

Complete this **Stand-Alone Affordability Gap Application** and the **Stand-Alone Affordability Gap Workbook** if proposing to provide stand-alone Affordability Gap assistance with Impact Fund dollars. Attach all documents listed in the *Required Documents* section of the Single Family RFP Application Instructions.

A. Project Information

Project Overview

1. Organization Name:
2. Project/Program Name:
3. Briefly describe the proposed project. If it is part of a broader project or initiative, include the name of that project or initiative in this description. (2,000 character max)
4. Will new construction units be created as a result of this application? Yes No
5. What is the ownership structure of the proposed units?
 - a. Standard/fee simple
 - b. Community land trust
 - c. Cooperative
6. Describe the homeownership structure and include any unique aspects such as homeownership associations, cooperatives, community land trusts, accessory dwelling units, etc. if applicable.

Target Area

1. What Target Area(s) will the Applicant serve? List each neighborhood, city or county to be served.
2. List the counties that the Applicant has predominately served over the past five years.
3. What is the total population in the Target Area(s)? (15 character limit)

Income Limit

1. What is the [Impact Fund area median income \(AMI\)](#) to be served (up to 115% AMI)? ____% AMI
2. Minnesota Housing will prioritize projects serving lower-income households and reserves the right to reduce the AMI for projects selected for funding. If the project is not feasible with a lower AMI than proposed, please explain. (2,000 character max)

Note: Priority will be given to projects serving households at or below 80% AMI.

B. Organizational Capacity

Experience

1. Over the past five years, how many affordability gap (downpayment assistance) loans from any source has the Applicant closed?
2. Describe the types of affordability gap the Applicant has managed (e.g., originating downpayment assistance loans or land trust subsidy) and how that experience compares to the proposed project. (2,000 character max)

3. If the Applicant has not closed affordability gap loans or similar subsidy in the past five years, explain how the Applicant has the capacity to complete the proposed project (e.g., training, new staff, partnerships, etc.). (2,000 character max)

4. How many open stand-alone affordability gap awards does the Applicant have with Minnesota Housing?

5. Will the Applicant be able to complete those open awards without future extension requests?

Note: Ensure that the required Open/Closed Award Report has been completed and is included with this application, even if the Applicant does not have prior Impact Fund awards.

Applicants with few or no open stand-alone affordability gap awards will be viewed favorably.

6. Describe the related housing experience of key leadership and staff members who will be involved in the management and completion of the proposed project.

Partnerships

1. Will the Applicant partner with other entities to complete the proposed project? Yes No
If no, proceed to Section C. Project Feasibility, if yes, answer the following questions.

a. What is the Applicant's role in the proposed project?

b. List the names of each partner.

c. Explain the roles and responsibilities of each partner.

2. Will the Applicant partner with a processing entity for loan origination and/or closing?

Yes No

a. If yes, provide the name of the processing entity. Attach additional sheets if necessary.

Organization Name:

Contact Name:

NMLS Number:

b. If yes, describe the role(s) and lending experience of the Applicant.

c. If yes, describe the role(s) and lending experience of the Processing Entity.

C. Project Feasibility

Affordability Gap Structure

1. How is the Applicant requesting Affordability Gap funds? (See Single Family RFP Application Instructions Eligible Uses section on Stand-Alone Affordability Gap before making a selection.)

a. Grants for homes that will be placed in a Community Land Trust

b. Forgivable loans

2. What criteria will the Applicant use to select homebuyers who are purchasing the homes? (2,000 character max)

3. If applying for Affordability Gap in the form of forgivable loans, provide the Applicant's Nationwide Mortgage Licensing System and Registry (NMLS) information. All Applicants that will originate and close loans must have an NMLS number or a Certificate of Exemption. Not Applicable

a. NMLS Number:

b. Certificate of Exemption:

- c. If the Applicant is planning to make loans and does not have an NMLS number or Certificate of Exemption, will the Applicant obtain an NMLS number or Certificate of Exemption before originating and closing loans? Yes No
4. Affordability Gap funding requests will be evaluated based on the extent to which they address a gap not met by existing downpayment and closing cost assistance programs. Downpayment assistance is currently available from Minnesota Housing and other sources such as counties, cities, and federal agencies. Single Family RFP Affordability Gap funds should be used as a last resort. Homebuyers must first use existing assistance if they are eligible. For more information on existing resources, see [Minnesota Housing's website](#), the Minnesota Homeownership Center's [Affordable Loan & Program Matrix](#), and [DownPayment RESOURCE™](#).
- a. What issues prevent target households from accessing existing downpayment assistance resources, including Minnesota Housing's Start Up and Step Up programs, and why is there a need for additional downpayment assistance?
5. What is the program's maximum combined loan-to-value ratio? (Calculate a combined loan-to-value ratio by dividing the combined first mortgage and subordinate liens by the sale price of the home).
- a. If the loan-to-value ratio is greater than 95%, explain the path to equity for the homebuyer.
6. **Applicable to nonprofit Applicants:** FHA Mortgagee Letter 2014-08 states that in order to serve buyers with FHA-insured first mortgages, the Applicant must first be approved by HUD as a nonprofit authorized to offer secondary financing and be placed on HUD's Nonprofit Organization Roster. Is the Applicant on HUD's Nonprofit Organization Roster?
- Yes No Not Applicable
- a. If no, and if likely to work with FHA-eligible borrowers, explain why the Applicant is not on the roster.

