

**MINNEAPOLIS/ST PAUL HOUSING FINANCE BOARD QUALIFIED ALLOCATION PLAN**  
**ATTACHMENT 1: MINNEAPOLIS SELF-SCORING WORKSHEET - 9% HTC**  
**20246-20257 LOW INCOME HOUSING TAX CREDIT PROGRAM**

Project Name	
Address	
Owner Name	

**SELF-SCORING WORKSHEET INSTRUCTIONS**

To claim points, place an "X" in the green box to the left of the descriptions below. **Attach a narrative explanation and documentation for points claimed.** Projects for which an Application is submitted and that will be located in Minneapolis will be scored by CPED according to the selection and preference priority point system below. Each project will be awarded points according to the nature and character of the project as determined by CPED. There is a two-step process for awarding points. The first step is the application of the Selection Priorities and the second is the application of the Preference Priorities.

Note: During the competition process, CPED review of the submitted Self-Scoring Worksheet for Selection Points is only to validate that the points claimed are eligible, to reduce points claimed if not eligible, and to determine points awarded. CPED will not award additional points which are not initially claimed by the Applicant/Developer. Many performance obligations are created by the claiming of certain scoring points. As such, CPED cannot and will not assume the position of creating any such performance obligations on behalf of the Applicant/Developer.

**MINIMUM THRESHOLD REQUIREMENTS**

All Round 1 applicants for 9% LIHTC must meet one of the following threshold types. Please check **ONE** box to indicate the threshold type your project will serve.

<input type="checkbox"/>	New construction or substantial rehabilitation in which, for the term of the extended use period (term of the Declaration), at least 75% of the total HTC units are single-room occupancy, efficiency, or one bedroom units with rents affordable to households whose income does not exceed 30% of area median income.
<input type="checkbox"/>	New construction or substantial rehabilitation family projects that are <u>not</u> restricted to persons who are 55 years of age or older and in which, for the term of the extended use period (term of the Declaration), at least 75% of the total HTC units contain two or more bedrooms and at least one-third of the 75% contain three or more bedrooms.
<input type="checkbox"/>	Substantial rehabilitation projects of existing housing in neighborhoods targeted by Minneapolis for revitalization.
<input type="checkbox"/>	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), a percentage of the units are set aside and rented to persons:
<input type="checkbox"/>	With a serious and persistent mental illness as defined in Minnesota Statutes 245.462, Subdivision 20, Paragraph (c);
<input type="checkbox"/>	With a developmental disability as defined in United States Code, Title 42, Section 6001, Paragraph (5), as amended;
<input type="checkbox"/>	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;
<input type="checkbox"/>	With a brain injury as defined in Minnesota Statutes section 256B.093, Subdivision 4, paragraph (a); or
<input type="checkbox"/>	With permanent physical disabilities that substantially limit major life activities, if at least 50% of the units in the project are accessible as provided under Minnesota Rules, Chapter 1341.
<input type="checkbox"/>	Projects, whether or not restricted to persons of a particular age group, which preserve existing subsidized housing, if the allocation of HTC is necessary to (a) prevent conversion to market rate use or (b) remedy physical deterioration of the project, which would result in loss of existing federal subsidies.

