



Community Stabilization Program Request for Proposals (RFP) Application Instructions

Grant Period: December 2026 – November 2029

Application Deadline: Tuesday, June 23rd, 2026 at noon Central Time

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Overview

The Community Stabilization Program provides competitive funding to preserve naturally occurring affordable housing in communities where market pressures or significant deferred rehabilitation needs may lead to displacement or the loss of owner-occupied or single-family rental housing in Minnesota. Funding is available statewide to serve households up to 115% area median income (AMI).

Community Stabilization dollars are offered through the Community Stabilization Program RFP, a competitive application process that deploys state appropriations authorized under [Minnesota Laws 2023, chapter 37, article 1, section 2, subdivision 29](#) and [Minnesota Laws 2023, chapter 37, article 2, section 6](#). [Minnesota Laws 2024, ch. 127, art. 14, sec. 11](#) and [Minnesota Laws 2024, chapter 127, article 15, section 38](#) amended the requirements for the Community Stabilization Program. [Minnesota Laws 2025, chapter 32, article 1, section 3](#), amended the original appropriation, specifying that \$8,000,000 is to be used for single-family housing.

Available Funding

Minnesota Housing announces the availability of funds through the Community Stabilization Program RFP. The amount of available funding is up to \$8,000,000 in state appropriations approved by the Minnesota legislature.

Funded awards will have 3-year contract terms. Awarded applicants are expected to complete funded projects within three years; if extensions are requested of and approved by Minnesota Housing staff, contracts will not exceed five years. Minnesota Housing will approve or deny extension requests at its sole discretion.

Applicants can apply for grants, which are awarded to selected applicants on a competitive basis to fund acquisition, rehabilitation, resale, or affordability gap loans for single family homes intended for homeownership. Grants are subject to policies and requirements set by the Minnesota Department of Administration's [Office of Grants Management](#).

Financial Leverage

Committed financial leverage contributes to an application's score and is viewed favorably. While Minnesota Housing considers all sources of leverage including cash contributions, regulatory incentives, and discounts or donations when determining project feasibility, only applicants that have committed cash leverage will be eligible for leverage points.

Committed Financial Leverage

Committed financial leverage is the cash amount of leveraged funds dedicated specifically to the proposed project to close a funding gap. Applicants must provide documentation (e.g., award letter, funding contract, etc.) of the committed leverage. The documentation must include the following:

- Name of the organization committing funding, the contact person, and his/her/their contact information;
- The amount of cash committed to the proposed project;
- The period of time the funds will be available for the applicant's use; and
- The terms and conditions of the commitment including, but not limited to:
 - How funds are to be used (e.g., lump sum allocated to a project or pipeline funds available on an ongoing basis, etc.)
 - Funding type (e.g., loan or grant)

Committed financial leverage can include the applicant's own funds or funding from a non-state third-party. The funds must be for the proposed project. Operating funds, the value of in-kind material and/or labor, other general use funds, lines of credit, and borrower and seller's own resources are not considered financial leverage but will be considered when determining project feasibility.

Eligible Applicants

Community Stabilization grants may be awarded to:

- A local unit of government
- Federally recognized American Indian Tribe located in Minnesota or its Tribally Designated Housing Entity
- A Private developer
- A limited equity cooperative
- A cooperative created under [Chapter 308A](#) or [Chapter 308B](#)
- A Community Land Trust (CLT) created for the purposes outlined in section [462A.31, subdivision 1](#)
- A Nonprofit organization

Multi-organization collaboration and partnership is welcomed but not required. In the case of multi-organization collaboration and partnerships, one organization must be the applicant. The applicant must be one of the eligible entities noted above. This will be the organization that will enter into a contractual agreement with Minnesota Housing if awarded funding.

Applicants should have a history of completing projects similar to those for which they are requesting funding or should have contractual partnerships with other organizations that have the requisite experience. An applicant originating loans, or a partner originating loans on behalf of the applicant, must have an active Nationwide Mortgage Licensing System (NMLS) number and comply with all applicable state and federal lending regulations.

Eligible Uses

Eligible Activities

The Community Stabilization Program may be used for the acquisition, rehabilitation, resale or affordability gap for single family housing, including manufactured homes, intended for owner-occupancy.

