



## 2024 Multifamily Consolidated RFP/ 2025 HTC Round 1 Kickoff RFP Updates (Second Session)

Wednesday April 17, 2024

1

### Meeting Logistics

- This session is being recorded and may be posted publicly.
- We will leave time at the end for questions.
- Please mute your line unless you are speaking. Webinar audio controls are **orange** when muted.
- Please do not put your line on hold, as this may trigger hold music.



2

Agenda

- Orientation to the 2024 MF Consolidated RFP
- Welcome
- MF Consolidated RFP Updates
- Programs and Funding Resource Updates
- Project Team Updates and Tips and Tricks
- Question and Answer Session
- Closing Remarks

3

**Welcome!**

James Lehnhoff | *Assistant Commissioner, Multifamily*

4



# Multifamily Consolidated RFP Updates

Que Vang | Consolidated RFP Manager, Multifamily Division

5

## Multifamily Consolidated RFP Updates

### APPLICATION DATES

#### Solicitation Period

Application Opened on April 10, 2024

Intent to Apply Due  
May 7, 2024 at noon

Pre-Application Due  
May 30, 2024 at noon

Application Due  
July 11, 2024 at noon

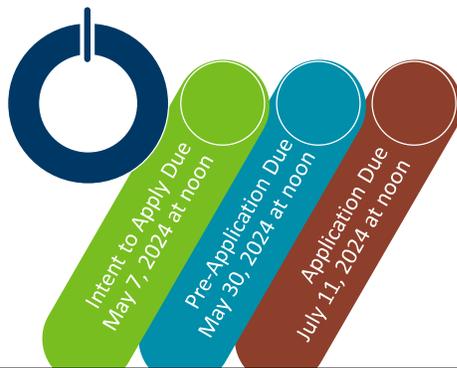
6

## Multifamily Consolidated RFP Updates

### APPLICATION PROCESS

#### Solicitation Period

Application Opened on April 10, 2024



#### Evaluation Period

July through December 2024



#### Selection Recommendations

to the Board of Directors in December



7

## Multifamily Consolidated RFP Overview and Updates

### UPDATES

#### Application Materials

- Biennial documents
  - Returning applicants may resubmit application forms from the 2023 Multifamily Consolidated RFP/2024 HTC funding rounds
  - Non-specific timing required supporting documents may also be resubmitted



8

## Multifamily Consolidated RFP Overview and Updates

### UPDATES

#### Multifamily Request for Proposals Standards

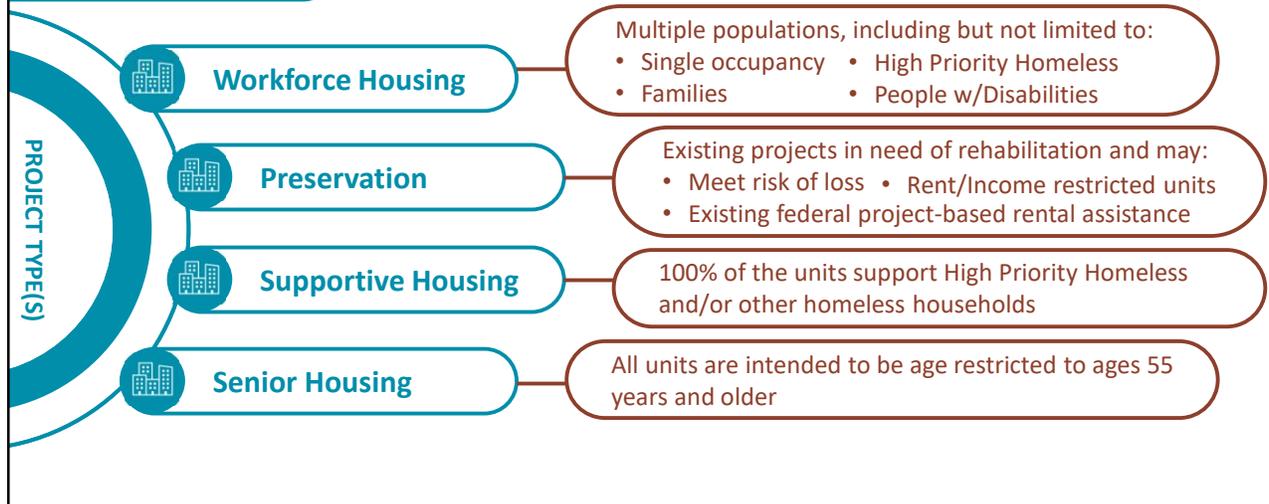
- Processes, including solicitation and evaluation periods
- Application requirements, selection and funding considerations
  - Prevailing Wage Requirement
- Multifamily Workbook(s)
- Application Deadlines