## A. MINNEAPOLIS SELECTION PRIORITIES

	Points Claimed	CPED Awarded
<b>1. Homelessness (Up to 25 points)</b>		<b>0</b>
<p>Up to twenty-five (25) points will be awarded to projects that provide suitable housing combined with supportive services for occupancy by homeless households. Projects must meet the goals of the Heading Home Hennepin Plan AND have received support in writing from the Minneapolis/Hennepin County Office to End Homelessness. Applicant should identify a core set of actions with the greatest potential for progress toward ending homelessness. Projects serving unaccompanied youth are eligible if they are serving youth who are homeless or at risk of homelessness. Homeless households shall be defined as a person or persons living in a shelter, on the streets, or doubled-up in housing not their own. Projects serving unaccompanied youth at risk of homelessness are exempt from the Coordinated Entry requirement.</p> <p>All projects claiming points must meet the following threshold requirements:</p> <ul style="list-style-type: none"> <li>(a) Minimum of four (4) units set aside for homeless persons to be referred exclusively through Hennepin Coordinated Entry System (CES)</li> <li>(b) Designated homeless units must be rent and income restricted at 30% AMI (with allowable project-based rent subsidy rents)</li> <li>(c) The applicant must provide satisfactory evidence in writing of a commitment from an appropriate social service agency to provide support services</li> </ul>		
4-9 homeless units (12 points)		
10-19 homeless units (18 points)		
20+ homeless units (25 points)		
<b>2. Non-Profit Participation (5 Points)</b>		<b>0</b>
<p>Five (5) points will be awarded to projects where a 501(c)(3) or 501(c)(4) non-profit organization with a primary service area in the cities of Minneapolis and/or Saint Paul that owns an interest in the project, and materially participates in the ownership, development, and operation of the low-income project throughout the term of the Declaration.</p> <p>These points are awarded because the City of Minneapolis has an assumption that such organizations have a mission that results in perpetual affordability of the units. Points will not be awarded if the 501(c)(3) or 501(c)(4) non-profit organization has been a project sponsor or general partner of a project that had units convert to market rate units in the past three years without the consent of the City of Minneapolis.</p> <p>Must have IRS 501(c)(3), or (4) approval from the IRS at the time of submission of the Application and meet requirements of Section 42(h)(5)(c) of the Code.</p>		

	Points Claimed	CPED Awarded
<b>3. Disability (5 Points)</b>		0
<p>Five (5) points will be awarded to projects that are not restricted to a particular age group in which, for the term of the Declaration, at least 10% and up to approximately 25% of the units are set aside and rented to persons with any of the following disabilities:</p> <p>(a) A serious and persistent mental illness as defined in MN Statute Section 245.462, subdivision 20 paragraph (c);</p> <p>(b) A developmental disability as defined in United States Code, Title 42, Section 6001, paragraph (5), as amended ;</p> <p>(c) Assessed as drug dependent persons as defined in MN Statute Section 254A.02, Subdivision 5, and are receiving or will receive care and treatment services provided by an approved treatment program as defined in MN Statute Section 254A.092, Subdivision 2;</p> <p>(d) A brain injury as defined in MN Statute Section 256B.093, Subdivision 4, paragraph (a);</p> <p>(e) Permanent physical disabilities that limit major life activities, if at least 50 percent of the units are accessible as provided under Minnesota Rules, Chapter 1341; or</p> <p>(f) HIV/AIDS or related illness.</p>		
<b>4. Community Support (1 Point)</b>		0
<p>One (1) point will be awarded to projects that have a recommendation of support in writing for the project from a city recognized citizen participation community planning council, or neighborhood-based planning organization which represents the geographic location of the project, (a recommendation of support from the applicant is not eligible for points).</p>		
<b>5. Outside ACP50 (20 Points)</b>		0
<p>Twenty (20) points will be awarded to projects located outside an ACP50 (See Exhibit V of the Procedural Manual.)</p>		
<b>6. Rehabilitation/Stabilization within ACP50 (5 points)</b>		0
<p>Five (5) points will be awarded to the rehabilitation or stabilization of existing housing stock inside an ACP50.</p> <p>The project is located inside an ACP50 (See Exhibit V of the Procedural Manual) and either:</p> <p>(a) The project preserves below market rate subsidized low income housing which due to prepayment of existing debt or foreclosure would be converted to market rate use.</p> <p><b>OR</b></p> <p>(b) Substantially rehabilitates existing housing.</p>		
<b>7. Capital Funding Commitments (Up to 15 Points)</b>		0
<p>Up to fifteen (15) points will be awarded to projects that have secured permanent capital funding commitments (other than the City of Minneapolis sources) at the time of Application. Commitment documentation must be project-specific and include the amount, terms and conditions in writing from the designated contributor. Words synonymous with “consider” or “may” award are not acceptable.</p> <p>First mortgage financing may not be included as a committed source. Syndication proceeds may only be included if the associated HTC were awarded in a prior funding round.</p> <p>Applicants may include anticipated utility rebates or sales tax exemptions as a funding source. Applicants may include a deferred developer fee as a committed source to the extent it is supported by available cashflow. A letter from the developer committing these funds as capital contributions to the project must be submitted with the Application to consider such sources as committed.</p> <p>(a) 15.1% or more of funding committed (15 points)</p> <p>(b) 10.1-15% of funding committed (7 points)</p> <p>(c) 5% -10% of funding committed (3 points)</p>		

