



# **Greater Minnesota Housing Infrastructure Grant Program Request for Proposals (RFP)**

## **Application Instructions**

Estimated Grant Performance Period: Late 2025 – Late 2028

**Application Deadline: Thursday, June 12, 2025, 5 p.m. Central time**

---

**Table of Contents** *(Hover over section title and CTRL + CLICK to navigate directly to each section.)*

Overview .....	3
How to Apply .....	3
Application Content Reference Document .....	3
Available Funding .....	3
Matching Resources Required.....	4
Resolution(s) Regarding Nonstate Matching Resources Required .....	4
Infrastructure Projects Must be Fully Funded.....	4
Fund Expenditure Deadline .....	5
Eligible Applicants .....	5
Eligible Infrastructure Projects.....	5
General Eligibility.....	5
Examples of Potentially Eligible Projects.....	5
Examples of Potentially Ineligible Projects .....	6
Qualifying Housing Developments .....	7
Additional Program Expectations and Requirements.....	7
Disbursements.....	7
Project and Contract Completion.....	8
There Must be No Net Loss of Housing Units .....	8
Program Guide.....	8
Sale or Transfer of Property Financed by State General Obligation Bond Proceeds.....	8
Declaration on Property and Other State General Obligation Bond Requirements.....	8
Equity.....	9
Review Criteria .....	9
Threshold Criteria .....	9
Competitive Criteria .....	10

Final Scores and Funding Recommendations.....	11
Pre-Award Risk Assessment .....	12
Application Timeline.....	13
Application Checklist .....	14
Submission Instructions .....	15
Upload Instructions .....	15
Due Diligence Requirements.....	16
Contractual Requirements .....	18
Definitions .....	19
Questions .....	23

## Overview

Minnesota Housing is now accepting applications for the Greater Minnesota Housing Infrastructure Grant Program (the “Program”).

This Program is established under Minnesota Statutes, sections [462A.395](#) and [462A.05, subdivision 45](#), which authorize Minnesota Housing to award grants to eligible counties, cities and Tribal Nations to provide up to 50% of the capital costs of physical public infrastructure necessary for eligible Workforce Housing development projects. The Minnesota Legislature authorized and appropriated funds for this Program in 2023 as a one-time appropriation.

Definitions of terms capitalized in the [Application in Cvent](#), the [Application Content reference document](#) and these Application Instructions can be found in the [Definitions](#) section. Additional information about the Program can be found in the [Program Guide](#) available on Minnesota Housing’s [Local Government Housing Programs](#) webpage.

## How to Apply

Complete the [Application in Cvent](#) and upload all other [Application Checklist](#) items according to the [Upload Instructions](#) below before the Application deadline of **Thursday, June 12, 2025, 5 p.m. Central time.**

## Application Content Reference Document

An [Application Content reference document](#) is available on the [Local Government Housing Programs](#) webpage. Applicants may refer to this document to assist them in completing their Applications in Cvent.

## Available Funding

**Up to \$7.75 million** in one-time grant funding is available through this RFP. This funding is comprised of both general fund appropriation proceeds (or simply, “appropriations”) and General Obligation Bond proceeds. Minnesota Housing may award individual Grantees General Obligation Bond proceeds, appropriations, or a combination of both. (Projects on tribal lands, however, are not eligible to receive General Obligation Bond proceeds.)

The following limits apply to individual Grant awards:

- Grants must not exceed 50% of Capital Costs of Eligible Infrastructure Projects.
- No Grantee may receive more than:
  - \$40,000 per lot for Single-Family (one-to-four-unit) Affordable Housing or Workforce Housing;

- \$60,000 per lot for Affordable Housing or Workforce Housing that is Manufactured Housing; or
- \$180,000 per lot for Multifamily Housing with more than four units per building.
- No Grantee may receive an award or awards greater than \$500,000. Awards made for Manufactured Housing lots are not, however, counted toward this \$500,000 limit.

These are maximums; funding amounts will be determined by Minnesota Housing and are contingent on the amount of funding available to Minnesota Housing and requested across all applications.

Minnesota Housing will review each application according to the [Review Criteria](#) described in these Application Instructions. All applications that pass threshold may be eligible for, but are not guaranteed, funding.

