% Housing Tax Credits - Forms and Submittal Items

- 1 [Building Identification Number \(BIN\) Request Form](#)
- 2 [Preliminary Determination Letter, only applicable if bonds are not being issued by Minnesota Housing](#)
- 3 [Evidence of State allocation of tax-exempt bond volume cap if not being issued by Minnesota Housing](#)
- 4 [Gross Rent Floor Election Form](#)

F. Supportive Housing – Forms and Submittal Items

- 1 [e County Letter of Confirmation - Local Human Service Department](#)
- 2 [e Certification of Consistency with Continuum of Care or Heading Home Plan targeting homeless households](#)

G. Operating Subsidy Funding – Forms and Submittal Items

- 1 [10 Year Projected Budget - complete Proforma tab attached to Common Application](#)
- 2 [Current Operating Budget](#)
- 3 [Most recent Operating Report, if existing development](#)
- 4 [e Letter of Support from local or regional mental health initiative partner\(s\) evidencing local need and support for proposal. For proposals serving Adults with Serious Mental Illnesses \(HSASMI\)](#)

H. Rental Assistance – Forms and Submittal Items

- 1 [Rental Assistance Program Budget](#)
- 2 [Proposed Program Policies and Procedures](#)

Rental Assistance Application Checklist
(Include copy in application package)

**Rental Assistance
Program Name** _____

Applicant Name _____

Early Submittal Item: Submit Qualification Forms to Minnesota Housing by June 16th. (click here for list) (Paper copies not required)

Documents identified below with **e** must be submitted electronically, in addition to submitting the signed original and two (2) copies.

Common Application Package Items

- 1 **e** [Minnesota Multifamily Rental Housing Common Application Form, Section I, A-C; Section IIA; and Section VIII \(signatory page\)](#)
- 2 **e** [Minnesota Multifamily Rental Housing Narrative Questions and Project Schedule](#)

Supplemental Submittal Items Required for ALL Proposals

- 3 [Rental Assistance Payment Standards](#)
- 4 [Utility Allowance from Local HRA/PHA](#)

Supportive Housing – Forms and Submittal Items

- 5 **e** [County Letter of Confirmation - Local Human Service Department](#)
- 6 **e** [Certification of Consistency with Continuum of Care or Heading Home Plan targeting homeless households](#)

Rental Assistance Forms and Submittal Items

- 7 [Rental Assistance Budget Worksheet](#)
- 8 [Proposed Program Policies and Procedures](#)

Operating Subsidy Application Checklist

(Include copy in application package)

Development Name _____

Development Address _____

Applicant Name _____

Early Submittal Item: Submit Qualification Forms to Minnesota Housing by June 16th. ([click here for list](#)) (Paper copies not required)

Documents identified below with **e** represent documents that must be submitted electronically, in addition to submitting the signed original and two (2) copies.

Common Application Package Items

- 1 **e** [Minnesota Multifamily Rental Housing Common Application Form, Section I V A-C; and Section VIII \(signatory page\)](#)
- 2 **e** [Minnesota Multifamily Rental Housing Narrative Questions and Project Schedule](#)
- 3 [Sources and Uses of Funds - Proposed, Secured and Existing](#)

Supportive Housing – Forms and Submittal Items

- 4 **e** [County Letter of Confirmation - Local Human Service Department](#)
- 5 **e** [Certification of Consistency with Continuum of Care or Heading Home Plan targeting homeless households](#)
- 6 [10 Year Project Budget - complete with Proforma tab attached to common application](#)
- 7 [Most recent Operating Reports, if existing development](#)
- 8 [Current Operating Budget](#)
- 9 Rent Roll for existing developments - provide the most recent rent roll
- 10 [Utility Allowance from Local HRA/PHA](#)
- 11 [Rental Assistance Payment Standards](#)

Additional Forms for DHS - Adult Mental Health Division - Housing with Support for Adults with Serious Mental Illness

- 12 **e** Letter of Support from local or regional mental health initiative partner(s) evidencing local need and support for proposal. For proposals serving Adults with Serious Mental Illnesses (HSASMI) – Submit by email, in addition to submitting the signed original

Driving Directions

Provide a legible map including major roads, cross streets and clear directions to the site. Do not use a zoning map for a location map. A complete city map is required for projects located outside the seven county metro area.

