



**Self-Scoring Worksheet**  
**2017 Housing Tax Credit Program**  
*version 2016 02 12*

If you are applying for Housing Tax Credits and deferred funding, complete the Deferred Loan Priority Checklist, located below the HTC Preference Priority section of Self-Scoring Worksheet.

Development Name:	Garfield Apartments
Development Number:	(D Number)
Application Number:	(M Number)
Development Location:	Approx. 1600 West Superior Street
Development City:	Duluth, MN

**Please note the following:**

1. Minimum Point Requirements:

- Request for Minnesota Housing Finance Agency (Minnesota Housing) administered tax credits from the State’s volume cap must demonstrate the project is eligible for not less than 30 points.
- Request for tax credits in association with Tax Exempt Bonds over and above the State’s allocation of Housing Tax Credits must demonstrate the project is eligible for not less than 30 points.
- Minnesota Housing reserves the right to reject applications not meeting its Project Selection requirements as contained in the Procedural Manual, or to revise proposal features, and associated scoring, to ensure the project meets the requirements.

2. Documentation of Points:

- Indicate the selection and/or preference priority points expected for your project. Where multiple points per section are available please check the appropriate box for points claimed. **Attach directly to this 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 claimed.**

3. Extended Duration:

- All projects with the exception of those obtaining tax credits in association with Tax Exempt Bonds over and above the State’s allocation of Housing Tax Credits must maintain the duration of low-income use for a minimum of 30 years. The owner agrees that the provisions of IRC §§ 42(h)(6)(E)(i)(II) and 42(h)(6)(F) (which provision would permit the owner to terminate the restrictions under this agreement at the end of the compliance period in the event Minnesota Housing does not present the owner with a qualified contract for the acquisition of the project) do not apply to the project, and that the Section 42 income and rental restrictions shall apply for the period of 30 years beginning with the first day of the compliance period in which the building is a part of a qualified low income housing project.

4. Design Standards:

- The project must meet the requirements in the Minnesota Housing Rental Housing Design/Construction Standards and be evidenced by a Design Standards Certification form executed by the owner and architect. Additional design requirements will be imposed if Large Family Housing points are claimed/awarded or points are claimed/awarded which require specific design elements (i.e., High Speed Internet, Universal Design).

5. A Declaration of Land Use Restrictive Covenants:

- Covering the rent restrictions and occupancy requirements presented at selection must be recorded against the property.

6. Affirmative Fair Housing:

- Affirmative Fair Housing Marketing Regulations, held as centrally important by Minnesota Housing, require that each applicant carry out an affirmative marketing program to attract prospective buyers or tenants of all majority and minority groups in the housing market area regardless of race, creed, color, religion, sex, national origin, marital status, status with regard to public assistance, disability, sexual orientation, or familial status. All applicants must submit an Affirmative Fair Housing Marketing Plan at the time of 8609 documenting an acceptable plan to carry out an affirmative marketing program.

## Round 1 - Minimum Threshold Requirements

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For applications submitted in Round 1, all applicants statewide must meet one of the following threshold types. Please indicate the Threshold item you meet:

### A. In the Metropolitan Area:

- 1. New construction or substantial rehabilitation in which, for the term of the extended use period (term of the Declaration of Land Use Restrictive Covenants), at least 75 percent of the total tax credit units are single room occupancy units with rents affordable to households whose income does not exceed 30 percent of the area median income.
- 2. New construction or substantial rehabilitation family housing projects that are not restricted to persons 55 years old or older in which, for the term of the extended use period (term of the Declaration of Land Use Restrictive Covenants), at least 75 percent of the total tax credit units contain two or more bedrooms and at least one-third of the 75 percent contain three or more bedrooms; or
- 3. Substantial rehabilitation projects in neighborhoods targeted by the city for revitalization.

### B. Outside the Metropolitan Area:

- 1. Projects which meet a locally identified housing need and which are in short supply in the local housing market as evidenced by credible data such as local council resolution submitted with the application. (For Threshold Letter - Sample Format, see HTC Procedural Manual, Reference Materials Index.)

### C. Projects that are not restricted to persons of a particular age group and in which, for the term of the extended use period (term of the Declaration of Land Use Restrictive Covenants), a percentage of the units are set aside and rented to persons:

- 1. with a serious and persistent mental illness as defined in Minnesota Statutes § 245.462, Subdivision 20, paragraph (c);
- 2. with a developmental disability as defined in United States Code, Title 42, Section 6001, paragraph (5), as amended;
- 3. who have been assessed as drug dependent persons as defined in Minnesota Statutes § 254A.02, Subdivision 5, and are receiving or will receive care and treatment services provided by an approved treatment program as defined in Minnesota Statutes § 254A.02, Subdivision 2;
- 4. with a brain injury as defined in Minnesota Statutes § 256B.093, Subdivision 4, paragraph (a); or
- 5. with permanent physical disabilities that substantially limit major life activities, if at least 50 percent of the units in the project are accessible as provided under Minnesota Rules Chapter 1341.

### D. Preserve Existing Subsidized Housing:

- 1. Projects, whether or not restricted to persons of a particular age group, which preserve existing subsidized housing, if the use of tax credits is necessary to (1) prevent conversion to market rate use or (2) to remedy physical deterioration of the project which would result in loss of existing federal subsidies; or

### E. Rural Development:

- 1. Projects financed by Rural Development, which meet statewide distribution goals.

## Strategic Priority Policy Thresholds

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All projects with the exception of those obtaining tax credits in association with Tax Exempt Bonds over and above the State's allocation of Housing Tax Credits must meet at least one of the Strategic Priority Policy Thresholds below in order to apply for Housing Tax Credits:

- TOD on Fixed Transit:** The proposed housing is located within one half mile of a planned or existing LRT, BRT, or commuter rail station
- Greater Minnesota Workforce Housing:** Projects located in Greater Minnesota documenting all three of the following:
  1. Need – projects in communities with low vacancy (typically considered 4% and below, as documented by a market study or other third party data) and:
    - \* That have experienced net job growth of 100 or more jobs
    - \* With 15 percent or more of the workforce commuting 30 or more miles to work, or
    - \* With planned job expansion documented by a local employer
  2. Employer Support
  3. Cooperatively Developed Plan – projects that are consistent with a community supported plan that addresses workforce housing needs
- Economic Integration:** Projects located in higher income communities outside of rural/tribal designated areas with access to low and moderate wage jobs, meeting either First or Second Tier Community Economic Integration as defined in the Economic Integration Selection Priority on the "Self-Scoring Worksheet."
- Tribal:** Projects sponsored by tribal governments, tribally designated housing entities, or tribal corporate entities.
- Planned Community Development:** Projects that contribute to Planned Community Development efforts, as defined in section 6.A of the "Housing Tax Credit Program Procedural Manual," to address locally identified needs and priorities, in which local stakeholders are actively engaged.
- Preservation:** Existing Federally assisted or other critical affordable projects eligible for points under the Preservation Selection Priority on the "Self-Scoring Worksheet."
- Supportive Housing:** Permanent housing proposals with a least 5 percent of units (rounded up to the next full unit), with a minimum of 4 units either:
  1. Set aside and rented to households experiencing long-term homelessness targeted to single adults, or
  2. Set aside and rented to households experiencing long-term homelessness, at significant risk of long-term homelessness, or as prioritized for permanent supportive housing by the Coordinated Entry System, targeted to families with children or youth.