### **Matching Resources Required**

At least 50% of Capital Costs must be covered by sources other than Grant Proceeds. These matching resources must include at least some nonstate resources and must be either committed or spent prior to the application made under this RFP. Nonstate resources may include the value of in-kind contributions to the Eligible Infrastructure Project or Qualifying Housing Development, including but not limited to donated land within the Eligible Infrastructure Project area, Housing Development Area or both. Nonstate matching resources for projects funded in whole or in part by state General Obligation Bond proceeds must comply with [Minn. Stat. 16A.502](#).

Matching resources and requested Grant Proceeds combined must be equal to or greater than 100% of the Capital Costs of the Eligible Infrastructure Project.

### **Resolution(s) Regarding Nonstate Matching Resources Required**

Applications must include a resolution or resolutions of the Applicant's governing body (for example, its county board, city council or Tribal governing body) certifying that the required nonstate portion of matching resources is available.

Minnesota Housing may require additional documentation of matching resources, whether to ensure compliance with state General Obligation Bond requirements or for any other purpose.

### **Infrastructure Projects Must be Fully Funded**

Grant Proceeds and matching resources combined must meet or exceed the total Capital Costs of the Eligible Infrastructure Project.

## Fund Expenditure Deadline

Grant Proceeds must be spent within three years of a fully executed Grant Contract Agreement, with potential for extension by amendment for up to an additional two years if approved by Minnesota Housing. Note that those projects awarded General Obligation Bond proceeds will be expected to enter into a General Obligation Grant Agreement with additional terms.

## Eligible Applicants

Only the following are eligible to apply:

- Any federally recognized Tribal Nation in Minnesota or its associated Tribally Designated Housing Entity;
- The cities of Northfield, Cannon Falls, Hanover, Rockford and New Prague; or
- Cities and counties located in Minnesota and **not within** the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties).

## Eligible Infrastructure Projects

### General Eligibility

Grant Proceeds must be used for Capital Costs of physical, Publicly Owned Infrastructure Projects that are both:

- Necessary to support one or more Qualifying Housing Developments; and,
- Approved in writing by Minnesota Housing.

Eligible Infrastructure Projects may include but are not limited to sewers, water supply systems, utility extensions, streets, wastewater treatment systems, stormwater management systems, and facilities for pretreatment of wastewater to remove phosphorus.

### Examples of Potentially Eligible Projects

Minnesota Housing will determine whether a proposed infrastructure project meets Program requirements, including the General Eligibility requirements above. To aid potential Applicants, it offers these examples of potentially eligible projects. This list is neither definitive nor exhaustive.

If necessary to support one or more Qualifying Housing Developments:

- Construction, restoration and improvement of public roadways, bike lanes, sidewalks and trails, including but not limited to the surface, right-of-way, lighting, curb-and-gutter and drainage infrastructure.
- Construction, restoration and improvement of Publicly Owned drinking water, stormwater, greywater and wastewater management infrastructure.
- Construction, restoration and improvement of Publicly Owned electrical, solar photovoltaic energy storage, passive heating/cooling, geothermal and steam generating and transmitting infrastructure.
- Capital improvement of (a) Publicly Owned Housing Development Area(s) for housing development or (an) Eligible Infrastructure Project area(s) for infrastructure development, or both, including but not limited to land acquisition, clearance, geotechnical and environmental testing, subdivision platting, site preparation, demolition or other removal of structures, relocation, conversion of non-residential structures and environmental remediation.
- Other Publicly Owned physical infrastructure necessary to support one or more Qualifying Housing Developments and approved by Minnesota Housing in writing.

### **Examples of Potentially Ineligible Projects**

Minnesota Housing will determine whether a proposed infrastructure project meets Program requirements. To aid potential Applicants, it offers these examples of potentially ineligible projects. This list is neither definitive nor exhaustive.

- For state General Obligation Bond-funded projects, any improvement that is not of a capital nature or does not add value or life to Publicly Owned land or Publicly Owned building(s);
- New construction of housing;
- Housing rehabilitation;
- Private infrastructure such as private well and septic systems, privately-owned parking facilities and private connections to public utilities;
- Operations or maintenance of housing or public infrastructure, and other expenditures of a recurring nature;
- Projects not within or adjacent to a Qualifying Housing Development Area or necessary to support a Qualifying Housing Development Project; and,
- Other projects not specifically approved by Minnesota Housing.