Site Location - Proximity to Services

Provide a location map with exact distances indicating that the project is located within a 1/2 mile or at least two, or 1/2 of at least four, of the following facilities:

- parks,
- elementary, secondary and high schools,
- sources of employment,
- shopping and retail services,
- public transit routes and stops,
- regional and interregional transportation corridors and transit ways,
- recreational facilities,
- social and special service institutions,
- hospitals and health clinics, and
- day care centers

Also, provide a list with exact distances from the proposed housing to each of the items above. Refer to <http://www.walkscore.com>

Photographs

Provide clear digital photographs of exterior and interior of building, if existing; or site and surrounding areas, if new construction. Photographs must show clear and unobstructed view of the property (i.e. no snow cover).

Preliminary Architectural / Construction Requirements or Rehabilitation Scope of Work

Go to the Architects Guide:

http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006023.pdf

Evidence of Site Control

Acceptable evidence of title/site control includes the following: warranty deed, contract for deed, purchase commitment, option, or letter of intent from governmental body for sole developer, etc. The evidence of site control must be current, fully executed and extend to anticipated date of funding recommendation. Loss of site control could result in withdrawal of a funding recommendation. Minnesota Housing will not accept applications from different applicants for the same site.

Sources and Uses of Funds - Proposed, Secured and Existing

Minnesota Housing evaluates proposed, secured and existing sources of funding from the following standpoints:

- Amount of leverage/non-Minnesota Housing funding (section VII A. of the Application and HTC score sheet, if applicable)
- Amount of local, philanthropic and regulatory cost avoidance/cost incentives (section VII G. of the Application and HTC score sheet if applicable)
- Evidence of Readiness to proceed/Amount of **secured funding commitments at the time of application (section VII A. of the Application and HTC score sheet, if applicable)**. Provide documentation that states the amount, terms and conditions of secured funding. The documentation must be executed or approved by the lender or contributor and the applicant. Documentation containing words synonymous with "consider" or "may", (as in "may award") regarding the commitment will not be considered acceptable.
- Documentation of existing funding on a property. Documentation should include loan amount, term of the loan, use restrictions including rent and income limits. (section C. Existing Indebtedness of Property/Building of the Application)

Submit evidence of all applicable forms of proposed, secured and existing funding under this submission requirement.

Tenant Relocation Plan, if applicable

Does other project funding mandate the requirement of relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act? Will the project scope require some form of tenant relocation whether permanent or temporary? Submit a Tenant Relocation Plan that includes an overview, timeline and estimated budget.

Legal Description of Land

Provide the legal description of the land on a separate 8½ x 11" sheet of paper labeled Exhibit A.

Rent Assistance Payment Standards

If proposing use of project based rental assistance, or if project based rental assistance exists in the development, attach a copy of the Payment Standards or Payment Standard Exceptions for the

Utility Allowance

Provide documentation for current utility allowances from the PHA/HRA or local utility company. Include a breakdown of the utilities that a tenant pays directly and the actual charge of each type of utility for the various unit types (one bedroom, two bedroom, etc.) and housing types (apartments, townhouse, etc.).

Commitment For Project Based Rental Assistance

For proposals including Project-Based Rental Assistance, at time of application the applicant must submit a fully executed binding commitment* for the project-based assistance to be included in the development signed by the local PHA/HRA or other similar entity (*binding Resolution/binding Letter of Approval from the governing body).

Preservation of Federally Assisted Housing

If the proposal is for preservation of federally assisted housing, please provide a copy of all relevant documentation such as, HAP Contract, Regulatory Agreement, Note, Mortgage, amortization schedules, restrictive covenants, copy of most recent REAC or RD inspection report.

HTC Self-Scoring Worksheet

Documentation of Points:

Attach directly to the self-scoring worksheet, a separate detail sheet and documentation that clearly supports points claimed. Minnesota Housing will determine actual selection points awarded – points will not be awarded unless documentation is provided along with the application to justify the points

Market Study

A comprehensive market study of the housing needs of low-income individuals in the area to be served by the project conducted by a disinterested party at the developer's expense who is on the Minnesota Housing Authorized Contractor list must be submitted with the application.

Developers/owners will contact and hire the contractor of their choice from the Authorized Contractor list to perform the required market study in the form and format outlined in Minnesota Housing's Market Study Guidelines found at <http://www.mnhousing.gov/housing/tax-credits/allocation/index.aspx>

Schedules and fees will be arranged between the developer/owner and the Authorized Contractor. Minnesota Housing will not endorse or recommend any contractor on the Authorized Contractor list and will not be a party to the individual transactions.