9

## Multifamily Consolidated RFP Overview and Updates

### UPDATES



10

# Multifamily Consolidated RFP Overview and Updates

UPDATES



Intent to Apply: Estimated Scores Report

- Details tab:** Project location, estimated project type and estimated score from the Self-Scoring Worksheet
- Estimated Scores tab:** generate a report with region, estimated project type and estimated scores.

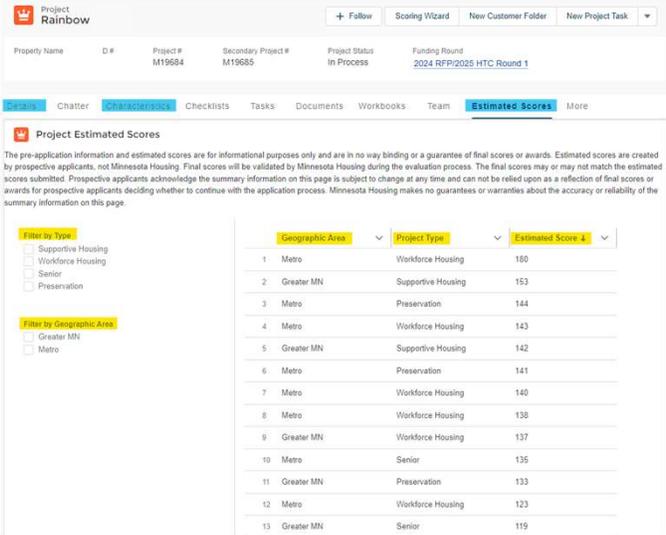
11

# Multifamily Consolidated RFP Overview and Updates

UPDATES

Intent to Apply: Estimated Scores Report

- Details tab:** Project location, estimated project type and estimated score from the Self-Scoring Worksheet
- Estimated Scores tab:** generate a report with region, estimated project type and estimated scores.



Geographic Area	Project Type	Estimated Score
1 Metro	Workforce Housing	180
2 Greater MN	Supportive Housing	153
3 Metro	Preservation	144
4 Metro	Workforce Housing	143
5 Greater MN	Supportive Housing	142
6 Metro	Preservation	141
7 Metro	Workforce Housing	140
8 Metro	Workforce Housing	138
9 Greater MN	Workforce Housing	137
10 Metro	Senior	135
11 Greater MN	Preservation	133
12 Metro	Workforce Housing	123
13 Greater MN	Senior	119

12

## Multifamily Consolidated RFP Overview and Updates

### TIPS AND TRICKS

#### 2023 Selections: Scores Ranges

Project Type by Region	Final Agency Score Range
Workforce Housing   Greater Minnesota	121 – 153 points
Workforce Housing   Metro	133 – 140 points
Preservation   Greater Minnesota*^	114 – 133 points
Preservation   Metro*	123 – 151 points
Supportive Housing   Greater Minnesota	110 points
Supportive Housing   Metro	125 points
Senior   Greater Minnesota	108 – 115 points
Senior   Metro	101 – 122 points

\* Includes dual Project Types: Preservation and Supportive Housing  
 ^ Rural Development scores are not represented.

13

## Multifamily Consolidated RFP: Budget Estimates



14



## Multifamily Consolidated RFP Overview and Updates

### Geographic Scoring

#### UPDATES

- Hold harmless
  - Returning non-select applicants from 2023 Multifamily Consolidated RFP

#### TIPS & TRICKS

- Returning non-select applicants from 2023 Multifamily Consolidated RFP
  - 2023 Community Profiles or 2024 Community Profiles
- New applicants in 2024 Multifamily Consolidated RFP or applicants requesting supplemental funding
  - Must use 2024 Community Profiles