Selection Priorities	Point Range	Developer Claimed	Minnesota Housing Awarded
<b>Household Targeting</b>	10 Points	10	

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Choose one of the following:

- Large Family Housing:** The proposal is for a project that provides family housing that is not restricted to persons 55 years old or older. At least 75 percent of the total tax credit units must contain two or more bedrooms. The tenant selection plan must give preference to families with minor children. **(10 points)**
- Single Room Occupancy Housing<sup>1</sup>:** At least 50 percent of the total tax credit units must be one bedroom or less with rents affordable to households whose incomes do not exceed 30 percent of AMI. **(10 points)**
- Special Populations<sup>1</sup>:** At least 10 percent and up to 25 percent of the total units are set aside and targeted to special populations\* **(10 points)**

\* **Special Populations** - Projects that are not restricted to persons of a particular age group and in which, for the term of the extended use period (Declaration of Land Use Restrictive Covenants), a percentage of the units are set aside and rented to persons with the following disabilities:

- (a) a serious and persistent mental illness as defined in Minn. Stat. § 245.462, subdivision 20, paragraph (c);
- (b) a developmental disability as defined in United States Code, Title 42, Section 6001, paragraph (5), as amended;
- (c) assessed as drug dependent as defined in Minn. Stat. § 254A.02, subdivision 5, and are receiving or will receive care and treatment services provided by an approved treatment program as defined in Minn. Stat. § 254A.02, Subdivision 2;
- (d) a brain injury as defined in Minn. Stat. § 256B.093, Subdivision 4, paragraph (a); or
- (e) permanent physical disabilities that substantially limit major life activities, if at least 50 percent of the units in the project are accessible as provided under Minnesota Rules Chapter 1341.

**To receive points under Special Populations, the proposal must meet all the following conditions:**

- a) The applicant must submit a letter from the county human services department OR a designated service provider indicating the services available for the specific population and the referral resources that will be used for the units;
- b) The Supportive Housing narratives, and any other forms and submittals identified in the Multifamily Rental Housing Common Application Request for Proposal Guide, and the Multifamily Rental Housing Common Application Checklist;
- c) The applicant agrees to pursue and continue renewal of rental assistance, operating subsidy, or service funding contracts for as long as the funding is available.

<sup>1</sup> **Specific performance requirement relief provisions are available for projects receiving points under the Single Room Occupancy Housing or Special Populations categories of the Household Targeting Selection Priority for "HTSP Units"**. Chapter 7.A. of the Tax Credit Procedural Manual should be referenced for additional details. Specific performance requirements will be incorporated into a Tax Credit Declaration of Land Use Restrictive Covenants and recorded with the property.

<b>Economic Integration</b>	2 to 9 Points		
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- The proposed housing provides project economic integration by providing at least 25 percent but not greater than 80 percent of the total units in the project as qualified HTC low income units (does not include full-time manager or other common space units) **(2 points)**
- OR

To promote economic integration, projects are awarded points for being located in higher income communities outside of rural/tribal designated areas that are close to jobs.

- First Tier:** The proposed housing is located in a census tract eligible for **(9 points)**
- Second Tier:** The proposed housing is located in a census tract eligible for **(7 points)**

**If points claimed for First Tier or Second Tier, you cannot also claim points for Rural/Tribal.**

Economic integration areas maps and census tract listing are found on Minnesota Housing's website:

Rural/Tribal Designated areas maps and census tract listing are found on Minnesota Housing's website:

Additionally, find economic integration and rural/tribal designation area map overlays in the agency's community profiles interactive mapping tool.

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1373870285684&pagename=External%2FPage%2FEXTStandardLayout>

<b>Rural/Tribal</b>	<b>7 Points</b>		
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Points are awarded for projects located in rural/tribal areas outside of the Twin Cities Seven County Metropolitan Area.

The proposed housing is located in a census tract eligible as a Rural/Tribal Designated Area (**7 points**)

**You cannot claim points for Rural/Tribal if you have claimed points for Economic Integration Tier 1 or Tier 2.**

Rural/Tribal Designated areas maps and census tract listing are found on Minnesota Housing's website:

Additionally, find rural/tribal designation area map overlays in the agency's community profiles interactive mapping tool:

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1373870285684&pagename=External%2FPage%2FEXTStandardLayout>

<b>Workforce Housing Communities</b>	<b>3 to 5 Points</b>	<b>5</b>	
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Points are awarded for projects located in or near a city or township needing workforce housing (communities having a large number of jobs or job growth, individual employer growth, or having a large share of their workforce commuting long distances).

The proposed housing is in a Top Job Center or Net Five Year Job Growth Community (**5 points**); OR

The proposed housing is in an Individual Employer Growth Community where an individual employer has added at least 100 net jobs (for permanent employees of the company) during the previous five years, as evidenced by documentation signed by an authorized representative of the company, subject validation by Minnesota Housing (**5 points**); OR

The proposed housing is in a Long Commute Community (**3 points**)

In the metropolitan area, project locations must be within 5 miles of a workforce housing city or township. In Greater Minnesota, project locations must be within 10 miles of a workforce housing city or township. Top Job Centers, Net Five Year Job Growth communities, and Long Commute communities lists and maps are available on Minnesota Housing's website at:

Additionally, find proximity to workforce housing in the agency's community profiles interactive mapping tool:

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1373870285684&pagename=External%2FPage%2FEXTStandardLayout>

<b>Federal/Local/Philanthropic Contributions</b>	<b>0 to 10 Points</b>	<b>2</b>	
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Points are awarded for projects that are receiving contributions from the federal government; a local unit of government; an area employer; and/or a private philanthropic, religious or charitable organization.

Identity of Interest exclusion: Contributions from any part of the ownership entity will be considered general partner cash and excluded from the calculation unless the contributions are awarded by 1) nonprofit charitable organizations pursuant to a funding competition; 2) local units of government; or 3) tribal governments or tribally designated housing entities.

<u>\$300,000</u>	/	<u>\$11,434,563</u>	=	<u>2.6%</u>
Total Federal/Local/ Philanthropic Contributions		Total Development Cost		% Contributions (rounded to the nearest tenth)
20.1% and above ( <b>10 points</b> )		5.1 - 10% ( <b>4 points</b> )		
15.1 - 20% ( <b>8 points</b> )		2.1 - 5% ( <b>2 points</b> )		
10.1 - 15% ( <b>6 points</b> )		0 - 2% ( <b>0 points</b> )		

Federal/Local/Philanthropic Contributions include:

- Monetary grants/donations
- Tax increment financing (calculate Net Present Value (NPV) by using NPV discounted by Applicable Federal Rate (AFR))
- Tax abatement (calculate NPV by using NPV discounted by AFR for 30 years)
- Land donation or city write down of the development site
- In-kind work and materials donated at no cost
- Local government donation/waiver of project specific costs, assessments or fees (e.g., SAC/WAC)
- Reservation land not subject to local property taxes (calculate NPV by using NPV discounted by AFR for 30 years)
- Reservation land with long-term low cost leases
- Deferred loans with a minimum term that is co-terminus with the HTC Declaration with an interest rate at or below the AFR
- Grants from nonprofit charitable organizations converted to deferred loans with a minimum term that is co-terminus with the HTC Declaration with an interest rate at or below the AFR. Award letter from the nonprofit charitable organization contributor must be provided at the time of application verifying the project specific (restricted) contribution
- Below Market Interest Rate (BMIR) Loans – calculate NPV based on the difference between the AFR and the BMIR rate (e.g. RD 515, NHASDA first mortgage).
- Historic Tax Credits

To qualify for points for tax increment financing or tax abatement, there must be satisfactory documentation that the contribution is committed to the development at the time of application.

At the time of application, written documentation from the contributor justifying the amount and the terms of the contribution must be provided and be consistent with current market comparable costs. The documentation must be in the form of a project specific letter of intent, city or council resolution, letter of approval, statement of agreement or eligibility, or memorandum of understanding. In the case of Historic Tax Credits, at the time of application written documentation of eligibility through evidence of Historic Register listing or approval of **Part 1—Evaluation of Significance**.

Within 6 months of the date of selection (Minnesota Housing Board selection date) the applicant must provide Minnesota Housing with documentation of a firm commitment, authorization or approval of the federal/local/philanthropic contribution(s). The documentation must state the amount, terms and conditions and be executed or approved at a minimum by the contributor. Documentation containing words synonymous with “consider” or “may”, (as in “may award”) regarding the contribution, will not be considered acceptable. Lack of acceptable documentation will result in the reevaluation and adjustment of the tax credits or RFP award, up to and including the total recapture of tax credits or RFP funds.

<b>Financial Readiness to Proceed</b>	<b>0 to 14 Points</b>	<b>2</b>	<a href="#">Help Text</a>
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Minnesota Housing shall award points to applicants who have secured funding **commitments** for one or more permanent funding sources at the time of application except that commitments for funding from Minnesota Housing and Funding Partners (i.e., Minnesota Department of Employment and Economic Development, Family Housing Fund, Greater Minnesota Housing Fund, Metropolitan Council Local Housing Incentive Account) are only included if obtained in a previous funding cycle/round.

Commitment documentation must state the amount, terms and conditions and 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. Deferred Developer fee is not considered a permanent source of funding.

The calculation below must exclude first mortgage financing and any anticipated proceeds from the current tax credit request.

Syndication proceeds from tax credits awarded in a previous cycle/round may be included if verification is included in the application. Acceptable verification is an executed syndicator agreement or executed Letter of Intent from the syndicator which is acceptable to Minnesota Housing;

The executed Letter of Intent must:

- Be current within 15 days of submission of the application
- Contain a projected closing date for the development
- Contain a projected equity price for the purchase of the credit
- Contain a detailed explanation of the assumptions being used by the syndicator to arrive at the projected equity price

The calculation below must exclude first mortgage financing and any anticipated proceeds from the current tax credit request.

300,000	/	1,745,533	=	17.2%
Total Eligible Funding secured, awarded or committed		Total Development Cost less first mortgage and current LIHTC Request		Funds Committed (rounded to the nearest tenth)

- 70% or more of funding secured, awarded or committed **(14 points)**
- 60% to 69.9% of funding secured, awarded or committed **(12 points)**
- 50% to 59.9% of funding secured, awarded or committed **(10 points)**
- 40% to 49.9% of funding secured, awarded or committed **(8 points)**
- 30% to 39.9% of funding secured, awarded or committed **(6 points)**
- 20% to 29.9% of funding secured, awarded or committed **(4 points)**
- 10% to 19.9% of funding secured, awarded or committed **(2 points)**
- 9.9% and below of funding secured, awarded or committed **(0 points)**

<b>Intermediary Costs (Soft Costs)</b>	<b>0 to 6 Points</b>	<b>3</b>	<a href="#">Help Text</a>
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Points will be given to projects with the lowest intermediary costs on a sliding scale based on percentage of total development costs. For HTC selected projects, this percentage will be enforced at issuance of the IRS Form 8609.

$$\begin{array}{rcccl}
 \underline{\$2,158,475} & / & \underline{\$11,434,563} & = & \underline{18.9\%} \\
 \text{Intermediary Cost} & & \text{Total Development Cost} & & \text{Intermediary} \\
 \text{Amount} & & & & \text{Percentage (rounded to} \\
 & & & & \text{the nearest tenth)}
 \end{array}$$

0.0 - 15% **(6 points)**

15.1 - 20% **(3 points)**

20.1 - 25% **(2 points)**

25.1 - 30% **(1 point)**

30.1 & over **(0 points)**

<b>Unacceptable Practices</b>	<b>-1 to -25 Points</b>	<b>0</b>	<a href="#">Help Text</a>
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Minnesota Housing will impose penalty points for unacceptable practices as identified in Chapter 3 G. of the Housing Tax Credit Procedural Manual.

<b>Eventual Tenant Ownership</b>	<b>1 Point</b>		<a href="#">Help Text</a>
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The proposal includes a financially viable plan to transfer **100 percent** of the HTC unit ownership after the end of the 15-year compliance period from the initial ownership entity (or Minnesota Housing approved "Transfer of Ownership") of the project to tenant ownership.

The unit purchase price at time of sale must be affordable to buyers with 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 an ownership exit strategy and the provision of services including homeownership education and training. The Declaration of Land Use Restrictive Covenants will contain provisions ensuring compliance with these eventual tenant ownership commitments by the Owner. (Refer also to Chapter 4 W of the HTC Procedural Manual for additional information.)

**Until the time the HTC units are purchased by qualified tenants or in the event the HTC units are not acquired by qualified tenants, the owner will extend the duration of low-income use for the full extended use period (30 years).**

<b>Community Recovery - Planned Community Development</b>	<b>3 Points</b>	<b>3</b>	<a href="#">Help Text</a>
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The proposal contributes to Planned Community Development efforts, as defined in section 7.A. of the Housing Tax Credit Procedural Manual, to address locally identified needs and priorities, in which local stakeholders are actively engaged. Comprehensive plans, land use plans and general neighborhood planning documents are not by themselves considered evidence of Planned Community Development. In addition to submission of evidence of Planned Community Development, evidence from local community development partners that the housing proposal contributes to the objectives of the plan must be provided.

<b>Preservation</b>	<b>9 to 30 Points</b>		<a href="#">Help Text</a>
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**Important Note: Dual Application and Pre-Application Required**

Applicant claiming points under this section **must submit a dual application**, as defined in the Multifamily Consolidated RFP Guide, **if the development contains 40 units or greater.**

In order to be eligible for points under this section, applicant **must participate in mandatory technical assistance session and provide required submissions prior to May 2, 2016 for HTC Round 1 and prior to December 16, 2016 for HTC Round 2**, as detailed in the Housing Tax Credit Procedural Manual Section 7.A.4. Applicant must provide Agency's "Preliminary Determination of Preservation Eligibility" letter which reflects threshold and points taken below.