	Points Claimed	CPED Awarded
8. Funding Commitments for Supportive Services (Up to 10 Points)		0
<p>Up to ten (10) points will be awarded to projects with substantial, multi-year non-capital funding commitments for support services for designated supportive HTC units. Such sources may be private or philanthropic. Sources that include operating budgets from the project, or related non-profits or 501c3s are not eligible for these points. State Housing Support (formerly Group Residential Housing (GRH)) or Housing Stabilization Service awards are not eligible for these points. Documentation must be project-specific and include the amount, terms, and conditions in writing from the designated contributor. Words synonymous with “consider” or “may” award are not acceptable. A supportive services budget must be submitted, including sources and uses.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> <li><del>(a) 3 years with at least 50% service budget committed, as above (1 point)</del></li> <li><del>(b) 5 years with at least 50% service budget committed, as above (2 points)</del></li> <li>(a) 10 years with at least 50% service budget committed, as above (3 points)</li> <li>(b) 15 years with at least 50% service budget committed, as above (4 points)</li> <li>(c) 20 years with at least 50% service budget committed, as above (5 points)</li> <li>(d) 30 years with at least 50% service budget committed, as above (10 points)</li> </ul>		
9. Non-Smoking Policy (1 point)		0
<p>One (1) point will be awarded to projects that have a policy prohibiting smoking of commercial tobacco (including the use of electronic delivery devices) for all apartment units and common areas of the project. The applicant must develop and maintain a written occupancy policy that prohibits smoking in all apartment units and in all common areas of the project. The project must include a non-smoking clause in the lease for each unit.</p>		
10. Intermediary Costs (Soft Costs) (Up to 6 Points)		0
<p>Points will be awarded to projects on a sliding scale of intermediary costs based on the percentage of total project costs. For those applicants receiving points under this item, this percentage may be enforced at issuance of the IRS Form 8609.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> <li>(a) 0-15% of total project cost (6 points)</li> <li>(a) 15.1-20% of total project cost (3 points)</li> <li>(a) 20.1-25% of total project cost (2 points)</li> <li>(a) 25.1-30% of total project cost (1 point)</li> <li>(a) 30.1%+ of total project cost (0 points)</li> </ul>		
11. Transit Proximity (Up to 10 Points)		0
<p>Up to ten (10) points will be awarded to projects located in a node or corridor well-served by transit.</p> <ul style="list-style-type: none"> <li>(a) The project is located within .50 miles (2640 feet) walking distance of high-frequency transit or within .50 mile (2640 feet) walking distance of park and rides and transit stops served by express routes. (10 points)</li> <li>(b) The project is located within .25 mile (1320 feet) walking distance of any other transit stop (5 points)</li> </ul>		
12. Density (5 Points)		0
<p>Five (5) points will be awarded to projects that have an overall density equal to or greater than 30 units per acre.</p>		
13. Equitable Development (53 Points)		0
<p>The project will address the needs of a Community Most Impacted (CMI) by housing disparities and a Qualified Stakeholder Group (QSG), with meaningful participation from that CMI, has a significant role in the project proposal as defined below. Occupancy restrictions or services provided as a result of the selection criteria are excluded.</p>		