All funded projects must result in homes that are:

- Residential in nature;
- No more than four units;
- Intended to be occupied by eligible homebuyers (see income limits section);
- Within program affordability limits (see affordability requirements section)

Acquisition, Rehabilitation, Resale: Applicants may request funding to acquire, rehabilitate, or resell existing housing units. Rehabilitation work can vary in scale and scope and must be described in the Acquisition, Rehabilitation, Resale Activity Application. The following types of funding are available:

- Acquisition – grants to fund the cost of land and structure acquisition
- Rehabilitation – grants to fund the cost of home rehabilitation, including demolition and utility connections, site work, interior alterations and finishing, exterior repairs, major systems, accessibility features, developer fee, holding costs, etc.
- Resale – grants to fund various fees and real estate commissions
- Affordability Gap – deferred loans to fund the difference between the purchase price of the rehabilitated home and the first mortgage for which the homebuyer qualifies

Acquisition, Rehabilitation, Resale requirements:

- Green Communities – see Green Communities Criteria section below
- Lead safety requirements – see [Lead-Based Paint Guide](#)

Affordability Gap is the difference between the purchase price of a home and the first mortgage for which the homebuyer qualifies. Affordability gap funds are provided to homebuyers in the form of loans with the structure and requirements below. Proposals that do not meet all requirements will not be selected for funding or will be selected with contingencies.

- Forgivable loans for homebuyers to purchase homes: 0% interest, deferred, forgivable loans with the following terms and conditions:
 - Income Limit: 80% AMI
 - Variable loan length based on loan amount (see grid)
 - Repayable upon qualifying event (e.g., sale, refinance, etc.)
 - Loans assigned to Minnesota Housing

Affordability Gap Loan Structure		
Loan Term	10 Years	20 Years
Maximum Loan Amount	\$50,000	\$100,000
Forgiveness Schedule	1/10 th per year	1/20 th per year
Maximum Forgiven per Year	\$5,000	\$5,000

Applicants seeking long term Affordability Gap subsidies for a community land trust may apply for funding through the [Single Family RFP](#). Single Family RFP funds may be layered with Community Stabilization Program funding.

Affordability Gap requirements:

- Applicants and/or contracted loan origination partner(s) must be registered through NMLS;
- Applicants and/or contracted loan origination partner(s) must comply with all applicable mortgage origination rules and regulations, including but not limited to [Regulation X](#) (Real Estate Settlement Procedures Act); [Regulation Z](#) (Truth in Lending Act); [TILA-RESPA Integrated Disclosures](#) (TRID); [Equal Credit Opportunity Act](#) (ECOA); [Fair Housing Act](#); [Fair Credit Act](#); and [Unfair, Deceptive, or Abusive Acts or Practices](#) (UDAAP).

Cost Category Limits

Administrative Fee – Applicants may request an Administrative Fee of up to 15% of the request amount. The Administrative Fee must be used for expenses directly related to the execution of grant funded activities. Eligible administrative expenses are detailed in the Community Stabilization Program Guide on the [Community Initiatives Programs webpage](#) and include salaries, wages and fringe benefits of staff responsible for program oversight; travel; office

space, utilities and equipment; supplies; training; loan origination fees, and other expenses directly related to the program which must be approved in writing by Minnesota Housing.

Pursuant to [Minn. Stat. § 16B.98, subd. 1](#), awarded applicants must agree that administrative costs are necessary and reasonable.

Developer fee – Applicants requesting funding for Rehabilitation may request a Developer Fee. A Developer Fee may not exceed 10% of Total Rehabilitation Costs. The awarded applicant and any affiliate must not include costs for wages, benefits or overhead in the unit Total Development Cost.

Program Expectations

All applicants that are awarded funding will be required to complete the project as stated in the grant contract agreement(s) (Contract Agreement) and in compliance with the Community Stabilization Program Guide. Contract Agreements will identify the number of units to be completed, the type of work to be done (acquisition, rehabilitation, resale, affordability gap), the target area to be served, and maximum household income. The project must be completed within the Contract Agreement period of 36 months, or as otherwise stated in the Contract Agreement.

Further information on Program Expectations can be found in the Community Stabilization Program Guide on the [Community Initiatives Programs webpage](#).

Income Limits

Proposed projects may serve households up to 115% AMI according to Community Stabilization program income limits. For Affordability Gap, Minnesota Housing will prioritize applications that serve households at or below 80% AMI. Current income limits are listed below.