7. Is the Applicant requesting affordability gap funding for, or related to, a Special Purpose Credit Program under [12 C.F.R. § 1002.8 \(Reg. B\)](#)? Yes No
- a. If yes, how will the Special Credit Program be used? Provide all relevant proposed program information. (2,000 character max)
- b. If yes, describe how the proposed Special Purpose Credit Program loan terms differ from Impact Fund program requirements. (2,000 character max)
- c. If yes, describe how the proposed Special Purpose Credit Program specifically advances Minnesota Housing's [strategic objectives](#). (2,000 character max)

Note: Consideration will be given to requests to change income limits (not to exceed 115% AMI), loan terms (e.g. forgiveness timeframe), and the assignment of loans to Minnesota Housing. Except as noted specifically in the grant contract agreement, should the Applicant be selected to receive funding, the Applicant must comply with all other policies and procedures as defined in the Procedural Manual.

The Applicant must include Special Purpose Credit Program documentation as detailed in the Application Checklist section of the RFP Application Instructions.

Long-Term Affordability

1. Will the Applicant impose restrictions (e.g., deed restrictions, resale restrictions, etc.) for three or more years to enhance long term affordability? Yes No

2. If yes, for how many years will long-term affordability measures be enforced? ____
3. If yes, describe how will the Applicant enforce long term affordability.

Leverage and Cost Containment

1. Do leverage sources and requested Impact Fund dollars cover all funding gaps? _____
 - a. If no, explain the plan for addressing funding gaps.

D. Project Fees

Administration Fee (for Affordability Gap requests)

Minnesota Housing allows an Administration Fee of \$1,000/unit to be paid from Impact Fund dollars.

1. Is the Applicant requesting an Administration Fee with the Affordability Gap funding?
Yes No

If yes, indicate the Administration Fee in the Stand-Alone Affordability Workbook.

An Administration Fee paid from Impact Fund dollars will be in the form of a grant and cannot be rolled into a deferred loan to the homebuyers

E. Community Need

1. Describe the need for Affordability Gap assistance in the Target Area(s) and how the proposal fills any gap in available resources. Include housing market and community data (e.g., housing vacancy rates, time on market, sales prices for comparable units, workforce housing needs, etc.). Cite data sources. (2,000 character max)

2. How does the proposal respond to the unique needs of diverse populations in the proposed Target Area (e.g., racial and ethnic communities, (dis)ability status, Veterans, family size, etc.)? (2,000 character max)

3. A Cooperatively Developed Plan (CDP) is a community supported plan developed by a local unit of government or community group that encompasses multiple affordable housing and related service initiatives in a geographically defined area.
 - a. Is the proposed project a part of a CDP? Yes No

 - b. If yes, include the specific CDP name and its geographically defined area(s).

F. Equity and Innovation

Before completing this section, refer to the following information:

- Single Family RFP Application Instructions for funding priority guidance
- Minnesota Housing's **funding priority methodologies** located on the [Impact Fund webpage](#)
- Minnesota Housing's [Community Profiles for Scoring in 2025 Consolidated RFP](#) → Single Family Consolidated RFP Geographic Scoring Map

Equitable Access to Homeownership

1. Provide the number and percentage of households the Applicant has served over the past five years that meet the criteria in the grid below:

	2025	2024	2023	2022	2021
% Indigenous, Black and Households of Color					
% Households with a Person with a Disability					
Total # Households Served					

2. Describe how your organization engages with a diverse range of clients within the target area:

3. Describe your organization’s marketing efforts to communities within the target area:

Business Entities Owned or Led by People of Color, Indigenous Individuals, and/or Women

1. Is the owner or executive director (or equivalent) of the applicant entity any of the following?
- a. Black or Person of Color Yes No
 - b. Indigenous Individual and/or Tribal Entity Yes No
 - c. Woman Yes No

Homeownership or Financial Education and Counseling

1. Will the Applicant require homebuyers to complete pre-purchase homeownership, financial education or counseling from a Qualified Provider? Yes No

A Qualified Provider is a [HUD-approved housing counseling agency](#), a member of the Minnesota Homeownership Center’s [Homeownership Advisors Network](#), a provider of [Framework](#), Pathways to Homeownership, or a Minnesota Housing [Homeownership Capacity Provider](#).

G. Required Documents

Applicants must submit the required documents identified in the Single Family RFP Application Instructions. If applicants are unable to provide a required document, include a description as to why.

Label documents with this file name format: "Organization_Activity Type_Document Name. For example, organization "ABC Community Development" should save this document as "ABCCD_AG_Activity_Application."