## Qualifying Housing Developments

Funds must be used for Capital Costs of Eligible, Publicly Owned Infrastructure Projects that are necessary to support one or more Qualifying Housing Developments and approved in writing by Minnesota Housing. Qualifying Housing Developments:

- May be residential or mixed-use;
- May be manufactured or site-built, or a combination of both;
- Must be intended in whole or in part for occupancy by owners, renters or both;
- Must contain Affordable Housing, Workforce Housing, or both, thus demonstrating they will provide adequate housing stock for the current or future workforce;
- May contain a mix of Affordable, Workforce and Market-Rate Housing; and,
- Must result in substantial public and private capital investment in the county or city in which the project would be located.<sup>1</sup>

Qualifying Housing Developments may be in any stage of planning, pre-development or development.

In the case of a Qualifying Housing Development where construction or rehabilitation is complete and units are occupied at the time of application, the Grantee must demonstrate to Minnesota Housing that sites available for development will be increased. The increase can be demonstrated through planned infill development, rezoning and/or modification to zoning, land use and building restrictions promoting higher density, lower per-unit development costs, greater affordability and a fuller range of housing options than previously allowed. A fuller range of housing options may include duplexes, triplexes, fourplexes, apartments, condominiums, townhomes, accessory dwelling units, cluster homes and cottage homes.

## Additional Program Expectations and Requirements

### Disbursements

Payments will be made on a reimbursement basis unless otherwise specified in the Grant Contract Agreement.

---

<sup>1</sup> Substantiality is measured and scored in part on a sliding scale according to the number of units in the Qualifying Housing Development relative to local population. This is more fully described in the “Scale of Investment” [Competitive Criterion](#) section of these RFP Instructions.



## **Project and Contract Completion**

Although Minnesota Housing may not award funds unless it has determined that the Eligible Infrastructure Project is fully funded for completion, actual completion of the Eligible Infrastructure Project is not required during the term of the Grant Contract Agreement unless:

- The Eligible Infrastructure Project is funded in whole or in part by state General Obligation Bond proceeds, or
- Otherwise stated in the Grant Contract Agreement.

**In all cases, Program funds must be spent during the term of the Grant Contract Agreement to support physical progress on the Eligible Infrastructure Project.**

Qualifying Housing Development completion is not required unless otherwise stated in the Grant Contract Agreement.

## **There Must be No Net Loss of Housing Units**

Qualifying Housing Developments must not result in a net loss of housing units within the Housing Development Area and Eligible Infrastructure Project area combined. If, for example, a housing unit is demolished in the Eligible Infrastructure Project area, at least one housing unit must be built in the Housing Development Area.

## **Program Guide**

Please review the [Program Guide](#) on Minnesota Housing's [Local Government Housing Programs webpage](#) for additional requirements.

## **Sale or Transfer of Property Financed by State General Obligation Bond Proceeds**

Property acquired or improved in whole or in part by state General Obligation Bond proceeds must not be sold or transferred without prior approval by Minnesota Management and Budget (MMB). This approval may be based on the following and other conditions:

- The property is no longer usable or needed to carry out the governmental program for which it was acquired or constructed;
- The sale is made as authorized by law; and
- The sale is made at fair market value.

Approval by Minnesota Housing may also be required.

## **Declaration on Property and Other State General Obligation Bond Requirements**

Grantees may need to record a declaration against real estate that is purchased or improved with state General Obligation Bond proceeds. For more information on this and other General

Obligation Bond requirements, please refer to [Minnesota Management and Budget's Capital Projects webpage](#).

## Equity

Minnesota thrives because of its diversity of race, ethnicity, sexual orientation, gender identity, (dis)abilities, ages, families and geographies. Discrimination and lack of access to resources and other barriers have led to disparities that inhibit Minnesotans from achieving their fullest potential. Minnesota Housing centers communities most impacted by housing instability and disparities in its work to advance equity. This is a core value in all of Minnesota Housing's actions, including resources administered through this RFP. This RFP is designed to prioritize projects that center on communities most impacted.

It is the policy of Minnesota Housing to affirmatively further fair housing in all its programs so that individuals of similar income levels have equal access to Minnesota Housing programs, regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, familial status, gender identity or sexual orientation.

## Review Criteria

This is a competitive process. Applications will be reviewed and scored by a review committee of Minnesota Housing staff and potentially other state agency staff, content experts, and community members with topic/regional knowledge. Recommendations will be presented to Minnesota Housing's board for approval. Decisions of Minnesota Housing's board are final and not subject to appeal.