Gross Household Income	11-County Twin Cities Metro Area*	Rochester MSA**	Clay County***	Balance of State
50%	\$66,200	\$62,800	\$58,800	\$58,500
60%	\$79,500	\$75,400	\$70,500	\$70,200

80%	\$106,000	\$100,500	\$94,000	\$93,600
100%	\$132,400	\$125,600	\$117,500	\$116,900
115%	\$152,300	\$144,500	\$135,200	\$134,500

*Counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright

**Dodge and Olmsted counties

Target Areas

To be eligible, properties must be located in communities where market pressures or significant deferred rehabilitation needs, as defined by Minnesota Housing, may lead to displacement or the loss of owner-occupied or single-family rental housing. A map of eligible communities is posted on the [Community Initiatives Programs webpage](#). Exceptions may be made at Minnesota Housing’s sole discretion on a case-by-case basis for units that fall outside of the identified eligible communities, if they meet the market pressures or significant deferred rehabilitation criteria. No blanket waivers will be made, and waiver requests will not be accepted as part of the application process.

Affordability Requirements

All funded projects must result in properties that meet the following affordability requirements based on household type:

- Affordable to owner-occupied households at or below 115 percent of the greater of state or area median income when listed for sale. Current affordable housing payment limits are posted on the [Community Initiatives Programs webpage](#).
- Affordable to renter households at or below 80% of the greater of state or area median income, when occupied by a renter household. Current rent limits are posted on the [Community Initiatives Programs webpage](#).

Rental Requirements

Awarded applicants must follow all rental requirements outlined in the Community Stabilization Program Guide on the [Community Initiatives Programs webpage](#) including rent limits, tenant selection plan and voucher acceptance.

Reporting

Awarded applicants must submit all required reporting and related documentation, including:

- Household demographic and project information forms;
- Annual reports;
- Close out reports; and
- All applicable documents noted in the [Minimum Required Document Checklist](#).

Fund Disbursements

Funds will be available for disbursement on an advancement or reimbursement basis upon the effective date of the Contract Agreement and when all pre-disbursement contract conditions are satisfied. Fund disbursement conditions are defined in Contract Agreements. Awarded applicants must submit a completed Request for Funds form and provide the required documentation. Minnesota Housing reserves the right to disburse funds conservatively and may withhold disbursements from awarded applicants until outstanding monitoring exceptions have been cleared.

Monitoring and Audits

Awarded applicants will be monitored by Minnesota Housing's Monitoring and Compliance team and/or audited by the Quality Control team to ensure compliance with program requirements. The Monitoring and Compliance team will review project files, complete financial reconciliation, and assess overall program administration. The Quality Control team will audit individual loan files. Awarded applicants must comply with monitoring, financial reconciliation, and quality control audits, which may include site visits at Minnesota Housing's discretion.

Green Communities Criteria

All Acquisition, Rehabilitation, Resale units receiving Community Stabilization funds for rehabilitation must comply with the [2020 Green Communities Criteria](#) as modified by the [2025-2026 Single Family Overlay to the 2020 Green Communities Criteria](#) (collectively, the "Green Communities Criteria") or a more recent version.

Minnesota Housing may consider waivers to certain criteria on a case-by-case basis but will not allow blanket waivers. The Green Communities Criteria and Waiver Request form are available on the [Community Initiatives Programs webpage](#).

All **funded** Applicants will be required to submit the [2025-2026 Single Family Intended Methods Worksheet](#).

Equity

Minnesota thrives because of its diversity of races, ethnicities, Indigenous populations, sexual orientations, gender identities, (dis)abilities, ages, family sizes, and geographies including Greater Minnesota and urban/metropolitan areas. 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. As such, the Community Stabilization RFP is designed to prioritize projects that center equity and inclusion and awards Equity points for each of the following:

- A strong history of serving racially diverse clients and/or clients with a disability
- Demonstrated engagement strategies with diverse populations
- Demonstrated marketing strategies with diverse populations

The Community Stabilization program will measure program performance in serving diverse populations through required grantee reporting upon sale or completed rehabilitation of all units funded with Community Stabilization awards. Household demographic and project information reports collect demographic information so that Minnesota Housing can assess applicants' service to diverse populations.

It is the policy of Minnesota Housing to further fair housing opportunities in all of Minnesota Housing's programs and to administer its housing programs affirmatively, so that Minnesotans of similar income levels have equal access to Minnesota Housing programs regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to receipt of public assistance, disability, or family status.

Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff and community members with topic knowledge. Funding 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 considered for funding. **An application must meet the following threshold criteria to be considered:**

- The applicant must be eligible as defined in the Eligible Applicants section.
- The application must include all required application checklist items.
- The application must be properly completed and submitted by the published deadline via the specified submission method as defined in the Submission Instructions section.

