



Housing Trust Fund Operating Subsidy Program

Request for Proposals Application Instructions

Application Deadline: Noon Central Time on Tuesday, November 10, 2026



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This information will be made available in alternative format upon request.

Contents

Overview 1

 Available Funding 1

Eligibility..... 2

 Eligible Applicants 2

 Eligible Uses 2

Program Expectations 3

Equity 4

Application Review 4

 Threshold Criteria 5

 Competitive Criteria 5

 Funding Decisions..... 6

 Pre-Award Risk Assessment 7

Application Timeline 9

Application Checklist..... 10

Submission Instructions 12

Post-Selection 13

 Due Diligence Requirements 13

 Contractual Requirements 13

Contact 15

Overview

Minnesota Housing is now accepting Housing Trust Fund (HTF) Operating Subsidy (OS) Program Request for Proposals (RFP) applications in accordance with [Minnesota Statute 462A.201](#). Awards are subject to all policies established by the [Minnesota Department of Administration Office of Grants Management](#).

The HTF OS Program provides operating support to maintain the economic viability of supportive housing developments funded by Minnesota Housing to serve people experiencing homelessness, particularly Long-Term Homeless (LTH) and High Priority Homeless (HPH) populations, and advances the goals of Minnesota Housing's [Strategic Plan](#) to support people needing services and create an inclusive and equitable housing system by:

- Creating and sustaining supportive housing
- Addressing systemic barriers that create housing inequities
- Supporting solutions that increase housing stability and access

HTF OS Program intended outcomes are aligned with Minnesota Housing's objectives and the goals of supportive housing to:

- Reduce systemic barriers to housing access for households experiencing homelessness through a Housing First model and inclusive tenant screening criterion
- Provide affordable housing with supportive services to assist households to maintain housing stability and not return to homelessness
- Sustain the financial stability of the operations and service coordination of supportive housing properties financed by Minnesota Housing

All supportive housing should be designed to address equitable housing access for populations that have been historically underserved and overrepresented in the homeless population.

Available Funding

Minnesota Housing anticipates awarding up to \$2.98 million in HTF OS Program funds. Available funding is contingent on the amount appropriated to Minnesota Housing by the Minnesota Legislature and the federal government and may increase or decrease.

HTF OS Program funds will be distributed to selected applicants over a two-year grant term based on the supportive housing property's fiscal operating year that falls within the period of July 1, 2027-December 31, 2029. Funding requests must be for the same eligible use(s) and cannot exceed amounts outlined in the applicant's current Grant Contract Agreement.

Eligibility

Eligible Applicants

Current Minnesota Housing HTF OS Program grantees, with grants expiring on or before December 31, 2027, are eligible to apply for funding. Applicants must be the ownership entity for the supportive housing property. Note that Minnesota Housing is not accepting new applicants.

Eligible Uses

HTF OS Program funds available through this RFP may be used for a supportive housing development's operating and maintenance expenses including:

- Revenue Shortfall: Costs to cover revenue shortfall caused by the difference between the cost of operating the housing development and rents paid by eligible tenants.
- Unique Costs: Costs that are unique to the operation of the supportive housing program and are critical to both the economic viability of the building and the welfare of the population to be served.

Eligible activities include:

- Tenant Service Coordination: A tenant service coordinator performs tasks associated with fostering housing stability and landlord related housing support that will assist residents in maintaining their housing.
- Front Desk and Security Staffing: Front desk and/or security staff may perform tasks associated with the safety and security of tenants and housing tenancy supports, such as notifying the supportive housing service provider when a tenant appears to need assistance or attention.

Program Expectations

The following program expectations apply to all grantees:

- Supportive housing units serve households experiencing homelessness, including a designated number of units to serve Long-term Homeless (LTH) or High Priority Homeless (HPH) populations (people experiencing homelessness who are assessed as needing permanent supportive housing by the local Coordinated Entry (CE) system).
- Households served meet income restrictions at the time of initial occupancy.
 - Participants must have gross annual household income at or below 60% Area Median Income (AMI) adjusted for household size.
- Supportive services are available and offered to all tenants to maintain housing stability and improve quality of life following best practices principles as described in Chapter 6 (Supportive Housing and Service Models) of Minnesota Housing's [Supportive Housing Information and Resources](#).
- Minnesota Housing's [Tenant Selection Plan Guidelines](#) are followed.
- Full occupancy of the property and/or the HTF OS assisted units is maintained.
- All available resources are pursued and used to cover the costs of operating the property and providing services to tenants.
- Outcome goals for tenants of the HTF OS assisted units (housing stability, increased income, health, education and employment, etc.) are set and tracked.
- Data is submitted to the Homeless Management Information System (HMIS) to measure property performance and tenant outcomes.
- Property owners and service providers complete the Supportive Housing Survey when it is sent to supportive housing providers.
- Property owners participate in state monitoring visits and financial reconciliation of grantee expenditures.
- Statutory and program requirements are met.

