

Complete this **Acquisition, Rehabilitation, Resale Activity Application** and the **Acquisition, Rehabilitation, Resale Workbook** if requesting value gap to acquire, rehabilitate and resell existing housing units. 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. Include anything unique or interesting about the project, for example workforce training, housing for large families or seniors, etc. (2,000 character max)

4. What is the ownership structure of the proposed units?
 - a. Standard/fee simple
 - b. Community land trust
 - c. Cooperative

5. Describe the homeownership structure and include any unique aspects such as homeownership associations, cooperatives, community land trusts, accessory dwelling units, etc. if applicable.

6. What is the scope of the rehabilitation to be completed? (2,000 character max)

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 (e.g., leverage funding contingent on mixed-income development with higher income targeting), please explain. (2,000 character max)

Note: If requesting affordability gap funds, priority will be given to projects serving households at or below 80% AMI. See the **Affordability Gap Funding Section** below for more information.

B. Organizational Capacity

Experience

1. Over the past five years, how many acquisition, rehabilitation, and resale projects has the Applicant completed? _____
2. Describe the types of acquisition, rehabilitation, and resale homes the Applicant has completed and how they compare to the proposed project. (2,000 character max)
3. If the Applicant has not completed acquisition, rehabilitation, and resale or similar projects 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 acquisition, rehabilitation, resale awards do 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 acquisition, rehabilitation, resale 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. Identify who will provide the services below and mark whether the entity is an unaffiliated entity. An unaffiliated entity is one that does not have a contractual or legal relationship with the Applicant.

	Name of entity performing services	An unaffiliated entity
Real estate agent/brokerage services		<input type="checkbox"/> Yes <input type="checkbox"/> No
General contractor services		<input type="checkbox"/> Yes <input type="checkbox"/> No
Specialty contractor services		<input type="checkbox"/> Yes <input type="checkbox"/> No
Architectural services		<input type="checkbox"/> Yes <input type="checkbox"/> No
Energy audits/modeling		<input type="checkbox"/> Yes <input type="checkbox"/> No
Lead hazard inspections		<input type="checkbox"/> Yes <input type="checkbox"/> No
Material supply		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other. Describe:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other. Describe:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other. Describe:		<input type="checkbox"/> Yes <input type="checkbox"/> No

3. If applying for Affordability Gap, will the Applicant partner with a processing entity to implement the affordability gap/lending portion of the project? Yes No Not applicable

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

The required Project Timeline and any Project/Site Information, such as site control, developer's agreements, copies of government approvals, etc. will be scored when evaluating project feasibility.

Land Use

1. How many units have already been acquired? _____

2. If units have not been acquired, describe the plan for acquiring units and the anticipated timeline.

3. What land constraints or concerns (e.g., environmental conditions, land use constraints, etc.) are there, if any?

4. Will any residents be displaced from their homes as a result of this project? Yes No

a. If yes, describe the situation and how the Applicant will minimize and manage displacement.

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? Yes No

a. If no, explain the plan for addressing funding gaps.

2. What types of in-kind contributions (e.g., donated materials, volunteer labor, etc.) has the Applicant secured and what are the sources of the in-kind contributions?

3. What types of regulatory incentives (e.g., fee waivers, expedited approvals and permitting, etc.) has the Applicant secured and what are the sources of the regulatory incentives?

4. What other cost containment measures will the Applicant take to reduce the total development cost (e.g., rigorous competitive bidding, use of own labor crews, below-market interim financing, etc.)?

Infrastructure Financing

Single Family RFP funds cannot be used to fund public infrastructure. Funds may be used to fund private infrastructure connecting the home to be developed to public infrastructure.

1. Does existing infrastructure need to be extended more than 100 ft. to reach the lot(s)?
Yes No

a. If yes, please explain.

2. Does public infrastructure have to be developed or extended prior to development of the proposed project? Yes No

a. If yes, how will the public infrastructure development be funded and what is the expected timeline for development of the public infrastructure?

Development Financing/Interim Construction Loans

1. Describe holding costs that will be incurred during this project, if any.

Interim Loans are 42-month, interest bearing, deferred, repayable loans with monthly interest payments. Loans may be secured or unsecured. The interest rate is typically lower than market rate but will be determined at a later date.