17



## Technology

Karin Wilbricht | *Business Operations*

18

## Multifamily Consolidated RFP Overview and Updates

### Technology

#### UPDATES

##### 2024 Multifamily Workbook

- Additional rows on the Unit/Rent Grid
- NEW: Flow of Funds tab
- See the 2024 release notes for more info

##### Multifamily Customer Portal

- Estimated Score
- Updated Multifamily Workbook checklist item names and help text for clarity

#### TIPS & TRICKS

- Reminder: Request a Multifamily Customer Portal account
- ‘What’s New in 2024?’ Portal tutorial now available
- See other tutorials and system user guides on the [Multifamily Customer Portal Resources page](#)

19

## Livable Communities Local Housing Incentives (LHIA) Updates

Hannah Gary | *Metropolitan Council*



20

**Project Base Voucher Updates**  
Corina Serrano | *Saint Paul Public Housing Agency*



PUBLIC HOUSING AGENCY  
SAINT PAUL

21

**Programs and Funding Resources Updates**



22

# Housing Tax Credits (HTC)

Nicola Viana | *Housing Tax Supervisor*

23

## Programs and Funding Resources Updates HTC Program

### UPDATES

- 2025 9% HTC Allocation
  - State of Minnesota estimate: \$16.6 million
  - Minnesota Housing estimate: \$12.3 million
    - Pools:
      - Greater Minnesota
      - Metro
- Market Studies are no longer required at application



24

## Programs and Funding Resources Updates HTC Program

### SET-ASIDES

- Nonprofit set-aside
  - Metro
  - Greater Minnesota
- Rural Development – \$425,000



### SUBALLOCATORS

- Minneapolis
- St. Paul
- Dakota County
- Washington County

25

## Programs and Funding Resources Updates HTC Program

### SCORING

- Self-Scoring Worksheet
  - Recorded training available on our website
- Scoring Guide - NEW

### TIPS & TRICKS

- 2024 – 2025 Self-Scoring Worksheet Training  
April 23, 2024 | 10:00 a.m. – 11:00 a.m.

26



# Economic Development & Housing Challenge Program (EDHC)

Sara Bunn | *Workforce Housing & MF Engagement Manager*

27

## Programs and Funding Resources Updates EDHC Program

### UPDATES

#### Three new eligible applicants:

- A city
- An Indian Tribe or Tribal housing corporation that owns or will own the housing
- A private developer
- A nonprofit organization
- A joint powers board established by two or more cities that owns or will own the housing
- A public housing agency that owns or will own the housing
- A natural person who owns or will own the housing
- A school district
- A cooperative unit
- A charter school

28

## Programs and Funding Resources Updates EDHC Program

### UPDATES

- **American Indian Set Aside**
  - \$12,850,000 available for the 2024 Multifamily Consolidated RFP

29



## Housing Infrastructure Program (HI)

Song Lee | *Tax Exempt & Housing Infrastructure Program Manager*

30

## Programs and Funding Resources Updates HI Program

### UPDATES

- Housing Infrastructure Bond and Appropriations
- New Eligible Use: Preservation Replacement
- New Preference: 30% Rent Limit
- Seniors Household Income Limit: 50% Area Median Income (AMI)
- New Design Standards requirements

### TIPS & TRICKS

- Funding availability based on Legislature
- Bond Test Analysis
- Technical Assistance

31



## Federal Programs

Aaron Keniski | *Federal Programs Manager*

32

## Programs and Funding Resources Updates Federal Programs

### UPDATES

- Black, Indigenous, and People of Color Business Enterprise and Women Business Enterprise (BIPOCBE/WBE)
- Build America, Buy America (BABA) Act

### TIPS & TRICKS

- Project Information in Application
- Budgeting (Prevailing Wages + Final Cost Certification)

33



## HUD Section 811 PRA

Ellie Miller | *Program Manager*

34

## Programs and Funding Resources Updates HUD Section 811 Project –based Rental Assistance (PRA)

### UPDATES

- The S811 PRA applications are due after the Intent to Apply deadline

### TIPS & TRICKS

- Technical Assistance will be provided to those that intend to apply and are interested in learning more about S811 PRA

35



## State Housing Tax Credits Program (SHTC)

Krissi Mills | *State Housing Tax Credit Program Manager*

36

## Programs and Funding Resources Updates State Housing Tax Credit and Contribution Fund

### UPDATES

- New in 2023
- Funded entirely by taxpayer contributions
  - Contribution amounts between \$1,000 and \$2 million
  - 85% state tax credit
- Designated Contributions and the Consolidated RFP