For the 2009 HTC Program Year, a request for extension for submission of a market study of up to 30 days may be accepted with a copy of the Market Analyst Contract.

Preservation of Federally Assisted Housing

If the proposal is for preservation of federally assisted housing, please provide a copy of all relevant documentation such as, HAP Contract, Regulatory Agreement, Note, Mortgage, amortization schedules, restrictive covenants, copy of most recent REAC or RD inspection report.

Evidence of Threshold Requirements

For Round 1 only, provide evidence of meeting one of the threshold types defined in Article 6.2 of the MHFA Housing Tax Credit Qualified Allocation Plan (QAP) Minnesota State Statute 462A.221 through 462A.225. (State statute requirement for any HTC application submitted to the MHFA, Suballocator or

Nonprofit Proof of Status

A description of the nonprofit's intended participation in the development and operation of the project.

Articles of Incorporation

Internal Revenue Service (IRS) documentation of status. A nonprofit must have IRS 501(c)(3) or (4) approval from the IRS or expect to receive such designation prior to carryover and meet requirements of Internal Revenue Code (42(d)(5).

Plan for Eventual Tenant Ownership

If applicable, provide a detailed proposal for eventual tenant ownership. The proposal should incorporate a financially viable plan to transfer 100 percent of the HTC unit ownership at the end of the initial 15-year compliance period from the initial ownership entity (or MHFA approved "Transfer of Ownership") of the project (the Limited Partnership) to tenant ownership.

The unit purchase price at the time of sale must be affordable to incomes meeting HTC eligibility requirements. To be eligible, the buyer must have an HTC qualifying income at the time of initial occupancy (HTC rental tenant) or time of purchase. The plan must incorporate a Limited Partnership ownership exit strategy and the provision of services including home ownership education and training. The Declaration of Land Use Restriction Covenants will contain provisions ensuring compliance with these home ownership program commitments by the Limited Partnership Owner. (Refer also to Section V.W. of the Housing Tax Credit Manual for additional information.)

Evidence of State Allocation of Tax Exempt Bonds

Evidence of the Issuance of the Tax Exempt Bonds - Evidence from the issuer of the bonds that the project received an approval of an allocation tax-exempt bond volume cap from the State of

Operating Subsidy Funding - Current Operating Budget

Provide the most recent budget for the operating of the housing development showing all operating costs, rents and other income, if existing development. If rental income is in the form a county funding, please indicate so on the budget.

Proposed Program Policies and Procedures

Provide the most recent budget for the operating of the housing development showing all operating costs, rents and other income, if existing development. If rental income is in the form a county

- Application process
- Eligibility Criteria and Verification Process
- Tenant selection process
- Waiting List Procedures

- Goals to help participants transition off the state funded rental assistance program, and plans to help increase and stabilize household income
- Annual income and interim re-certification processes
- Unit inspection procedures
- Security deposit and housing related expense policy, if applicable
- Termination process
- Program Application Form
- Tenant Letter of Understanding Form
- Property Inspection Form
- Lead Pain Information Sheet and Brochure

Preliminary Determination Letter

Section 42 (m)(2)(D) provides that in order for a project to receive an allocation of tax credits through the issuance of tax exempt bonds the governmental unit which issues the bonds (or on behalf of which the bonds were issues) must make a determination that the credit amount to be claimed does not exceed the amount necessary for the financial feasibility of the project and its viability as a qualified housing project throughout the credit period.

The determination by the issuer shall be made in a manner consistent with the tax credit allocating agency (MHFA or appropriate suballocator) Qualified Allocation Plan and Housing Tax Credit Procedural Manual. Section 42 requires that the issuer evaluation must consider:

- The sources and uses of funds and the total financing planned for the project;
- Any proceeds or receipts expected to be generated by reason of tax benefits;
- The percentage of the housing credit dollar amount used for project costs other than the costs of
- The reasonableness of the developmental and operations costs of the project.
- A comprehensive market study of the housing needs of low-income individuals in the area to be served by the project, conducted before the credit allocation is made, and at the developer's expense

This determination must be made prior to the issuance of the bonds.

10 Year Project Budget

Provide a 10-year projected budget for the operation of the housing development showing all operating costs, rents and other income. This form is found at the "10 year Proforma" tab on the Multifamily Application Form. If also applying for Housing Tax Credits, the 15 year tax cash flow proforma required for the Housing Tax Credit program is acceptable for this purpose

Most Recent Operating Reports

Provide the most recent year-to-date operating report and most recent year-end operating report for the development