2. Is the Applicant requesting interim loan dollars through the Impact Fund? Yes No
If yes, enter the request amount in the Acquisition, Rehabilitation, Resale Workbook

- a. If no, how will the Applicant finance construction?

- b. If yes, how many units does the Applicant intend to develop at one time?

- c. If yes, how much interim financing will the Applicant need at one time to rehabilitate the units?

3. If an Interim Loan is requested and not awarded, will the project be feasible? Not applicable

4. If an Interim Loan is requested and not awarded, what alternate sources of interim financing are available? Not applicable

Note: Minnesota Housing staff may reach out to the Applicant to request additional financial documentation to determine eligibility for interim construction financing.

D. Affordability Gap Funding

1. Is the Applicant requesting Affordability Gap funds for the sale of the proposed units?

Yes No

If yes, complete the Affordability Gap Worksheet in the Acquisition, Rehabilitation, Resale Workbook and answer these questions. If no, proceed to section E. Project Fees.

2. 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

Organizational Capacity

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 it 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. 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 unique 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 Purpose 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 application 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.

E. Project Fees

Applicants may request and be compensated for both a Developer Fee and an Administration Fee if the Applicant will be the proposed project developer and administer the proposed affordability gap funding.

Developer Fee (for value gap requests)

1. Is the Applicant directly involved in—and bear primary responsibility for—development of the proposed units? Yes No
2. If yes, is the Applicant requesting a Developer Fee from Impact Fund dollars? Yes No

If requesting a Developer Fee, indicate amount in the Project Information Financial Worksheet in the Workbook. The maximum Developer fee is 10% of the total development cost.

Administration Fee (for Affordability Gap requests only)

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 Affordability Gap Worksheet in the Acquisition, Rehabilitation, Resale Workbook.

Note: 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 homebuyer.

F. Community Need

1. Describe the need for single family, owner-occupied acquisition, rehabilitation, and resale in the Target area(s) and how it best serves the needs of the intended population. 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).

G. 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 the Applicant engages with a diverse range of clients within the target area.

3. Describe the Applicant's marketing efforts to diverse 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

Serve Housing Needs Within a Community

1. **Universal Design/Accessibility:** Will the Applicant complete at least one unit that meets the [Universal Design Standards](#) for acquisition, rehabilitation, and resale, [Type A Accessible unit standards](#), or incorporate all three visitability items (one no-step entrance, 32 inch clear doorways through the dwelling and a one-half bathroom on the main level)?
Yes No
2. **Large Family Housing:** Will the Applicant complete at least one unit with 4+ bedrooms and/or a unit with an accessory dwelling unit? Yes No
3. **Senior Housing:** Are there any features of the project designed specifically to enable seniors (those aged 62 years or over) to age in place? 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](#).

Workforce Training Programs

1. Will the Applicant utilize any workforce training programs? Yes No

Efficient Land Use

1. Does the rehabilitation maximize adaptive reuse of existing buildings and infrastructure (i.e., turns non-residential buildings and structures into residential structures)? Yes No

Advancement of Housing Innovation and Technology

1. Will the Applicant use volumetric modular construction, cross-laminated lumber, panelized, robotics, 3D printing, and/or other innovative construction methods to construct homes?
Yes No
 - a. If yes, please describe the technology and how it will be used, including how this technology will affect the cost of the project. (2,000 character max)

H. Green Communities Criteria, Sustainable Development, and Lead-Based Paint Safety Requirements

1. The Applicant acknowledges all Acquisition, Rehabilitation, and Resale units receiving Single Family RFP funds for Value Gap must comply with the [2020 Enterprise 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. Yes No

Note: a “No” answer will render the project ineligible for funding consideration.

Minnesota Housing may consider waivers to certain criteria on a case-by-case basis but will not allow blanket waivers and does not accept waiver requests through the application process.

2. Describe sustainability measures included in the proposed project, above and beyond the required Green Communities Criteria.

3. Does this project include the following sustainable development measures? (Check all that apply)
 - a. Fortified roof designation with hail supplement
 - b. Electric air source heat pump
 - c. Solar panels

4. The Applicant acknowledges all Acquisition, Rehabilitation, and Resale units receiving Single Family RFP funds must comply with lead safety requirements in the [Lead-Based Paint Guide](#).

Yes No

Note: a “No” answer will render the project ineligible for funding consideration.

Minnesota Housing will not consider waivers to lead safety requirements.

I. 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_ARR_Activity_Application."