## A QSG:

1. Is not required to be a registered nonprofit organization and could consist of a group of community members, advocates, people with lived experiences, etc.;
  2. Must demonstrate meaningful and inclusive representation and participation of a CMI;
  3. Must include at least three participants who belong to the CMI the project is proposing to serve; and
  4. Must be an independent body separate and apart from the proposed project owner, sponsor, developer, development team, service provider and management agent of record for the project. The developer or other members of the development team may initiate or convene a QSG, but the participants and opinions of the group must be independent of the development team organizations.
- a) Federally Recognized Tribes of Minnesota or Tribally designated housing entities or Tribal corporate entities developing on Tribal Reservations, Dakota Communities or Tribal trust lands meet the definition of a QSG and are not required to be an independent body separate and apart from the proposed project owner, sponsor, 29 developer, development team, service provider and management agent of record for the project due to the Tribal ownership structure.

## Examples of a QSG include:

1. A local nonprofit organization that serves the needs of indigenous individuals and families;
2. A neighborhood organization concerned about healthcare access and inequities;
3. A parent group formed to influence a youth-centered development;
4. A group of individuals with lived experience of homelessness informing the service model of a supportive housing development; and
5. Tenants of an existing building, either a tenant association or individual tenants organized, informing on the rehabilitation of an existing building or construction of a new development.

To be eligible for Equitable Development, applicants must complete the Equitable Development Narrative and submit documentation that meets all the following threshold criteria:

## 1. Threshold Criteria

## a) Housing Disparity Addressed by the project.

- i. Identify which CMI(s) is/are this project proposal focused on serving. If the project is focused on serving multiple populations, select the CMI(s) participating in the Qualified Stakeholder Group that has a significant role in the proposal.

1. Lowest Income (e.g. <= 30% of area median income (AMI))
2. People of Color
3. Indigenous People
4. LGBTQ+ People
5. People Experiencing Homelessness
6. People with Disabilities
7. Immigrants
8. Large Families
9. Seniors
10. Families with children

## b) Meaningful participation of Communities Most Impacted: A QSG must have meaningful participation of the CMI that is the focus of the project proposal as documented in the narrative.

- i. Describe the Qualified Stakeholder Group's mission, and purpose in elevating the voices of the identified CMI.
- ii. Identify and describe what leadership and/or advisory roles people belonging to the identified CMI have in the QSG, including one or more of the following:
  - a. A paid leadership position; list position (if applicable)
  - b. A member of the board (if applicable)
  - c. A paid staff position (if applicable)
  - d. A member role, such as serving on an advisory committee
  - e. Other meaningful role, such as volunteer (describe)
- iii. Provide a list of the QSG's previous activities related to the identified CMI and community development. If there have been no previous activities, describe who formed the Qualified Stakeholder Group and why.