**You must select one of the following three thresholds in order to continue with the scoring portion of this section:**

**Risk of Loss Due To Market Conversion**

1. Expiration of contract/use-restrictions
  - a. Existing property at risk of conversion to market rate housing within five years of application date (attach copies of relevant expiring contracts including eligibility dates, loan documents that describe the ability to pre-pay the financing including required approvals and/or penalties or other evidence of eligibility for use-restricted units to convert to market rate); **OR**
  - b. Existing tax credit developments must be eligible to exercise their option to file for a Qualified Contract, and have not previously exercised their option; **AND**
2. Market for conversion evidenced by low physical vacancy rate (4% or lower) for market rate comparable units (comparable units to be validated by Minnesota Housing at Minnesota Housing's discretion); **AND**
3. The property's ability to command market rents as evidenced by direct comparison to local market comparable units and amenities. Conversion scenario must result in sufficient additional revenue to fund improvements and amenities necessary to match market comparable units as evidenced by Three Year Conversion Model and market study (Market comparable and improvement cost estimates to be validated by Minnesota Housing at Minnesota Housing's discretion); **AND**
4. Location in a jobs growth or household growth area as defined in the Agency's community profiles interactive mapping tool; <http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1373870285684&pagename=External%2FPage%2FEXTStandardLayout> **AND**
5. Fifteen (15) or more years have passed since initial loan closing or most recent tax credit placed in service date.  
*NOTE: Minnesota Housing, at its sole discretion, must agree that a market exists for a conversion to market rate housing.*

**Risk of Loss Due to Critical Physical Needs**

1. Fifteen (15) or more years have passed since initial loan closing or most recent tax credit placed in service date; **AND**
2. Critical physical needs identified by third party assessment to support the following conclusions:
  - a. As-is condition of a property's physical components(s) does not meet:
    - i. HUD's Uniform Physical Condition Standards (UPCS), **OR**
    - ii. For building exterior components and mechanical systems for which UPCS does not provide a measure, critical need(s) supported by an independent third party professional certification; **AND**
  - b. Repair/replacement of major physical plant components have been identified which will result in 15+ years sustained operations; **AND**
  - c. Identified scope of critical physical needs exceeds the available reserves by at least \$5,000 per unit, as evidenced by Three Year Critical Needs Model; **AND**
3. Location in one of three geographic priority areas: jobs growth area, household growth area OR an area designated as having a large affordable housing gap, as evidenced in Minnesota Housing's community profiles interactive mapping tool, <http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1373870285684&pagename=External%2FPage%2FEXTStandardLayout> or as evidenced by tribal housing authority waiting list.

**Risk of Loss Due to Ownership Capacity**

1. Fifteen (15) or more years have passed since initial loan closing or most recent tax credit placed in service date; **AND**
2. Current ownership puts units at risk of remaining decent, safe, or affordable. Applicable events might include bankruptcy, insolvency, self-determination by nonprofit board; **AND**
3. Location in one of three geographic priority areas: jobs growth area, household growth area OR an area designated as having a large affordable housing gap, as evidenced in Minnesota Housing's community profiles interactive mapping tool <http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1373870285684&pagename=External%2FPage%2FEXTStandardLayout> or as evidenced by tribal housing authority waiting list.  
*Minnesota Housing, at its sole discretion, must agree that a change in ownership is necessary for units to remain decent, safe, or affordable.*

**Scoring:**

**For projects meeting one of the three Thresholds above, choose points under Existing Federal Assistance or Critical Affordable**

**Units at Risk of Loss below.**

**1. Existing Federal Assistance**

Definition: Any housing receiving project based rental assistance, operating subsidies, or mortgage interest reduction payments under a U.S. Department of Housing and Urban Development ("HUD"), U.S. Department of Agriculture Rural Development ("RD"), NAHASDA or other program that is not scheduled to sunset or expire.

In order to obtain points for existing federal assistance, the owner shall continue renewals of existing project based housing subsidy payment contract(s) for as long as the assistance is available. Except for "good cause" the owner must not evict existing subsidized residents and must continue to renew leases for those residents.

1.a. Existing Federally Assisted Units **(20 points)**

**AND**

1.b. Score for the appropriate number of federally assisted units currently under contract for preservation:

i. Metro or Greater Minnesota MSA\*

- 12-30 units **(1 point)**
- 31-60 units **(3 points)**
- 61-100 units **(7 points)**
- 101+ units **(10 points)**

\* Greater Minnesota MSA (Metropolitan Statistical Area) as defined by HUD: Duluth, St. Cloud, Fargo/Moorhead, Rochester, Mankato, Lacrosse, Grand Forks, Minneapolis/St. Paul MSA outside of the 7 county metro (including Chisago, Isanti, Sherburne, and Wright Counties) Greater Minnesota MSAs are found on Minnesota Housing's website: Census Tracts.

ii. Greater Minnesota/Rural

- 8-20 units **(3 points)**
- 21-40 units **(5 points)**
- 41+ units **(10 points)**

**OR**

**2. Critical Affordable Units at Risk of Loss**

2.a. Any housing with a current recorded deed restriction limiting rent or income restrictions at or below the greater of 80% of statewide median income or area median income. Includes existing tax credit units, existing federal assistance not described in paragraph 1. above (i.e., 202, 236, etc.), or other programs limiting income and rent restrictions as stated above.

**AND**

Must also claim and be awarded points for at least three of the following scoring criteria: Economic Integration, Location Efficiency, Workforce Housing Communities, **OR** QCT/Community Revitalization; **AND** must also claim and be awarded points under Serves Lowest Income Tenants/Rent Reduction for either Option 1 **OR** Option 2, **AND** Option 3. **(9 points)**

**2.b. Funder Collaboration - 5 additional points for projects eligible under 2.a.**

$$\frac{\text{Funder Commitments}}{\text{Total Development Cost}} = \frac{0.0\%}{\text{Equal to or greater than 10.0\% (rounded to the nearest tenth)}}$$

Funder Commitments include:

- Debt forgiveness
- Assumption of debt
- Commitment of new funds
- Extension of loan term
- Forgiveness of interest payable
- Reduction in interest rate (measured as amount of interest saved over term of loan)

Commitments must contain no contingencies other than receipt of a tax credit award. At the time of application, written documentation from the funder justifying the amount and the terms of the contribution must be provided. Within six months of the date of selection (Minnesota Housing Board selection date) the applicant must provide Minnesota Housing with documentation of a firm commitment, authorization, or approval of the contribution. The documentation must state the amount, terms, and conditions, and be executed or approved at a minimum by the funder. Documentation containing words synonymous with “consider” or “may”, (as in “may award”) regarding the contribution, will not be considered acceptable. Lack of acceptable documentation will result in the reevaluation and adjustment of the tax credits or RFP award, up to and including the total recapture of tax credits or RFP funds.

**Points cannot be taken under 2.b. Funder Collaboration and the Federal/Local/Philanthropic Contributions scoring criterion for the same sources.**

<b>Permanent Supportive Housing for Households Experiencing Homelessness</b>	<b>5 to 115 Points</b>	<b>15</b>	
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**A. Minnesota Housing Competitive Round or Tax Exempt Points ("non-Bonus" points) (5 to 10 Points)**

"Non-Bonus" points will be awarded to permanent housing proposals in which a minimum of 5% (rounded up to the next full unit) of the total units, but no fewer than 4 units, are either\*:

1. Set aside and rented to households experiencing long-term homelessness targeted to single adults, OR
2. Set aside and rented to households experiencing long-term homelessness, at significant risk of long-term homelessness, or as prioritized for permanent supportive housing by the Coordinated Entry System, targeted to families with children or youth
  - 5% to 9.99%, but no fewer than 4 units **(5 points)**
  - 10% to 49.99%, but no fewer than 7 units **(7 points)**
  - 50% to 100%, but no fewer than 20 units **(10 points)**

For the purposes of this scoring category:

\*A youth is defined as a person under age 25 not living with a parent or guardian, and includes youth with his/her own children.

\*Long-term homelessness is as defined in Minnesota Rules, Chapter 4900.3705.