NOTE: All required application items must be provided either before or no later than the application deadline. Minnesota Housing program staff will evaluate all timely submitted applications. **Any application that does not include all required items (threshold criteria) will not be eligible for funding consideration.**

Baseline Capacity Analysis:

Applicants that pass Threshold Criteria will first be evaluated to determine whether the Applicant has the organizational capacity to complete the proposed work and whether the application meets eligibility requirements. This includes financial review, review of monitoring and audit findings from previous Minnesota Housing awards, if any, Applicant's stated agreement to comply with Green Communities and Lead Safety requirements, and basic project structure review. **Insufficiency in one or more of these categories may lead to the removal of the application from the review process.** Applications may advance to Competitive Scoring only after meeting all the requirements stated above.

Competitive Criteria

Priorities:

The Community Stabilization RFP prioritizes preservation of portfolios of naturally occurring affordable housing and therefore prioritizes applications with the ability to work at scale. Applicants with the ability to complete the greatest number of units will receive more points. Priority will also be given to applicants that serve households at or below 80% AMI and that maintain longer periods of affordability.

The following **competitive criteria** will be used to score applications that satisfy the minimum threshold criteria stated above.

Table 2: Scoring Criteria

Category	Criteria	Maximum Score
Organizational Capacity	<ul style="list-style-type: none"> • Related housing experience • Related service experience to low- and moderate-income households • Partnerships, partner experience and vendor network • Staff qualifications 	10
Project Feasibility	<ul style="list-style-type: none"> • Reasonableness of proposed costs • Reasonableness of proposed plans • Proposed project timeline • Committed leverage • Regulatory Incentives or In-Kind Contributions 	30
Community Need	<ul style="list-style-type: none"> • Defined community need based on local demographics • Community support • Requirement of homeownership or financial education and counseling 	10
Equity	<ul style="list-style-type: none"> • Equitable access to homeownership • Engagement strategies • Marketing strategies 	5
	Total:	55
Priority Points	<ul style="list-style-type: none"> • 30+ year subsidy protection or long-term affordability measures • Homebuyer AMI 80% or below • High volume project, 10 units to get the first point, and one additional point for each three units added up to 31+ units for 8 points 	10
	Total possible points:	65

NOTE: Recognizing and honoring sovereignty, Tribal Nations and Tribally Designated Housing Entities will automatically receive full points for the Equity section.

Applications not recommended for funding will be identified to the Selection Committee.

After the grant review committee has met and scores have been finalized, Minnesota Housing staff will incorporate the scores into final funding recommendations that may also be based on

past performance, geographic distribution, services to special populations, and the applicant's history as a state grantee 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 be dependent on the amount requested, the number of applicants, and the funding amount available to distribute.

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 cannot 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 Secretary of State.

Minnesota Housing will determine whether:

1. The potential grantee would likely be able to perform the duties of the grant without additional conditions,
2. 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
3. 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:

- 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; and
- 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. 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 this pre-award risk assessment will not impact scoring of an organization's competitive application for grant funds, but may impact an organization's ability to be awarded 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 3: Application Timeline

Date	Activity
Tuesday, May 19, 2026	RFP posted via the Minnesota Housing website, eNews, and State Register
Thursday, May 28, 2026	Minnesota Housing holds an RFP Information session
Thursday, June 4, 2026	Office Hours session
Friday, June 5, 2026	Final call for questions by 12:00 noon Central Time
Friday, June 12, 2026	Final FAQ posted to the Minnesota Housing website in response to RFP questions submitted
Tuesday, June 23, 2026	Applications due by 12:00 p.m. Central Time (refer to the Submission Instructions section below)
Thursday, September 24, 2026	Minnesota Housing staff recommends selections to Minnesota Housing’s board
Monday, September 28, 2026	Minnesota Housing notifies all applicants of selection decisions
Thursday, October 8, 2026	Mandatory due diligence training for all selected applicants
Friday, October 30, 2026	All due diligence items described below must be submitted
Tuesday, December 1, 2026	Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins
January 31 annually	Annual Reports due for duration of Agreement term
Friday, November 30, 2029	Grant Contract Agreement term ends (no activities funded after this date)

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

Minnesota Housing will hold an RFP Information Session at 10:00 AM on Thursday, May 28, 2026, via Teams Webinar. [Registration is required to attend](#). The session will provide an overview of RFP content and allow time for questions. The session will be recorded and posted on the [Community Initiatives Programs webpage](#). Applicants may also attend the Office Hours session via Teams Webinar.