	Points Claimed	CPED Awarded
<p>c) Meaningful Engagement with the identified CMI through the QSG:</p> <p>The development team must evidence that the QSG and specifically the CMI participants have been meaningfully engaged in the project concept by conducting, at minimum, two engagement opportunities with the same QSG prior to submission of the current application. Engagement opportunities can be in person or virtual and may include meetings, focus groups, surveys, or similar venues where the QSG is participating in the development process.</p> <ul style="list-style-type: none"> <li>i. Documentation must be provided to evidence attendance and engagement. Acceptable evidence of attendance includes sign-in sheets or attendance confirmation. Acceptable evidence of engagement includes meeting minutes, meeting notes, survey results, presentation slides, etc.</li> <li>ii. NOTE: Any in-process engagement with the QSG must include a detailed timeline for work done to-date, next steps and future completion.</li> </ul> <p>(d) Significant Involvement of the QSG: The developer or other members of the development team must partner with the QSG and the identified CMI to develop the project proposal. Identify and submit a narrative explaining how the QSG was involved in one or more of the following aspects of the development, the specific input they provided and how the project addresses or responds to that input. These must be in addition to any mandatory minimum requirements of the QAP and in addition to the minimum requirements for which points are claimed in other selection criteria, such as Serves Lowest Income Tenants and/or Large Families. Applicants may select more than one of the following:</p> <ul style="list-style-type: none"> <li>i. Design</li> <li>ii. Services</li> <li>iii. Community Benefits: An agreement between the developer and local community to provide a benefit as identified by Communities Most Impacted in the local community. (i.e. projects that support paying a competitive wage, employing union workers and/or individuals from the neighborhood, or participating in a Worker-Driven Social Responsibility compliance and monitoring system, community services, training, shared green space, etc.)</li> <li>iv. Other (describe in the narrative)</li> </ul> <p>(e) Provide a signed letter from Qualified Stakeholder Group. The letter must be signed by group participants who are willing to sign the document. The letter must address each of the following questions:</p> <ul style="list-style-type: none"> <li>i. How has the developer or other members of the development team engaged with the QSG and the identified Communities Most Impacted to create a project responsive to the vision of the group and needs of the CMI?</li> <li>ii. How will this project help in fulfilling a need in your community?</li> <li>iii. How often did the QSG engage with the developer or other members of the development team and what was discussed?</li> <li>iv. How has the project changed in response to the input from the QSG?</li> <li>v. If the development is selected, what are your expectations for the QSG's continued involvement in the project?</li> </ul>		
14. Sale to Tenants (1 Point)		0
<p>One (1) point will be awarded to projects that agree to offer 100% of the HTC units for sale to tenants at the end of the initial 15-year compliance period.</p> <p>To qualify for the points, the owner must provide a detailed tenant ownership plan that complies with Code Section 42 and is acceptable to CPED. The plan must describe the terms of the right of first refusal given to Elderly projects and/or projects utilizing project-based rental assistance are not eligible for these points.</p>		
15. Historic Rehabilitation (1 Point)		0
<p>One (1) point will be awarded to projects that are completing a certified rehabilitation that conforms with the Secretary of Interior's Standards for Rehabilitation of a certified historic property and is listed, either</p>		
16. Unacceptable Practices		0
<p>CPED will impose penalty points for unacceptable practices as identified in Section III E of the Low Income Housing Tax Credit Procedural Manual.</p>		

## B. MINNEAPOLIS PREFERENCE PRIORITIES

1. Declaration Duration (Up to 5 Points)

0

Up to five (5) points will be awarded to projects that extend the duration of the Declaration for the longest period. Projects will receive 1 point for every five (5) years over 30 years, to a maximum of 5 points, that the project will remain as qualified low income housing, as provided in the Declaration and financial plans demonstrating financial feasibility and viability to the satisfaction of CPED. In order to qualify for points under this criterion, the applicant must include the term of low income use in the Declaration after the 15th year of the compliance period.

Points will be awarded as follows:

- (a) Declaration extended to 35 years (1 point)
- (b) Declaration extended to 40 years (2 points)
- (c) Declaration extended to 45 years (3 points)
- (d) Declaration extended to 50 years (4 point)
- (e) Declaration extended 55+ years (5 points)

2. Serves Lowest Incomes (Up to 12 Points)

0

Up to twelve (12) points will be awarded to projects that serve the lowest income tenants.

The following points will be awarded based on the percentage of income-restricted units in each AMI category:

	Percentage of Low Income Units			
Percentage of Median Income	20-29.9% of all units	30-49.9% of all units	50-69.9% of all units	70%+ of all units
Serves 30% of median income or less	4 Points	8 Points	10 Points	12 Points

- (a) 20-29.9% of units serve 30% AMI and less (4 points)
- (b) 30-49.9% of units serve 30% AMI and less (8 points)
- (c) 50-69.9% of units serve 30% AMI and less (10 points)
- (d) 70%+ of units serve 30% AMI and less (12 points)

TOTAL POINTS

0

CERTIFICATION

Under penalty of perjury, the Applicant hereby certifies the information provided in this Self-Scoring Worksheet is true and accurate.

By:

Signature

Print or type name and title of signatory

Of:

Name of Managing Member/General Partner

Date: