

Instructions for Setting Up and Changing Project Characteristics in the Multifamily Customer Portal

Last Updated: April 2026

Overview

After you've created a project, you must select your project characteristics. Characteristics may include the funding request type, construction type, or other attributes such as primarily supportive housing or senior housing.

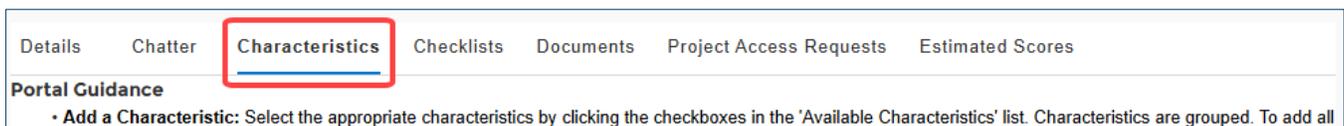
Project characteristics are used to customize the items that appear on your checklist(s). They can be changed at any time prior to application submission.

In some funding rounds, Minnesota Housing will set up the project characteristics on your behalf.

Add Characteristics

To add project characteristics:

- Go to the **Characteristics** tab on the project page.



The screenshot shows a navigation bar with the following tabs: Details, Chatter, **Characteristics** (highlighted with a red box), Checklists, Documents, Project Access Requests, and Estimated Scores. Below the navigation bar, there is a section titled 'Portal Guidance' with a bullet point: '• Add a Characteristic: Select the appropriate characteristics by clicking the checkboxes in the 'Available Characteristics' list. Characteristics are grouped. To add all

- Select the appropriate characteristics by selecting the checkboxes in the **Available Characteristics** list.
 - Characteristics are grouped. To add all characteristics within a group, select the checkbox next to the group header.
- Click the Add button to add the characteristics to the **Selected Characteristics** list. This will create customized checklists based on your project's characteristics.

| Available Characteristics | | Selected Characteristics | |
|---|---|---|-------------|
| <input type="checkbox"/> Group/Characteristic | Description | <input type="checkbox"/> Group/Characteristic | Description |
| <input type="checkbox"/> Pre-Application Characteristics | | | |
| <input type="checkbox"/> Innovative Construction Techniques | Select if the project is seeking the Innovativ... | | |
| <input type="checkbox"/> Section 811 Project-based Rental Assis... | Select if requesting Section 811 Project-bas... | | |
| <input type="checkbox"/> Proposal Type | | | |
| <input type="checkbox"/> 9% Housing Tax Credits Only | Select if the financial structure includes 9% ... | | |
| <input checked="" type="checkbox"/> 9% Housing Tax Credits and Deferred | Select if the financial structure includes 9% ... | | |
| <input checked="" type="checkbox"/> Deferred Only | Select if the financial structure includes a d... | | |
| <input type="checkbox"/> Deferred with 4% Housing Tax Credits | Select if the financial structure includes a d... | | |
| <input checked="" type="checkbox"/> Dual Application | A dual application is an application submitte... | | |
| <input type="checkbox"/> Construction Type | | | |
| <input type="checkbox"/> Moderate Rehab/Substantial Rehab/Ad... | Select if the project includes moderate reha... | | |
| <input checked="" type="checkbox"/> New Construction | Select if the project includes new constructi... | | |

Remove Characteristics

To remove project characteristics:

- Go to the **Characteristics** tab on the project page.

| Details | Chatter | Characteristics | Checklists | Documents | Project Access Requests | Estimated Scores |
|---|---------|------------------------|------------|-----------|-------------------------|------------------|
| Portal Guidance | | | | | | |
| • Add a Characteristic: Select the appropriate characteristics by clicking the checkboxes in the 'Available Characteristics' list. Characteristics are grouped. To add all | | | | | | |

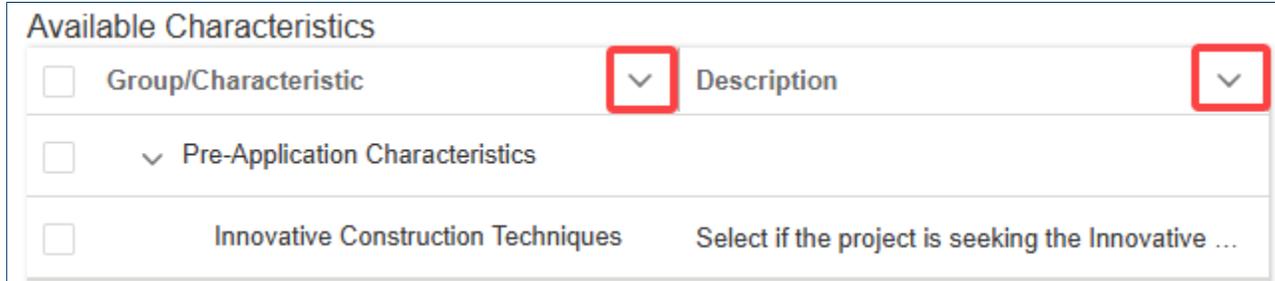
- Select the appropriate characteristics by selecting the checkboxes in the **Selected Characteristics** list.
 - Characteristics are grouped. To remove all characteristics within a group, select the checkbox next to the group header.
- Click the Remove button to remove the characteristics from the **Selected Characteristics** list. This will update your customized checklists.

| Available Characteristics | | Selected Characteristics | |
|---|--|--|--|
| <input type="checkbox"/> Group/Characteristic | Description | <input type="checkbox"/> Group/Characteristic | Description |
| <input type="checkbox"/> Pre-Application Characteristics | | | |
| <input type="checkbox"/> Innovative Construction Techniques | Select if the project is seeking the Innovative ... | | |
| <input type="checkbox"/> Section 811 Project-based Rental As... | Select if requesting Section 811 Project-based... | | |
| <input type="checkbox"/> Proposal Type | | | |
| <input type="checkbox"/> 9% Housing Tax Credits Only | Select if the financial structure includes 9% H... | <input type="checkbox"/> 9% Housing Tax Credits and Deferred | Select if the financial structure includes 9% Hou... |
| <input type="checkbox"/> Deferred with 4% Housing Tax Credits | Select if the financial structure includes a defe... | <input type="checkbox"/> Deferred Only | Select if the financial structure includes a deferr... |
| <input type="checkbox"/> Construction Type | | <input type="checkbox"/> Dual Application | A dual application is an application submitted wi... |
| <input type="checkbox"/> Moderate Rehab/Substantial Rehab/... | Select if the project includes moderate rehabili... | <input type="checkbox"/> Construction Type | |
| <input type="checkbox"/> Population Served | | <input type="checkbox"/> New Construction | Select if the project includes new construction. |
| <input type="checkbox"/> Senior Housing | Refer to the Housing Infrastructure program g... | <input type="checkbox"/> Population Served | |
| <input type="checkbox"/> Activities | | <input type="checkbox"/> Partially Supportive Housing | Select if fewer than 50% of the total units will se... |
| | | <input checked="" type="checkbox"/> Primarily Supportive Housing | Select if 50% or more of the total units will serve... |
| | | <input type="checkbox"/> Other Funding Requests | |
| | | <input checked="" type="checkbox"/> Met Council's LHIA Funds | Met Council has available \$2.5 million in LHIA fo... |

Expand Characteristic Name or Description

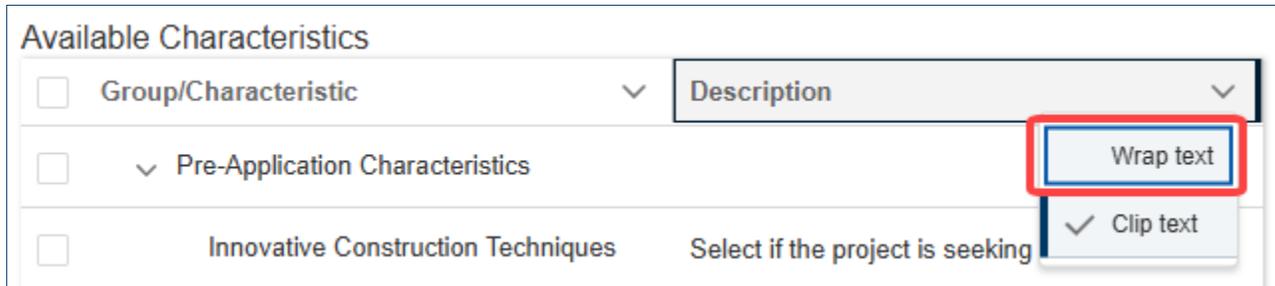
To expand the name of a characteristic or description:

- Click on the dropdown arrow next to the **Group/Characteristic** header or the **Description** header.



The screenshot shows a table titled "Available Characteristics". The table has three rows. The first row has a checkbox, the text "Group/Characteristic", a dropdown arrow, the text "Description", and another dropdown arrow. The second row has a checkbox, a dropdown arrow, and the text "Pre-Application Characteristics". The third row has a checkbox, the text "Innovative Construction Techniques", and the text "Select if the project is seeking the Innovative ...". Red boxes highlight the dropdown arrows in the first row.

- Select Wrap Text to expand the characteristic description or name.



The screenshot shows the same table as above. The "Description" dropdown menu is open, showing two options: "Wrap text" and "Clip text". The "Wrap text" option is selected and highlighted with a red box. The "Clip text" option is also visible below it.

Contact

Questions can be directed to mhfa.app@state.mn.us.