## Threshold Criteria

Threshold criteria are the **basic requirements an application must meet to be considered for funding**. The threshold criteria for this RFP are:

- The Applicant must be eligible. (See the [Eligible Applicants section](#) of these Application Instructions.)
- The application must include all required [Application Checklist](#) items, including a resolution certifying availability of matching resources.
- The application must be properly completed and submitted:
  - Via the specified method (refer to the [Submission Instructions](#) section of this document); and,
  - By the Application deadline of Thursday, June 12, 2025 at 5 p.m. Central time.

- Matching resources must include nonstate resources and must be either committed or spent prior to the Applicant’s application made under this RFP.
- There must be no net loss of housing units.
- The Eligible Infrastructure Project must be necessary to support a Qualifying Housing Development that will increase sites available for housing development and provide adequate housing stock for the current or future workforce and not result in net loss of housing units.
- The increase in Workforce Housing will result in substantial public and private capital investment in the county or city in which the project would be located. (Please see the note in “[General Eligibility](#)” of “[Eligible Infrastructure Projects](#),” above, regarding substantial capital investment.)

### Competitive Criteria

Minnesota Housing will review all applications that meet Threshold Criteria according to the **competitive application criteria**, also referred to as application scoring criteria, summarized in Table 1, below.

**Table 1: Summary of Competitive Scoring Criteria**

Category	Criteria	Maximum Score
Project Readiness	Infrastructure project readiness (15 points) Qualifying housing development readiness (10 points)	<b>25 Points</b>
Scale of Investment	The increase in Workforce Housing will result in substantial public and private capital investment in the county or city in which the project would be located, measured relative to population. (15 points) <a href="#">Rural/Tribal Communities</a> . The smallest and most rural communities are less likely to have benefitted from recent public and private capital investment in housing. (25 points)	<b>40 Points</b>
Community Need	Number of cost-burdened households as a share of all households (5 points)	<b>15 Points</b>

	<a href="#">Workforce Housing Communities</a> . These communities demonstrate a greater need for housing stock for the current or future workforce, as measured by rates of economic growth or share of the workforce commuting long distances. (10 points)	
Community Impact	The increase in Workforce Housing will result in substantial public and private capital investment in the county or city in which the project would be located, as measured by its impact on identified communities and Communities Most Impacted by Housing Instability (10 points). (Tribal Nations automatically receive maximum points for this criterion.)	<b>10 Points</b>
Collaboration and Local Actions to Support Housing	Collaboration with public and private sector stakeholders (5 points)  Local policy actions to encourage Affordable Housing, Workforce Housing and Market-Rate Housing (5 points)	<b>10 Points</b>
	<b>Total:</b>	<b>100 Points</b>

**Final Scores and Funding Recommendations**

After the grant review committee has met and scores have been finalized, Minnesota Housing staff may incorporate the scores into final funding recommendations that may also be based on geographic distribution and Applicants’ history as state grantees and capacity to perform the work. Funding recommendations will also incorporate the results of the Pre-Award Risk Assessment (noted below). Final funding amounts will depend on the amount requested, the number of Applicants and the funding amount available.

All funding decisions are at Minnesota Housing’s sole discretion and are not subject to appeal. Additionally, Minnesota Housing reserves the right to request proposal revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Grant Contract Agreement(s) is/are executed.

## Pre-Award Risk Assessment

Per [Minn. Stat. 16B.981](#), Minnesota Housing is required to conduct a pre-award risk assessment of each potential grantee before awarding the potential grantee \$50,000 or more. The information submitted by potential grantees will be used to assess the risk that a potential grantee cannot or would not perform the required duties of the grant. Minnesota Housing will review the potential grantee's past performance, organizational capabilities and capacity, and Principals (see definition of "Principal" below).

Minnesota Housing will determine whether:

- The potential grantee would likely be able to perform the duties of the grant without additional conditions;
- The potential grantee would likely be able to perform the duties of the grant with additional technical assistance or conditions placed on the potential grantee; or,
- There is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant.

The Pre-Award Risk Assessment will include the following components:

1. The Pre-Award Risk Assessment Form with questions to be completed as part of the application (see the [Application Checklist](#)).
2. Certification of no convictions of felony financial crimes by all Principals, along with a list of all Principals. ("Principal" means a public official, board member, or staff (paid or volunteer) with authority to access funds or determine how funds are used.)