A site inspection may be required. Minnesota Housing staff will assess the existing condition of the building to determine whether the existing rental housing will meet inspection standards of decent, safe, and sanitary conditions. Refer to the [Program Guide](#) for a complete list of expectations.

Additional requirements may be called for and negotiated as a condition of the applicant's selection and will be included in the terms of the Grant Contract Agreement.

Grant funds are disbursed in advance for the property's next fiscal year. To request grant funds for the current fiscal year, the grantee must follow the draw request procedure as outlined in the [Program Guide](#).

Equity

Supportive housing is intended to assist households experiencing homelessness that face systemic barriers to accessing and retaining housing. These barriers may include race, ethnicity, disabilities, lack of financial resources, rental and criminal history, and other systemic issues. All supportive housing should be designed to address equitable housing access for populations that have been historically underserved and overrepresented in the homeless population.

Supportive housing providers are encouraged to adopt inclusive and flexible tenant screening criteria and practices to address equitable access when creating a Tenant Selection Plan. All existing supportive housing properties must follow the general considerations in Minnesota Housing's [Tenant Selection Plan Guidelines](#). Applicants who are selected for funding under this RFP must also follow the tenant screening criteria in the guidelines.

Applicants should demonstrate culturally appropriate practices to provide effective assistance. Culture may be defined as race, ethnicity, geographic location, history, values, and shared spaces that are influenced by a characteristic that develops meaning among people, allows people to be who they are, and empowers people to take pride in their lived experiences. Examples of shared cultures may include:

- Racial and ethnic communities, including Indigenous populations
- LGBTQIA+ communities
- People with disabilities
- Military personnel and veterans

Culturally appropriate practices may include:

- Offering culturally specific services for the population(s) served
- Hiring staff that share the same cultural identity or speak the common language of the population(s) served
- Providing culturally specific training to staff based on the population(s) served

Grantees are expected to track tenant data and evaluate the effectiveness of their practices and models to serve the intended population(s).

Application Review

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff. Recommendations will be presented to the Minnesota Housing board for approval. Minnesota Housing's award decisions are final and are not subject to appeal.

Threshold Criteria

Threshold criteria are the basic requirements an application must meet to be eligible for funding. Each of the following threshold criteria must be satisfied for an application to be considered:

- The applicant is an eligible applicant, as defined in the Eligible Applicants section.
- The application includes all required items.
- The application is properly completed and submitted by the application deadline via the specified submission method.

Review the Application Checklist and Submission Instructions sections below for further details.

All required application items must be provided either before or no later than the application deadline. *Any application that does not include all required items (threshold criteria) will not be eligible for funding consideration.*

Competitive Criteria

The goal of the HTF OS Program scoring methodology is to incentivize grantees to provide supportive housing that follows industry best practices, promotes equitable access for populations disparately impacted by homelessness and systemic barriers to housing, and efficiently and effectively uses all available resources to sustain the financial stability of the supportive housing property operations and services.

Only applications that satisfy the threshold criteria will be reviewed and scored using the competitive criteria. The following table outlines the competitive criteria and points available for each application category.

Table 1: Application Scoring Summary

Category	Criteria	Maximum Score
Program Design	The applicant follows industry best practices for supportive housing. The applicant has effective strategies for tenant engagement. The applicant offers all service sets outlined in Appendix D of Minnesota Housing's Supportive Housing Information and Resources . The applicant has policies and practices to address lease infractions with the goal of housing stability. The applicant sets outcomes goals, records actual outcomes and demonstrates positive results.	20 points
Equity	Tribal Nations will automatically receive full points under this criterion, recognizing and honoring sovereignty.	20 points

Category	Criteria	Maximum Score
	The applicant serves populations overrepresented in the homeless population and impacted by systemic housing access barriers. The applicant demonstrates culturally appropriate housing and services for the population(s) served. Supportive housing staff are reflective of characteristics of the population served or have employed efforts to address the unique needs of the population. The applicant follows Housing First principles and has inclusive screening criteria to serve the intended population(s).	
Past Performance	The applicant has maintained good occupancy levels and rent collection. The applicant has demonstrated: • Timely grant closing and submittals of draw requests, budgets, financial reports, supportive housing reports, and HMIS data that meets data quality standards. • Compliance with special conditions as outlined in the Grant Contract Agreement and amendments. • Responsive communication with Minnesota Housing. • Utilization of LTH or HPH units based on HMIS data.	20 points
Demonstrated Need and Budget	The applicant demonstrates a need for the operating subsidy funds (costs exceed revenues). The applicant demonstrates that all other potential funding and revenue sources for the proposed activities have been pursued and exhausted. The applicant demonstrates reasonable costs for the activities funded and cost containment efforts. The budget narrative clearly justifies the applicant's budget, including rational and calculations, and aligns with the data presented in the Budget Workbook.	40 points
Total		100 points