\*At significant risk of long-term homelessness is defined as (a) households that are homeless or recently homeless with members who have been previously homeless for extended periods of time and are faced with a situation or set of circumstances likely to cause the household to become homeless in the near future, and (b) previously homeless persons who will be discharged from correctional, medical, mental health or treatment centers who lack sufficient resources to pay for housing and do not have a permanent place to live.

\*As prioritized for permanent supportive housing by the Coordinated Entry System defined by the Statewide Coordinated Entry standards and protocol as adopted by the local Continuum of Care.

**B. Minnesota Housing Competitive Round or Non-Tax Exempt Points ("bonus" points) (100 Points)**

For proposals receiving points under A above, 100 points ("bonus points") will be available until a total of \$2,100,000 (estimated 25 percent of Minnesota Housing's administered credit authority) in tax credits are awarded **for qualifying permanent housing proposals targeting families with children or youth** experiencing long-term homelessness, at significant risk of long-term homelessness, or as prioritized for permanent supportive housing by the Coordinated Entry selected in the 2017 Housing Tax Credit competitions. Once this maximum amount is reached, the 100 points ("bonus" points) will no longer be awarded for the remaining 2017 Housing Tax Credit Program competitive funding rounds. If qualified per the requirements of this section, applicants may claim the "bonus points". Minnesota Housing will make point reductions relating to the "bonus points" funding limits following its review of all applications in the funding round which claim these points. Qualified proposals may earn a maximum of 10 points ("non-bonus" points) and may continue to compete in the appropriate set-aside. If bonus points are claimed, without regard to whether points are awarded, the Tax Credit Declaration of Land Use Restrictive Covenants will contain these population targeting requirements:

**You must make a selection under A. "non-Bonus" points in order to claim "bonus" points.**

- 5% or more (rounded up to the next full unit), but no fewer than 4 units, will target families with children or youth experiencing long-term homelessness, at significant risk of long-term homelessness, or as prioritized for permanent supportive housing by the Coordinated Entry System **(100 points)**

**C. Consistency with Local Continuum of Care Priorities (1 to 5 Points)**

For proposals receiving points under A above, additional points will be available for consistency with local needs identified by the local Continuum of Care. Proposals that will target units for a minimum of 5% of units (rounded up to the next full unit), but no fewer than 4 units, consistent with published Continuum of Care Priorities (published Priorities are available on Minnesota Housing's website at):

**You must make a selection under A. "non-Bonus" points in order to claim points under Continuum of Care Priorities.**

1. Continuum of Care Household Type Priorities:
  - 5% or more, but no fewer than 4 units, targeted to Continuum of Care Household Type Priority One **(3 points); OR**
  - 5% or more, but no fewer than 4 units, targeted to Continuum of Care Household Type Priority Two **(1 point);**
2. Continuum of Care Subpopulation Type Priorities:
  - 5% or more, but no fewer than 4 units, targeted to Continuum of Care Subpopulation Type Priority One **(2 points) ;OR**
  - 5% or more, but no fewer than 4 units, targeted to Continuum of Care Subpopulation Type Priority Two **(1 point)**

**To receive points for Permanent Supportive Housing for Households Experiencing Homelessness, the proposal must meet all of the following conditions:**

- a) the applicant must complete and submit the Supportive Housing application materials, including the narratives, forms and submittals identified in the Multifamily Rental Housing Common Application Request for Proposal Guide, and the Multifamily Rental Housing Common Application Checklist; and
- b) the applicant agrees to pursue and continue renewal of rental assistance, operating subsidy, or service funding contracts for as long as the funding is available.

A proposal which is awarded scoring points from this category and is selected to receive tax credits will be required to comply with the reporting requirements for Permanent Supportive Housing for Households Experiencing Homelessness, as defined by Minnesota Housing. The Tax Credit Declaration of Land Use Restrictive Covenants, including a specific Rider to the Declaration, will contain performance requirements related to these permanent supportive housing units for households experiencing homelessness and will be recorded with the property.

<b>High Speed Internet Access</b>	<b>1 Point</b>	<b>1</b>		<a href="#">Help Text</a>
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- The development will provide High Speed Internet access via installation of all appropriate infrastructure and connections for cable, DSL or wireless internet service to every unit in the development. This will be a design requirement if points are taken.

<b>Location Efficiency</b>	<b>1 to 9 Points</b>	<b>7</b>		<a href="#">Help Text</a>
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Points will be awarded for transit oriented developments or developments that promote location efficiency based on a combination of access to transportation and walkability.

**Twin Cities Metropolitan Area:**

In the Twin Cities Metropolitan area, points will be awarded for a combination of three areas: access to transit, walkability, and transit oriented development.

1) Access to Transit:

**To receive points for access to transit in the Metropolitan area, a development must be:**

- Located within one half mile of a completed or planned LRT, BRT, or commuter rail station **(5 points)**; OR
- Located within one quarter mile of a fixed route stop on Metro Transit’s Hi-Frequency Network **(4 points)**; OR
- Located within one quarter mile of a high service public transportation fixed route stop **(2 points)**; OR
- Located within one half mile of an express bus route stop **(2 points)**; OR
- Located within one half mile of a park and ride **(2 points)**

2) Walkability

**To receive points for walkability, a development must receive an award of points for Access to Transit above, and be:**

- Located in an area with a walk score of 70 or more according to www.walkscore.com\*\* **(2 points)**; OR
- Located in an area with a walk score between 50 and 69 according to www.walkscore.com\*\* **(1 point)**

3) Transit Oriented Development:

To receive up to 2 additional points for transit oriented development, a development must be located within one quarter mile of a completed or planned LRT, BRT, or commuter rail station. **One point for a development which meets one of the following, and two points for a development which meets two or more of the following:**

- Parking:** Parking for residential units or visitors is not more than the smallest allowable parking minimum under local zoning requirements. If no residential parking or visitor parking is required under local zoning, no more than 0.2 visitor parking spaces per residential unit are provided.
- Building Orientation and Connections:** Currently existing walkable or bikeable connections to station area via sidewalk or trail or funding secured to create such connections, and at least one accessible building entrance oriented toward such connections, and parking is not situated between building and station area.
- Density:** Site density at the maximum allowable density under the local comprehensive plan.
- Alternative Means:** Car sharing (Where one or more passenger automobiles are provided for common use by residents,

bike storage, shared parking arrangements with adjacent property owners, etc. which results in a reduction in the local minimum parking requirement, and parking for residential units in not more than the local minimum parking requirement, or if no residential parking or visitor parking is required under local zoning, no more than 0.2 visitor parking spaces per residential unit are provided.

## Greater Minnesota

In Greater Minnesota, location efficiency points will be awarded in a combination of access to transit and walkability in areas with fixed route transit service, and a combination of dial-a-ride, walkability, and access to jobs in areas without fixed route transit service.

### A. For areas with fixed route transit service:

#### 1) Access to Transit:

To receive points for access to transit, a development in Greater Minnesota must be:

- Located within one quarter mile of a completed or planned public transportation fixed route stop **(7 points)**; OR
- Located between one quarter mile and one half mile of a completed or planned public transportation fixed route stop **(4 points)**; OR
- Located less than one half mile of an express bus route stop or park and ride lot **(4 points)**;

#### 2) Walkability

To receive points for walkability, a development must receive an award of points for Access to Transit above, and be:

- Located in an area with a walk score of 70 or more according to www.walkscore.com\*\* **(2 points)**; OR
- Located in an area with a walk score between 50 and 69 according to www.walkscore.com\*\* **(1 point)**

### B. For areas without fixed route transit service:

To receive **four points** for location efficiency, a development must be:

- Located within a census tract that is within 5 miles of 2,000 low and moderate wage jobs for urban census tracts, or within 5 miles of 5,000 low and moderate wage jobs for rural census tracts, **AND** meets **BOTH** of the following:
  - The proposed housing has access to demand response/dial-a-ride\* services during standard workday hours; AND
  - The proposed housing is in an area with a **walk score of 50 or more** according to www.walkscore.com\*\*

To receive **three points** for location efficiency, a development must be:

- Located within a census tract that is within 5 miles of 2,000 low and moderate wage jobs for urban census tracts, or within 5 miles of 5,000 low and moderate wage jobs for rural census tracts, **AND** meets **BOTH** of the following:
  - The proposed housing has access to demand response/dial-a-ride\* services during standard workday hours; AND
  - The proposed housing is in an area with a **walk score between 35 and 49** according to www.walkscore.com\*\*

To receive **two points** for location efficiency, a development must be:

- Located within a census tract that is within 5 miles of 2,000 low and moderate wage jobs for urban census tracts, or within 5 miles of 5,000 low and moderate wage jobs for rural census tracts, **AND** meets **ONE** of the following:
  - The proposed housing has access to demand response/dial-a-ride\* services during standard workday hours; OR
  - The proposed housing is in an area with a **walk score of 50 or more** according to www.walkscore.com\*\*

To receive **one point** for location efficiency, a development must be:

- Located within a census tract that is within 5 miles of 2,000 low and moderate wage jobs for urban census tracts, or within 5 miles of 5,000 low and moderate wage jobs for rural census tracts, **AND** meets **ONE** of the following:
  - The proposed housing has access to demand response/dial-a-ride\* services during standard workday hours; OR
  - The proposed housing is in an area with a **walk score between 35 and 49** according to www.walkscore.com\*\*

\*Applicants must provide documentation of access and availability of service and describe how the service is a viable transit alternative that could be used for transportation to work, school, shopping, services and appointments. Minnesota Department of Transportation defines dial-a-ride as: "A demand-responsive service in which the vehicle is requested by telephone and vehicle routing is determined as requests are received. Origin-to-destination service with some intermediate stops is offered. Dial-A-Ride is a version of the taxicab using larger vehicles for short-to-medium distance trips in lower-density subregions".

At the time of application, the applicant must submit a map identifying the location of the project with exact distances to the eligible public transit station/stop and include a copy of the route, span and frequency of service.

Access to transportation maps and census tract listings are found on Minnesota Housing's website. Additionally, find these details in the agency's community profiles interactive mapping tool.

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1373870285684&pagename=External%2FPage%2FEXTStandardLayout>

<b>Universal Design</b>	<b>3 Points</b>	<b>3</b>	
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[Help Text](#)

**Universal Design Unit Definition:** A unit that includes all Minimum Essential Universal Design Features below, along with 8 Optional Features for units in a new construction or adaptive re-use project, and 4 Optional Features for units in a rehabilitation project. Type A accessible units (as referenced in Minnesota Housing's Rental Housing Design and Construction Standards) are also considered to meet the definition of a Universal Design unit for the purposes of this scoring category.

- An elevator building with 100% of HTC units meeting the definition of a Universal Design Unit **(3 points)**; OR
- A non-elevator building with at least 10% of HTC units meeting the definition of a Universal Design Unit **(3 points)**

**Minimum Essential Universal Design Features**

- At least one bedroom or space that can be converted to a bedroom (without changing door locations for new construction or adaptive re-use) on an accessible level and connected to an accessible route.
- 42" minimum hallways within a unit for new construction or adaptive re-use
- At least one three quarter bathroom on an accessible level with five foot open radius for new construction or adaptive re-use, and clear floor space of 30" x 48" for rehabilitation
- Lever handles on all doors and fixtures
- Provide wall blocking in all tub and shower areas for new construction or adaptive re-use, and for rehabilitation if showers are being replaced
- Door thresholds flush with the floor with maximum threshold height of ½" beveled or ¼" square edged
- Kitchen and laundry appliances have parallel approach clear floor space with all controls within maximum height of 48". Range controls must have lockout feature. Stackable laundry units with a maximum reach range of 54" will meet this requirement.
- All common spaces and amenities provided in the housing development located on an accessible route
- For new construction or adaptive re-use, deck or patio spaces have a step-less transition from dwelling unit meeting door threshold requirements, with decking gaps no greater than 1/4"
- Universal Design features are incorporated in an aesthetic, marketable, non-institutional manner

**Optional Features**

- High contract finish selections that include floor to wall transitions, top treads of stairs, counters and adjacent flooring and walls
- Single lever, hands free or touch faucets
- At least 50% of kitchen storage space within reach range. This can include pull-out shelves, full extension glide drawers or pantry design
- A variety of work surface heights in kitchen and one five foot open radius
- Roll under vanity or sink in twenty five percent of Universal Design qualifying units, rounded up to the nearest whole number
- Cabinet hardware with "D" type pull handles or operation for people with limited dexterity
- Zero threshold shower or transfer space at tub is provided for minimum of half the qualifying Universal Design units, rounded up to the nearest whole number
- Slip resistant flooring in kitchens and baths
- Toilets provided with seats 17" – 19" from the floor
- Windows are provided with maximum sill height of 36", parallel clear floor space and locks/operating mechanism within 48" and easily operable with one hand. Sidelight or view window at main entry door from a seated position
- Thermostats designed for visually impaired or ability to monitor and operate with electronic device such as a tablet computer
- Closet storage is adjustable in a majority of the closets provided
- Audio/Visual Doorbell
- Covered entry with adequate lighting and interior or exterior bench space for parcels or groceries
- Lettering and numbering with all characters and symbols contrasting with their background
- Braille characters included to the left on all interior signage
- Parking spaces provided for at least fifty percent of Universal Design qualifying units, rounded up to the nearest whole number, with a five foot wide adjacent auxiliary space connected to accessible route
- Residential elevator or chair lift space structured for future use in multiple level homes
- Enterprise Green Communities Model Specifications are used for applicable sections for the Universal Design qualifying units

- On-site physical activity is provided for in a fitness area, biking or walking path or community garden
- Other modifications which make units livable for disabled populations, as demonstrated by credible evidence provided in the application, at the sole discretion of Minnesota Housing

<b>Smoke Free Buildings</b>	<b>1 Point</b>		
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[Help Text](#)

The project will institute and maintain a written policy\* prohibiting smoking in all the units and all common areas within the building/s of the project. The project will include a non-smoking clause in the lease for every household **(1 point)**  
Projects awarded a point in this scoring criteria will be required to maintain the smoke-free policy for the term of the declaration.

\*The written policy must be submitted with the application and should include procedures regarding transitioning to smoke-free for existing residents and establishment of smoking areas outside of units and common areas if applicable. Consequences for violating the smoke-free policy are determined by owner but must be included in the written policy.

<b>Preference Priorities</b>	<b>Point Range</b>	<b>Developer Claimed</b>	<b>Minnesota Housing Awarded</b>
<b>Serves Lowest Income Tenants/Rent Reduction</b>	<b>5 to 16 Points</b>		

[Help Text](#)

Scores are based on gross rent level including utilities before rental assistance. Eligible units must have rents affordable to households whose incomes do not exceed 30 percent or 50 percent of median income without rental assistance.