To complete this assessment, Minnesota Housing may request additional information which the potential grantee must provide. Minnesota Housing will notify a potential grantee if it is unable to satisfy its concerns by working with the potential grantee. This notification will include information on the decision and options to request reconsideration of the decision.

The submission of inaccurate or misleading information may be grounds for disqualification from a grant award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to Minnesota Housing, by law.

The results of this Pre-Award Risk Assessment will not impact scoring of an organization's competitive application for grant funds.

Note: Tribal governments are not subject to the Pre-Award Risk Assessment. Tribal-affiliated organizations with a nonprofit or for-profit business designation with the Minnesota Secretary of State are subject to the requirements.

## Application Timeline

Table 2: Application Timeline

Date	Activity
Monday, April 7, 2025	RFP posted via the <a href="#">Local Government Housing Programs page</a> on Minnesota Housing website, Local Government Housing Programs <a href="#">eNews</a> and the <a href="#">State Register</a>
Tuesday, April 22, 2025, 10:30 a.m.-noon Central time	Minnesota Housing holds the first of two virtual RFP Application Information and Technical Assistance Sessions.  <a href="#">Register here.</a>
Wednesday, April 30, 2025, 2-3:30 p.m. Central time	Minnesota Housing holds the second of two virtual RFP Application Information and Technical Assistance Sessions.  <a href="#">Register here.</a>
<b>Friday, May 16, 2025 5 p.m. Central time</b>	<b>Final call for questions.</b> Submit questions by 5 p.m. Central time to <a href="mailto:infrastructuregrants.mhfa@state.mn.us">infrastructuregrants.mhfa@state.mn.us</a> .
On or around Friday, May 30, 2025	Minnesota Housing posts final FAQ document in response to RFP questions received on its <a href="#">Local Government Housing Programs webpage</a> .
<b>Thursday, June 12, 2025 5 p.m. Central time</b>	<b>Applications due</b> by 5 p.m. Central time (refer to the Submission Instructions below)
Late Summer – Fall 2025	Minnesota Housing staff recommends selected Applicants and grant funding amounts to Minnesota Housing’s board of directors.
Fall 2025	Minnesota Housing notifies all Applicants of selection decisions; Minnesota Housing and awardees complete <a href="#">Due Diligence Requirements</a> .
Late 2025 – Early 2026	Minnesota Housing and awardees execute Grant Contract Agreements; Grant Contract Agreement terms begin.

Date	Activity
Late 2028 – Early 2029	All Grant Proceeds are disbursed and general fund appropriation Grant Contract Agreement terms end.
Date beyond 125% of the infrastructure’s useful life	General Obligation Bond proceeds Grant Contract Agreement terms end.

**NOTE:** All dates and times are subject to change at the sole discretion of Minnesota Housing.

Minnesota Housing will hold two RFP Information and Technical Assistance Sessions:

- **Tuesday, April 22, 2025, 10:30 a.m.-noon Central time**, via Microsoft Teams webinar. [Register here.](#)
- **Wednesday, April 30, 2025, 2-3:30 p.m. Central time**, via Microsoft Teams webinar. [Register here.](#)

Each information session will provide an overview of RFP content and allow time for questions.

All questions must be submitted on or before **Friday, May 16, 2025 at 5 p.m. Central time.** Minnesota Housing will post a final Frequently Asked Questions (FAQ) document addressing questions from the RFP Information and Technical Assistance Sessions, along with other questions, **on or around Friday, May 30, 2025.** Answers provided in the final FAQ take precedence over any conflicting guidance provided during the RFP Information and Technical Assistance Sessions.

For updates about this RFP, [sign up to receive Local Government Housing Programs eNews.](#)

## Application Checklist

Applicants must use the required Cvent application forms and include all required information and documentation.

All the following checklist items must be completed properly and submitted in order for an application to meet the threshold criteria and be considered for funding:

1.  [Application](#) in Cvent
2.  Resolution(s) Regarding Matching Resources (see [instructions](#) above and Upload Instructions below)
3.  [Application Signature Page](#) (see Upload Instructions below)
4.  [Pre-Award Risk Assessment Form](#), including a list of Principals (see [instructions](#) above and Upload Instructions below)

Please use the following file-naming convention when submitting documents: Applicant name\_Name of Document. Example: "Oakleaf County\_Greater MN Infrastructure Matching Resources Resolution.xls"

Where signatures are required, Minnesota Housing accepts wet, digital and electronic.