Funding Decisions

After the grant review committee has met and the scores have been finalized, Minnesota Housing staff will incorporate the scores into final funding recommendations that may also consider unique circumstances impacting supportive housing including tenant health and safety, staffing and housing operations and costs, rent collection and other revenues, and the risk of loss of the supportive housing units without HTF OS Program grant support. Final funding amounts will be dependent on the amount requested, number of applicants, amount of funding available to distribute, and application scores.

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 is executed.

Pre-Award Risk Assessment

Per [Minn. Stat. 16B.981](#), Minnesota Housing is required to conduct a pre-award risk assessment of potential grantees requesting grant awards of \$50,000 or more. The information submitted by potential grantees will be used to assess the risk that a potential grantee could not or would not perform the required duties of the grant. Minnesota Housing will review the potential grantee's past performance, tax returns, audits, suspension/debarment status, principals, and standing with the Minnesota Secretary of State.

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 could not or would not perform the required duties of the grant.

The pre-award risk assessment will include the following components:

- A Risk Assessment Form to be completed as part of the application
- Financial information as applicable to the applicant organization and detailed on the Risk Assessment Form
- Evidence of good standing with the Minnesota Secretary of State
- Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified.

To complete this assessment, Minnesota Housing may request additional information from the potential grantee. Minnesota Housing will notify the potential grantee if it is unable to satisfy its concerns that the potential grantee could not or would not perform the required duties of the grant. This notification will include information on the decision and options to contest 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 the pre-award risk assessment will not impact scoring of an organization's competitive application for grant funds.

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 pre-award risk assessment requirements.

Application Timeline

The application timeline is outlined in the table below. All dates and times are subject to change at Minnesota Housing's sole discretion.

Table 2: Application Timeline

Date	Activity
Monday, October 5, 2026	HTF OS Program RFP announced via Minnesota State Register and Minnesota Housing eNews and published to the Minnesota Housing website
Tuesday, October 13, 2026	Minnesota Housing holds an HTF OS RFP information session at 10 a.m. Central time
Tuesday, October 27, 2026	Final questions due by noon Central time
Tuesday, November 3, 2026	Final FAQs posted to the Minnesota Housing website
Tuesday, November 10, 2026	Applications due by noon Central time
Thursday, March 25, 2027	Minnesota Housing staff recommends selections to Minnesota Housing's board
Friday, March 26, 2027	All applicants notified of selection decisions
Thursday, April 8, 2027	Mandatory due diligence training for all selected applicants
Monday, May 3, 2027	Due diligence items due
Either July 1, 2027-June 30, 2029, October 1, 2027-September 30, 2029, or January 1, 2028-December 31, 2029	Two-year Grant Contract Agreement term based on the property's fiscal operating year (no activities funded after the end of the grant term)

Minnesota Housing will hold a virtual HTF OS Program RFP information session at 10 a.m. Central time on Tuesday, October 13, 2026, via Microsoft Teams. The information session will provide an overview of the HTF OS Program, RFP content, and allow time for questions. Interested applicants are encouraged to [join the session](#).

Answers to the questions asked during the information session and to subsequent questions received through noon Central time on Tuesday, October 27, 2026, will be posted to Minnesota Housing's [Housing Trust Fund Operating Subsidy Program](#) webpage on or around Tuesday, November 3, 2026. Following the October 27 deadline, questions specific to the HTF OS Program RFP will no longer be accepted.

To receive email notifications related to this RFP, [sign up for HTF OS Program eNews updates](#).

Application Checklist

Applicants must use the templates provided below and include all required information and documentation. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit materials that are not required (letters of support, photos, brochures, etc.). Unrequested materials will not be reviewed.