Frequently Asked Questions (FAQs) from the RFP Information/Office Hours Sessions, along with other questions received by Minnesota Housing staff, will be posted on or around Friday, June 12, 2026. All final questions must be submitted by Friday, June 5, 2026, to be included with the final FAQ.

To receive email updates related to the Community Stabilization RFP, sign up to receive eNews updates on the [Minnesota Housing website](#).

Application Checklist

Applicants must use the required application forms and include all the required information/documentation. Be clear and concise in the presentation of information. Do not submit materials that are not requested. Unrequested materials will not be reviewed.

All of the following checklist items must be completed properly and submitted to meet the Threshold Criteria. Only applications meeting the Threshold Criteria will be considered for funding:

1. **Activity Application and Application Signature Page** (wet, digital, or electronic signatures will be accepted)
2. **Workbook**
3. **Project Timeline** – should include, but is not limited to:
 - A. Real estate acquisition
 - B. Bid process and completion dates
 - C. Construction start and completion dates
 - D. Marketing plans
 - E. Unit sales completion dates
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:
 - a. 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
 - b. Evidence of good standing with the Minnesota Secretary of State (Nonprofits and For-Profits Only)
 - c. Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified (All applicants)

As Applicable

5. **Local Investment and Financial Leverage Commitment Letter(s)**
6. **Community Support Letter(s)**
7. **Project/Site Information** (to the extent available). Examples include:
 - A. Evidence of site control and photos of sites
 - B. Copies of government approvals, a developer’s agreement, etc.

The **naming convention** should follow this format: “Organization_Document Name. For example, organization “ABC Community Development” should save an Activity Application as “ABCCD_Activity_Application.

NOTE: 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 listed above, 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

Upload application materials in **one upload** using the [Single Family Secure File Exchange](#) (LeapFILE™), accessible on the [Community Initiatives Programs webpage](#), to impact.fund.mhfa@state.mn.us **no later than 12:00 p.m. noon Central Time on Tuesday, June 23, 2026** in order to be considered for funding.

If you have questions regarding the checklist items, please contact the designated point of contact listed in the Questions section below.

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. 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 Minnesota Housing 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 selected applicants must submit or actions they must complete 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 by **Friday, October 30, 2026**.

- **Board Resolution:** A signed board resolution specific to the Grant Contract Agreement that designates authorized signers, authority to enter into a Grant Contract Agreement, and that references the requested and/or awarded amount.
- OR**
- **Organizational Documents** (such as bylaws) specifying authorized signers.
 - **Certificate of Insurance** reflecting the required Worker's Compensation coverage
 - **[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.
 - **Cost Allocation Plan** required for administrators that will utilize a cost allocation method for the administration fee.
 - **Partnership Agreements** (for entities that identified partners in their application(s) and do not intend to do bidding with those previously identified partners).
 - **List of employees**, if any, who should receive award-related communications, in addition to the authorized representative(s), Executive Director/President and RFP Contact identified in the application.
 - **A letter or similar document** on organizational letterhead, signed by a contract signer or authorized representative, identifying all individuals authorized by the grantee organization to request funds from Minnesota Housing (required when those requesting funds will be anyone other than a contract signer or the authorized representative).

Organizations that are awarded funding must have all due diligence 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 the Minnesota Housing Community Stabilization Program Guide on the [Community Initiatives Programs webpage](#).
- Agree to clearly post on the grantee's website the names of, and contact information for, the organization's leadership and the employee or other person who directly manages and oversees the grant for the grantee 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 online](#).
- 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 all interim and final program reports in a template provided by Minnesota Housing by required due dates.
- 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 interests. All suspected, disclosed or discovered conflicts of interests 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 its employees and for the public served by the grantee.

NOTE: This is not an exhaustive list. All contractual requirements will be outlined in the Grant Contract Agreement, sent to selected potential grantees.

Questions

Questions can be directed to the designated point of contact for this RFP:

- Tiffany Kibwota, Home Ownership Programs Manager, 651.539.9927, Tiffany.Kibwota@state.mn.us; or
- Amanda Hedlund, Community Lending Team Supervisor, 651.539.9612, Amanda.Hedlund@state.mn.us

For questions about any projects serving American Indian households:

- Corey Strong 651.539.9658 corey.strong@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 to Minnesota Housing's [Community Initiatives Programs webpage](#).