37



## Project Teams Updates and Tips and Tricks



38

## Technical Assistance

Anne Heitlinger | *Underwriting Manager*

39

### Project Teams Technical Assistance

#### UPDATES

- Strongly encouraged, offered via Microsoft Teams
- Topics include: scoring documentation, competitiveness, supportive housing, size of RFP request, financial structuring

#### TIPS & TRICKS

- Review the 2023 [Multifamily Consolidated RFP Final Score Report](#)
- Tell the full and cohesive story of your project
- Anticipate questions and provide clarity
  - Utilize checklist item *Other Supporting Documentation*
  - Utilize scratchpad sections within the Workbook

40



## Underwriting

Erin Coons | *Underwriter*

41

### Project Teams Updates and Tips and Tricks Underwriting

#### UPDATES

- Live Pricing of Interest Rates
- 2023 – 2024 Underwriting Standards
  - Applicable for two-years

42

## Project Teams Updates and Tips and Tricks Underwriting

### TIPS & TRICKS

#### Sizing of Resources



43

## Project Teams Updates and Tips and Tricks Underwriting

### TIPS & TRICKS

#### Dual Applications: Workbook Converting

- Remove references in the Funding Request Tab
- Don't forget to add in bond fees, if applicable

#### Underwriting Clarifications

- Multifamily Workbook = Self Scoring Worksheet
- Qualified Census Track = QCT Basis Boost
- Don't use formulas in Multifamily Workbook(s), use Notes section instead

44

## Architectural/Construction

Erika Arms | *Architect*

45

### Project Teams Architectural/Construction

#### UPDATES

- The Building Standards (Rental Housing Design & Construction Standards, Architect's Guide, Contractor's Guide, etc.) are all unchanged from the 2023 MF Consolidated RFP

#### TIPS & TRICKS

- Sign up to receive our [Building Standards eNews](#) via our Building Standards webpage
- If project is eligible for Housing Infrastructure, additional accessibility/space requirements may apply
- Contact [Minnesota Housing architects](#) with questions on the Building Standards.

46



## Asset Management and Compliance

Matt O'Brien | *Asset Management Specialist*

47

### Project Teams Updates and Tips and Tricks *Asset Management and Compliance*

#### UPDATES

- Vacancy is underwritten based on the Underwriting Standards
  - 5% - workforce
  - 7% - 100% supportive housing
- Agency staff will check the vacancy of rural markets using portfolio data

48

## Project Teams Updates and Tips and Tricks Asset Management and Compliance

### TIPS & TRICKS

- Preservation Projects
  - Fill out the Actuals on the Cash Flow tab of the Workbook.
  - Review existing rent/income restrictions and connect with your compliance officer and/or HAP contract officer regarding any proposed changes.

CASH FLOW									
Development Name									
		Floor Plan	# Units	Rent	Floor Plan	# Units	Rent		
Total Units									
Cap Rate	7.00%								
Vacancy Rate / Credit Allowance	2.00%								
Income Inflation	2.00%								
Expense Inflation	3.00%								
INCOME	Initial Inflation	Future Inflation	Begin in Year	Actuals Two Years Ago	Actuals One Year Ago	Actuals Current Year	Year 1	Year 2	Year 3
Other	2.00%								
Other	2.00%								
Total Rental Loss	2.00%								
Net Rental Income									
EXPENSES									
Property Management Fee	2.00%								
Administrative Expenses (Less Prop Mgmt Fee)	3.00%								
Maintenance Expenses	3.00%								
Utilities	3.00%								
Unique Operating Expenses	3.00%								
Insurance	3.00%								
Agency MBO Adjustment	3.00%								
Real Estate Taxes	3.00%								
Reserves	Reserves/Unit								
Effective Gross Expense									
Net Operating Income									
Temporary Income									
Temporary Income - TIP									
Total Income for Debt Service									
DEBT SERVICE									
First Mortgage									
TIP Supported Mortgage									
MIP									