**NOTE:** Applications that do not contain all required components (completed and submitted properly) are incomplete and will not be eligible for further review or scoring. Minnesota Housing is unable to provide notice of incomplete applications prior to the application deadline.

If you have questions about any of the above Application Checklist items, contact the [designated point of contact](#) found at the end of this document. Allow enough time for staff to respond and help resolve issues so that a complete application can be submitted prior to the application submission deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

## Submission Instructions

### To Apply:

Complete the [Application in Cvent](#) and upload all other [Application Checklist](#) items according to the Upload Instructions below before the Application deadline of **Thursday, June 12, 2025, 5 p.m. Central time.**

**NOTE:** Cvent saves information that is entered but not submitted. However, the webpage does time out after 20 minutes; information entered after the website has timed out will not be saved. You may want to draft your answers on a separate document and copy and paste into the website so you do not lose your work.

### Upload Instructions

#### Primary Method: Cvent



- **Recommended for most documents** except large files and sensitive information.
- Follow the instructions in the [Application in Cvent](#).

### Alternate Method: LeapFILE Secure Upload

- Recommended for large files and sensitive information.
- Access the [Partner Login](#) page on the Minnesota Housing website and select the [Secure Upload Tool](#) at the bottom of the page
- Select “Secure Upload” and enter [infrastructuregrants.mhfa@state.mn.us](mailto:infrastructuregrants.mhfa@state.mn.us) as the recipient
- Follow the prompts to upload the Pre-Award Risk Assessment Form and Application Signature Page
- For more detailed directions, please read the [Secure Upload Tool Instructions document](#)

**NOTE:** Submitted applications are final; late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. Applicants are responsible for all costs incurred applying for this RFP. Award decisions are final and not subject to appeal.

Per the [Minnesota Government Data Practices Act](#), responses submitted by an applicant are private or nonpublic until the responses are opened. Once the responses are opened, the name and address of the applicant and the amount requested is public. All other data in a response is private or nonpublic data until completion of the evaluation process, which for the purposes of this grant is when all grant agreements have been fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in [Section 13.37 of the Minnesota Governmental Data Practices Act](#). A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

### Due Diligence Requirements

Due Diligence refers to the documents that organizations must submit or actions that must be completed prior to contracting with Minnesota Housing. **If an applicant is selected for funding**, Minnesota Housing or, in the case of awards of General Obligation Bond proceeds, MMB, or both, may require the following due diligence items be submitted by a specified date:

- **Tribal Council, County Board or City Council Resolution:** A signed original, or signed and certified copy, that designates authorized signatories and authority to enter into a contract.
- **Certificate of Workers’ Compensation Insurance** as specified in the Grant Contract Agreement.
- [W-9](#) and [SWIFT vendor number](#) for a new potential grantee that has been selected, or if the current information on file with Minnesota Housing needs to be updated.

- **Final, approved Work Plan:** The selected potential grantee will be required to complete and submit a work plan on a template provided and subject to approval by Minnesota Housing. The purpose of the work plan is to describe changes since application submittal and as a result of the final award amount and requirements.
- **Final, approved Budget:** A final Budget, subject to approval by Minnesota Housing, reflecting the awarded amount and any allocation or amount changes to Grantee.
- **Additional information required for compliance with state prevailing wage requirements.** Please refer to the [Program Guide](#), including the Legal Addendum, for more information.
- **Additional information required for compliance with state General Obligation Bond requirements,** which may include but is not limited to:
  - Department of Administration predesign review;
  - Legislative design review;
  - Matching resources;
  - Public Ownership;
  - Additional documentation of the scope and nature of planned improvements;
  - Sustainable building guidelines, known as the [“B3 Guidelines”](#);
  - Energy conservation standards;
  - Capacity of the operator(s) or lessee(s) of the Publicly Owned infrastructure, potentially including the Grantee and any nonprofit operator;
  - Minnesota Department of Human Rights affirmative action plan and equal pay requirements; and,
  - Other information as deemed necessary by Minnesota Housing and/or MMB. Please refer to [MMB’s capital projects webpage](#) for more information.

Minnesota Housing will initiate execution of the Grant Contract Agreement once it receives and approves all due diligence documents. The Grant Contract Agreement must be fully executed, which includes both the Grantee’s and Minnesota Housing’s signatures, before costs can be incurred and reimbursed or grant funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Grant Contract Agreement.