In addition to the elected income limit of 50 percent or 60 percent AMI for the full term of the declaration (refer to the Minimum Set-Aside), the applicant agrees to maintain deeper rent structuring for which selection points are requested.

Applicants may choose either option 1 or 2, and in addition, option 3 and/or option 4 for the development. This selection will restrict rents only (tenant incomes will not be restricted to the 50 percent or 30 percent income level by claiming points in this section).

Option 1 – A project in which 100 percent of the HTC unit rents representing  units are at the county 50 percent HUD area median rent limit **(10 points)**

Option 2 – A project in which at least 50 percent of the HTC unit rents representing  units are at the county 50 percent HUD area median rent limit **(5 points)**

AND

Option 3 –  In addition to Option 1 or 2, a project that restricts the rents of all the units identified in Option 1 or 2 to the 50 percent HUD area median rent limit for a minimum of ten years after the last placed in service date for any building in the property **(3 additional points)**

AND/OR

Option 4 – In addition to Option 1 or 2, a project that further restricts 30 percent of the above restricted units to the county 30 percent HUD area median rent limit representing  units **(3 additional points)**

**Note: If points are claimed/awarded for this category, then no points may be claimed/awarded from the selection priority category of Rental Assistance for the same units.**

**Important**

If points are claimed/awarded for Options 1 or 2, all 50 percent rent restricted units must meet the 50 percent area median rent for a minimum of five years after the last placed in service date for any building in the property. After the five year period has expired, rent may be increased to the 60 percent rent limit over a three year period with increases not to exceed the amount listed in the table below, provided that more restrictive threshold, selection priority or funding requirements do not apply.

If points are claimed/awarded for Option 4, all 30 percent rent restricted units must meet the 30 percent area median rent for a minimum of five years after the last placed in service date for any building in the property. After the five year period has expired, rent may be increased to the 40 percent rent limit over a three-year period with increases not to exceed the amount listed in the table below, provided that more restrictive threshold, selection priority or funding requirements do not apply.

<b>YEAR</b>	<b>30% of 50% Rent Levels</b>	<b>30% of 30% Rent Levels</b>
1 – 5	30% of 50%	30% of 30%
6	30% of 53%	30% of 33%
7	30% of 57%	30% of 37%
8	30% of 60%	30% of 40%

If points are claimed/awarded for this category's Option 3, all 50 percent rent restricted units must meet the 50 percent area median rent for a minimum of ten years after the last placed in service date for any building in the property. After the ten year period has expired, rent may be increased to the 60 percent rent limit over a three year period with increases not to exceed the amount listed in the table below, provided that more restrictive threshold, selection priority, or funding requirements do not apply.

YEAR	30% of 50% Rent Levels
1 – 10	30% of 50%
11	30% of 53%
12	30% of 57%
13	30% of 60%

Minnesota Housing will incorporate these restrictions into the Declaration of Land Use Restrictive Covenants. The applicant must demonstrate to sole satisfaction of Minnesota Housing that the property can achieve these reduced rents and remain financially feasible [IRC § 42(m)(2)]. Points are contingent upon financial plans demonstrating feasibility, positive cash flow on a 15-year pro forma and gaining Minnesota Housing management approval (for management, operational expenses, and cash flow assumptions).

<b>Rental Assistance</b>	<b>2 to 21 Points</b>	<b>21</b>	<a href="#">Help Text</a>
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Priority is given to an owner that submits with the application a **fully executed binding commitment** (i.e., binding Resolution/binding Letter of Approval from the governing body) for project based rental assistance awarded in accordance with 24 CFR Ch. IX, Section 983.51 or are effectively project based by written contract. For the purposes of this scoring category, project based rental assistance is defined as a project-specific funding stream that supports the operations of the property, reduces the tenant rent burden, and provides for the tenant paid portion of rent to be no greater than 30% of household income. Site-based Group Residential Housing and awards of project based McKinney Vento Continuum of Care funding will be considered project based rental assistance.

The assisted units must be located in buildings on the project site. A development that has existing rental assistance meeting the definition of federal assistance under the Preservation scoring category is not eligible for an award of points under Rental Assistance.

Rent for assisted units must be at or below Fair Market Rents (or appropriate payment standard for the project area). Receiving these points and agreeing to a minimum number of assisted units does not release owners from their obligations under the Minnesota Human Rights Act and Section 42 prohibiting refusal to lease to the holder of a voucher of eligibility under Section 8 of the United States Housing Act of 1937 because of the status of the prospective tenant as such a holder.

A current request for Minnesota Housing Rental Assistance will not receive Rental Assistance points. A past award of existing Rental Assistance will be counted toward meeting the required percentages.

Indicate the applicable combinations of the below components. Points for A, B, C and D cannot be claimed in any combination.

- (A) For developments agreeing to set aside and having the required binding commitment for 100 percent of the total units for project based rental assistance **(17 points)**
- (B) For developments agreeing to set aside and having the required binding commitment for at least 51 percent of the total units for project based rental assistance **(13 points)**
- (C) For developments agreeing to set aside and having the required binding commitment for at least 20 percent but under 51 percent of the total units for project based rental assistance **(10 points)**
- (D) For developments agreeing to set aside and having the required binding commitment for at least 5 percent but under 20 percent of the total units, representing at least 4 units, for project based rental assistance **(6 points)**
- (E) For selection components A, B, C, or D above, if, in addition, the above binding commitments are coupled with a binding commitment to provide the project based rental assistance for a minimum 10 year new or remaining contract term **(4 points)**
- (F) For selection components A, B, C, or D above, if, in addition, the above binding commitments are coupled with a binding commitment to provide the project based rental assistance for a 4 to 9 new or remaining contract term **(2 points)**

**NOTE: If points are claimed/ awarded under any of the above, then no points may be claimed/ awarded from the preference priority categories of Serves Lowest-Income Tenants/Rent Reduction for the same units.**

**NOTE: Points cannot be claimed/ awarded under the Rental Assistance preference priority if points are claimed/ awarded for the same units for Existing Federal Assistance under the Preservation selection priority.**

(G) For developments that will provide **other** Rental Assistance (e.g., Section 8, portable tenant based, an award of McKinney Vento Continuum of Care rent assistance (which is tenant based, sponsor based, or for leasing), tenant based Group Residential Housing or other similar programs approved by Minnesota Housing) as evidenced at application by documentation of commitment of assistance (**2 points**)

To receive these points, the applicant must comply with all program requirements for the assistance for which priority points were given, including maintaining rents within the appropriate payment standard for the project area in which the project is located for the full compliance and extended use period of the housing tax credits.

For project based rental assistance in conjunction with a binding commitment for an “extended term contract” at time of application the applicant must submit a binding commitment for the “extended term contract” for project based assistance for a minimum of 4 or 10 years which is signed by the Local Housing Authority or other similar entity. As a condition of Carryover or 8609, the applicant must submit a fully executed copy of the “extended term contract” for the project based assistance to be included in the development.

<b>QCT/Community Revitalization and Tribal Equivalent Areas</b>	<b>1 Point</b>	<b>1</b>	<a href="#">Help Text</a>
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The project is located in a Qualified Census Tract (See Qualified Census Tract – Reference Materials Index) and is part of a concerted plan that provides for community revitalization consistent with the definition of Planned Community Development contained in section 7.A. of the HTC Procedural Manual. In addition to submission of evidence of Planned Community Development, evidence from local community development partners that the housing proposal contributes to the objectives of the plan must be provided.