49



Supportive Housing  
Vicki Farden | Policy Specialist

50

## Project Teams Updates and Tips and Tricks

### Supportive Housing

#### UPDATES

- Housing Support Use for Room and Board and the Service Rate
  - Commitment for HPH units is contingent on market determination; may lose rental assistance points
  - Housing Support commitment from the county or tribe is NOT a given
- Notification to CoC and county/Tribe- ADDED requirement to submit the email notifications with form

51

## Project Teams Updates and Tips and Tricks

### Supportive Housing

#### TIPS & TRICKS

- Partially Supportive Housing
  - Continue to reach out to CoCs, Counties, and Tribes
  - Market review for HPH units and conversion to 30% Rent Units with a homeless priority
  - Unique operating costs for tenant service coordination– follow the underwriting guidance for the rates and remember to include all HPH and PWD units
  - Project planning happens after selection

52

# Q & A Session

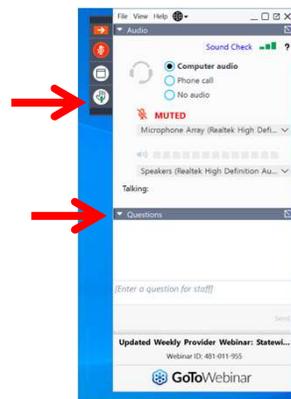
53

53

## Q & A

### Q&A 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.
- Type your question in the Question/Chat Box of the GoToWebinar toolbar



54



**Closing Remarks**  
*Summer Jefferson | Programs Manager, Multifamily Division*



**m** MINNESOTA HOUSING

55

**Thank You**  
*for your commitment to serving Minnesotans with affordable housing.  
We look forward to your application.*

*- Minnesota Housing*

56



## Multifamily & Funding Partner Contacts

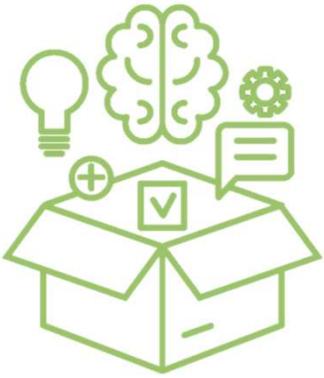
- General MF Consolidated RFP | [mhfa.consolidated.rfp@state.mn.us](mailto:mhfa.consolidated.rfp@state.mn.us)
- Community Profiles | [kody.thurnau@state.mn.us](mailto:kody.thurnau@state.mn.us)
- Multifamily Customer Portal | [mhfa.apps@state.mn.us](mailto:mhfa.apps@state.mn.us)
- Metropolitan Council LHIA | [ashleigh.johnson@metc.state.mn.us](mailto:ashleigh.johnson@metc.state.mn.us)
- Saint Paul PHA | [corina.serrano@stpha.org](mailto:corina.serrano@stpha.org)
- HTC Team | [htc.mhfa@state.mn.us](mailto:htc.mhfa@state.mn.us)
- HUD Section 811 PRA | [ellie.miller@state.mn.us](mailto:ellie.miller@state.mn.us)
- State HTC | [statehtc.mhfa@state.mn.us](mailto:statehtc.mhfa@state.mn.us)
- Technical Assistance, Underwriting and Asset Management | [mhfa.mftechassist@state.mn.us](mailto:mhfa.mftechassist@state.mn.us)
- Architecture/Construction | [Architecture and Construction Territories](#)
- Supportive Housing | [supportive.housing@state.mn.us](mailto:supportive.housing@state.mn.us)

57



## Other Agency Resources

- Visit our website [www.mnhousing.gov](http://www.mnhousing.gov)
- [Sign up for eNews](#)
- Questions:
  - Publicly Owned Housing Program (POHP) and Rental Rehabilitation Deferred Loan Program (RRDL): [Danielle.Salus@state.mn.us](mailto:Danielle.Salus@state.mn.us)
  - Local Government Housing Programs: [Annie.Reierson@state.mn.us](mailto:Annie.Reierson@state.mn.us) (Grant Programs) [Debra.Shaff@state.mn.us](mailto:Debra.Shaff@state.mn.us) (Bring It Home)
  - Manufactured Housing: [MNHousing.ManufacturedHomes@state.mn.us](mailto:MNHousing.ManufacturedHomes@state.mn.us)
  - Single Family: [Tal.Anderson@state.mn.us](mailto:Tal.Anderson@state.mn.us)



58