## Contractual Requirements

Grantees awarded funding must:

- Complete, execute and comply with their Grant Contract Agreement with Minnesota Housing.
- Comply with the [Program Guide](#).
- Submit progress reports on the schedule and with the content reasonably requested by Minnesota Housing.
- Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended that document the use of all grant funds. Minnesota Housing may request to review the accounting and documentation of such records at site visits or at other times.
- Comply with monitoring and financial reconciliation reviews including site visits.
- Participate in evaluation and reporting required by Minnesota Housing.
- Have a conflict-of-interest policy and take necessary steps to prevent individual and organizational conflicts of interests. All suspected, disclosed or discovered conflicts of interests must be [reported to Minnesota Housing](#) in a timely manner.
- Comply with [Minn. Stat. 201.162](#) by providing voter registration services for their employees and for the public served by the Grantee.
- If awarded General Obligation Bond proceeds, comply with all MMB General Obligation Bond proceeds requirements. These may include but are not limited to:
  - Recording a declaration against real estate that is purchased or improved with state General Obligation Bond proceeds if and as required by MMB.
  - Satisfying MMB requirements regarding sale or transfer of property acquired or improved in whole or in part with state General Obligation Bond proceeds.

**NOTE:** This is not an exhaustive list. All contractual obligations will be outlined in the Grant Contract Agreement.

## Definitions

Term	Definition
Affordable Housing	<p>Housing restricted to individuals or households with incomes at or below:</p> <ul style="list-style-type: none"> <li>• 80% of state or area median income, whichever is greater, for rental housing, or</li> <li>• 115% of state or area median income, whichever is greater, for ownership housing.</li> </ul> <p>And regardless of income:</p> <ul style="list-style-type: none"> <li>• Housing for people experiencing homelessness or domestic violence or who are at risk of homelessness.</li> </ul>
Affordable to the Local Workforce	<p>Housing where the reasonably estimated monthly gross market rent (including any tenant-paid utility allowance) or payment of monthly principal, interest, property taxes, property insurance, homeowners association dues, manufactured home park lot rent and community land trust ground lease fee combined does not exceed 150% of the four-bedroom <a href="#">Affordable to Local Workforce Rent Limit</a> published by Minnesota Housing’s Multifamily Division applicable to the Housing Development Area.</p>
Applicant	<p>The city, county, Tribal Nation or Tribally Designated Housing Entity identified as the Applicant in the application for funds described in these Application Instructions.</p>
Application Instructions	<p>These Greater Minnesota Housing Infrastructure Grant Program Request for Proposals (RFP) Application Instructions.</p>
B3 Guidelines	<p>A set of performance requirements for projects receiving General Obligation Bond funding. These are one aspect of the State of Minnesota’s “Buildings Benchmarks and Beyond,” or “B3,” program administered by the Minnesota Department of Administration. More information can be found at <a href="http://b3mn.org/guidelines">b3mn.org/guidelines</a>.</p>

Term	Definition
Capital Costs	Costs to acquire public infrastructure or costs to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to public infrastructure that materially increases its value or useful life. These costs are included in, or could be included in, a public entity’s capital budget or capital improvement plan, and comply with <a href="#">Minn. Stat. 462A.395</a> .
Cvent	Web-based software used by Minnesota Housing to collect Applicant responses to the application, as described in these Application Instructions.
Communities Most Impacted by Housing Instability	The people more likely to be impacted by housing instability, including: Lowest Income, People of Color, Indigenous Individuals, LGBTQ+, People Experiencing Homelessness, People with Disabilities, Immigrants, Large Families, Seniors, Children and people facing barriers and/or limited choices due to: poor credit, limited savings, criminal history, prior evictions, transitioning out of foster care, prison, and other systems.
Eligible Infrastructure Project	A public infrastructure project that meets the requirements of the <a href="#">Program Guide</a> , including Section 2.02, and <a href="#">Minn. Stat. 462A.395</a> .
eNews	Email updates from Minnesota Housing’s Local Government Housing Programs team to subscribers of the Local Government Housing Programs topic. To subscribe to eNews, including the Local Government Housing Programs topic, or to modify subscriber preferences, visit <a href="#">Minnesota Housing’s website</a> .
General Obligation Bond	A State of Minnesota general obligation bond authorized by the Minnesota legislature generally for capital projects and specifically for projects to be funded under the Program.
Grant Contract Agreement	The agreement or agreements executed between the Minnesota Housing Finance Agency and the Grantee for the Greater Minnesota Housing Infrastructure Grant Program.