The naming convention of the items submitted should be:

HTFOS RFP_Applicant Name_Name of Document

Example: HTFOS RFP_XYZ Services_Budget Workbook

All the following checklist items must be completed properly and submitted to meet the threshold criteria:

1. [Application](#)
2. [Application Signature Page](#)
3. [Budget Workbook](#)
4. Pre-Award Risk Assessment Form and accompanying documents detailed in the form
 - a. [Risk Assessment Form—Nonprofit Organizations](#)
 - b. [Risk Assessment Form—For-Profit Business Entities](#)
 - c. [Risk Assessment Form—Political Subdivisions](#)
 - d. Accompanying Documentation:
 - i. Financial Documents related to the applicant organization and detailed on the Risk Assessment Form (Nonprofits and For-Profits Only)
 1. [Internal Controls Certification—Nonprofits Organizations](#), if applicable
 2. [Internal Controls Certification—For-Profit Business Entities](#), if applicable
 - ii. Evidence of good standing with the Minnesota Secretary of State (Nonprofits and For-Profits Only)
 - iii. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (All applicants)
5. Organizational Chart of the Ownership Entity

Applicants should understand the application components and what types of submission materials are required to satisfy each required component. **Applications that do not contain all required components (completed and submitted properly) will be noted as incomplete and will not be eligible for further review, including scoring.** Minnesota Housing is unable to provide notice if an application is incomplete.

If you have questions regarding checklist items, reach out to the designated point of contact. Allow enough time for staff to respond and help resolve issues so that a complete application can be

submitted prior to the application deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

Submission Instructions

Upload application materials to Minnesota Housing's [Secure Upload Tool](#) no later than noon Central time on November 10, 2026, to be considered for funding. Using the online tool, send items to mhfa.app@state.mn.us. Review the [Secure Upload Tool Instructions](#) for more information.

Do not combine required documents or convert them into other formats. Documents must be uploaded in their original format, with the exception of the Application Signature page which may be submitted as a PDF.

Submitted applications are considered 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 are public. All other data in a response is private or nonpublic until completion of the evaluation process which, for the purposes of this grant, is when all Grant Contract Agreements have been fully executed. Selected applicants consent to have their name, location, what program is being utilized, a brief description of the project, and the amount awarded publicized by Minnesota Housing prior to grant agreements being fully executed.

After a granting agency has completed the evaluation process, all remaining data in the response is public with the exception of trade secret information 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.

Post-Selection

Due Diligence Requirements

Due diligence refers to the documents that selected applicants must submit or actions that must be completed prior to contracting with Minnesota Housing. If an applicant is selected for funding, Minnesota Housing will require the following due diligence items to be submitted:

- Board Resolution: A signed copy of the board resolution specific to the application submittal and/or Grant Contract Agreement that designates authorized signatories and authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount
- Certificate of Insurance reflecting the required worker's compensation coverage and employee dishonesty or crime coverage in the amount of at least one-eighth of the total amount of the award.
- [W-9](#) and [SWIFT vendor number](#) for a new potential grantee that has been selected, or if the current information on file needs to be updated

Potential grantees that are awarded funding must have all due diligence items submitted and approved and the Grant Contract Agreement fully executed, including both the potential 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. Minnesota Housing will initiate routing the Grant Contract Agreement to obtain required signatures.

Contractual Requirements

A potential grantee awarded funding under this proposal will be required to:

- Enter into a Grant Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Comply with Housing Trust Fund Operating Subsidy [Program Guide](#).
- Agree to clearly post on the grantee's website the contact information for the organization's leadership and the person(s) responsible for managing and overseeing the grant, per [Minn. Stat. 16B.98](#).
- Acknowledge that Minnesota Housing will complete a Grantee Performance Evaluation at the end of the grant term, which will be saved to the grantee's file. For all contracts over \$25,000, evaluation information will be submitted to the Office of Grants Management and made available publicly on the Minnesota Department of Administration [Grantee Evaluation](#) webpage.
- 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, at its sole discretion, may

request to review the accounting and documentation of such records at site visits or at other times.

- Complete and submit by required due dates all interim and final program reports in a template provided by Minnesota Housing.
- Comply with all local, state, and federal requirements.
- Comply with monitoring and financial reconciliation requirements, including site visits and submission of evaluation and reporting information.
- Have a Conflict of Interest policy and take necessary steps to prevent individual and organizational conflicts of interest. All suspected, disclosed, or discovered conflicts of interest must be reported to Minnesota Housing in a timely manner.
- Comply with applicable contracting and bidding requirements noted in the Grant Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the Grant Contract Agreement.
- Comply with [Minn. Stat. 201.162](#) by providing voter registration services for employees and for the public served by the grantee.

This is not an exhaustive list. All contractual requirements will be outlined in the Grant Contract Agreement.

Contact

Questions can be directed to Sarah Broich at 651.539.9885 or at sarah.broich@state.mn.us.

No other staff are authorized to respond to questions from potential applicants related to this RFP. All questions and answers will be posted on Minnesota Housing's [Housing Trust Fund Operating Subsidy Program](#) webpage.