Tribal Equivalent Areas published on Minnesota Housing’s website are also eligible for one point. Additionally, find these areas in the agency’s community profiles interactive mapping tool.

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1373870285684&pagename=External%2FPage%2FEXTStandardLayout>

<b>Cost Containment</b>	<b>4 Points</b>	<b>4</b>	<a href="#">Help Text</a>
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Four points will be available to the 50% of developments with the lowest costs within each development type/location group (subject to the methodology described in the Revised Cost Containment Methodology (1012112): [http://www.mnhousing.gov/get/MHFA\\_1019457](http://www.mnhousing.gov/get/MHFA_1019457) Applicants may claim these points and Minnesota Housing will make point reductions following its review of costs for all applications in the funding round.

Applications seeking 4% tax credits for use in conjunction with tax exempt bonds are not eligible to claim points through this Cost Containment priority. Only applications seeking tax credits through Minnesota Housing’s 9% Competitive application process for tax credits are eligible to claim points through this priority.

NOTE: Proposals that believe they have contained their costs should select these points.

Only proposals that claim cost containment points on the self-scoring worksheet and are awarded points through the process described above will receive cost containment points.

**CAUTION: If a project receives points under this criterion, failure to keep project costs under the applicable cost threshold will be considered an unacceptable practice and result in negative 4 points being awarded in all of the applicant’s tax credit submissions in the next funding round in which submissions are made.**

If developers are concerned about their costs and keeping them within the “applicable cost threshold,” they should not claim the cost-containment points.

<b>TOTAL POINTS</b>		<b>77</b>	
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# Deferred Loan Priority Checklist

If your application includes a request for deferred loans (including dual applicants with deferred loan requests in either application), please answer the following questions.

Note: Dual applicants that include a request for deferred loans in either of their applications should complete the following.

## Selection Priorities

### Private Investment

[Help Text](#)

- A portion of the contributions included in the Federal, Local, Philanthropic, Contribution calculation is considered private investment. A description and evidence of the private investment is provided.

### LTH Rental Assistance

[Help Text](#)

- For proposals meeting the Permanent Supportive Housing for Households Experiencing Homelessness criteria, if rent assistance has been secured and committed, provide evidence.

### Serves Lowest Income Tenants/Affordable to the Local Workforce

[Help Text](#)

Indicate the income and rent restrictions with which the housing proposal will comply if awarded funding from Minnesota Housing:

- Option 1: A project in which 100 percent of the affordable unit rents are at the 50 percent MTSP and incomes do not exceed 60% MTSP
- Option 2: A project in which at least 50 percent of the affordable unit rents are at the 50 percent MTSP and incomes do not exceed 60% MTSP
- Option 3: A project which meets the Greater MN Workforce Housing Strategic Priority in which 100 percent of the affordable unit rents are affordable to the local workforce

AND

- Option 4: In addition to Option 1,2, or 3 a project that further restricts units to the 30% of Metro Median rent limit and incomes do not exceed 30% of Metro Median income, adjusted for household size of 5 or more

### Temporary – Senior Housing Pilot

[Help Text](#)

- The proposal will create new units for seniors 62 and older and provides a replicable model that could be implemented on a larger scale, and meets all five of the following\*\*:
- Households with the Greatest Needs: The proposal includes at least 5% of units, with a minimum of 4 units, set aside for each of the following:
    - set aside and rented to households with incomes at or below 30% AMI, and
    - set aside and targeted to households with home-and-community-based service needs.
  - Services Component: The proposed housing must:
    - at a minimum have a tenant services coordinator to coordinate home-and-community based services for residents from the full range of available providers serving the area, and market toward households that need Home and Community Based Services
    - at a maximum have a service provider with a Comprehensive License operating at the property, and with the property registered with the Department of Health as Housing with Services (a traditional assisted living model)
  - Aging in Place: The proposal is designed to promote aging in place, and includes a feasible plan for increasing physical supports and support services to meet the future needs of residents aging in place.
  - Market Need: The proposed housing is located in a market area with a documented need for the type of housing being proposed.
  - Capacity: The proposal is presented by a team with experience and capacity for providing quality senior housing.

**You cannot select Temporary - Senior Housing Pilot and the Strategic Priority Policy Threshold for Greater Minnesota Workforce Housing in combination. If you want to select Temporary - Senior Housing Pilot, you must unselect Greater Minnesota Workforce Housing."**

**\*\*Among comparable proposals, priority will be given to those providing the largest percentage of units at 30% AMI, those with the most comprehensive and viable plan for supporting aging in place, and to those with the lowest deferred funding request.**

## Permanent Supportive Housing

[Help Text](#)

The proposed housing development has at least 5% of the units (rounded up to the next full unit), with a minimum of 4 units, that provide permanent supportive housing for homeless or special populations. Choose one of the following:

- Set aside and rented to households experiencing long-term homelessness targeted to single adults, or
- Set aside and rented to households experiencing long-term homelessness, at significant risk of long-term homelessness, or as prioritized for permanent supportive housing by the Coordinated Entry System, targeted to families with children or youth, or

Set aside and rented to Special populations defined as follows:

(Declaration of Land Use Restrictive Covenants), a percentage of the units are set aside and rented to persons with the following disabilities:

- (a) a serious and persistent mental illness as defined in Minn. Stat. § 245.462, subdivision 20, paragraph (c);
- (b) a developmental disability as defined in United States Code, Title 42, Section 6001, paragraph (5), as amended;
- (c) assessed as drug dependent as defined in Minn. Stat. § 254A.02, subdivision 5, and are receiving or will receive care and treatment services provided by an approved treatment program as defined in Minn. Stat. § 254A.02, Subdivision 2;
- (d) a brain injury as defined in Minn. Stat. § 256B.093, Subdivision 4, paragraph (a); or
- (e) permanent physical disabilities that substantially limit major life activities, if at least 50 percent of the units in the project are accessible as provided under Minnesota Rules Chapter 1341.

## Greater Minnesota Workforce Housing – Meaningful Employer Contribution

[Help Text](#)

- The project meets the Greater Minnesota Workforce Housing Strategic Priority and has received a meaningful contribution from an area employer.

**You must check Greater Minnesota Workforce Housing under the Strategic Priority Policy Thresholds to be eligible for this category.**

## Housing Tax Credit Applicants Signature Block

Under penalty of perjury, Owner hereby certifies the information provided herein is true and accurate.

Name of Owner:

By:

\_\_\_\_\_  
(Signature)

Of:

\_\_\_\_\_  
(Name of Legal Entity)

Its:

\_\_\_\_\_  
(Title) (Managing General Partner)

\_\_\_\_\_  
(Print or type name of signatory)

Note for Housing Tax Credit Applicants: During the competition process, Minnesota Housing's review of the submitted self-scoring worksheet is only to validate that the points claimed are eligible, to reduce points claimed if not eligible, and to determine points awarded. Minnesota Housing will not award additional points which are not initially claimed by the Applicant/Owner. Many performance obligations are created by the claiming of certain scoring points. As such, Minnesota Housing cannot and will not assume the position of creating any such performance obligations on behalf of the Applicant/Owner. In addition, applications funded under the Joint Powers Agreement must also comply with the suballocators selection criteria defined in their Qualified Allocation Plan.