Term	Definition
Grantee	An organization awarded funding under the Greater Minnesota Housing Infrastructure Grant Program.
Grant Proceeds	Grant funds awarded under the terms of the Grant Contract Agreement.
Housing Development Area	The area within which one or more Qualifying Housing Developments is or are located or to be located.
LeapFILE	The software service powering Minnesota Housing’s <a href="#">Secure File Exchange</a> , recommended for applicants wishing to submit large files and sensitive information to Minnesota Housing.
Manufactured Housing	Housing that is constructed entirely or primarily offsite, such as <a href="#">HUD Code</a> manufactured homes, and homes that are primarily manufactured offsite and assembled onsite, including precut, panelized and modular housing.
Market-Rate Housing	Housing that is neither Affordable Housing nor Workforce Housing.
MMB	<a href="#">Minnesota Management and Budget</a> , particularly in its capacity related to General Obligation Bonds and <a href="#">requirements for capital projects</a> .
Multifamily Housing	Housing containing more than four units per building.
Primary Contact	The person or persons identified by the Pre-Applicant and Applicant to field questions on their behalf from Minnesota Housing, and authorized to receive emails from Minnesota Housing, including eNews.
Principal	A public official, board member, or staff (paid or volunteer) with authority to access funds or determine how funds are used.
Program	The Greater Minnesota Housing Infrastructure Grant Program.

Term	Definition
Program Guide	The Greater Minnesota Housing Infrastructure Grant <a href="#">Program Guide</a> available on <a href="#">Minnesota Housing’s website</a> , of which Minnesota Housing reserves the right to alter any provision.
Publicly Owned	<ol style="list-style-type: none"> <li data-bbox="581 485 1338 558">1. For projects funded by state General Obligation Bond proceeds:  Wholly owned by a Grantee that is a city or county for the duration of the project and for the useful life of the infrastructure; and,</li> <li data-bbox="581 737 1414 1178">2. For projects funded by general fund appropriations:  Wholly or majority-owned by a public entity or public entities, or privately owned but where whole or majority ownership will be transferred to a public entity or public entities once certain conditions are met, such as completion of construction. In the case of a Grantee that is a Tribal Nation or a Tribally Designated Housing Entity, this also includes land and other property owned by a Tribal Nation or Tribally Designated Housing Entity and land held in trust by the federal government for a Tribal Nation, even if leased to a third party.</li> </ol>
Qualifying Housing Development	A housing development project that meets the requirements of the Program Guide and <a href="#">Minn. Stat. 462A.395</a> .
RFP Instructions	These Greater Minnesota Housing Infrastructure Grant Program Request for Proposals (RFP) Application Instructions.
Single-Family Housing	Housing containing one to four dwelling units that is not Manufactured Housing.
Site-Built Housing	Housing that is not Manufactured Housing.
State Register	The <a href="#">Minnesota State Register</a> , the official publication of the State of Minnesota’s Executive Branch of government, published

Term	Definition
	weekly to fulfill the legislative mandate set forth in <a href="#">Minnesota Statutes, chapter 14</a> , and <a href="#">Minnesota Rules, chapter 1400</a> .
Tribal Nation	A federally recognized Indian Tribe in Minnesota, or, an entity thereof that meets the requirements defined by <a href="#">United States Code, title 25, section 4103(22)</a> .
Tribally Designated Housing Entity	An entity of a Tribal Nation that meets the requirements defined by <a href="#">United States Code, title 25, section 4103(22)</a> .
Workforce Housing	Housing that is or is reasonably expected to be Affordable to the local workforce. This includes additional units anticipated from zoning and land use modifications undertaken as part of a Qualifying Housing Development.
Work Plan and Budget	The grant Work Plan and Budget first described by the Applicant in its application for funds and later formalized by the Grantee and Minnesota Housing in the Grant Contract Agreement.

## Questions

Please direct questions to the Program’s dedicated email address: [infrastructuregrants.mhfa@state.mn.us](mailto:infrastructuregrants.mhfa@state.mn.us).

All questions and answers will be posted to Minnesota Housing’s [Local Government Housing Programs website](#).

For updates about this RFP, [sign up to receive Local Government Housing Programs eNews](#).