



---

# **Single Family Request for Proposals (RFP) Application Instructions**

Grant Period: April 2025-March 2028

**Application Deadline: Thursday, July 11th at noon Central Time**

**Revised May 28, 2024**

---

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

Single Family Request for Proposals (RFP) Application Instructions .....	1
Overview .....	1
Available Funding .....	1
Eligible Applicants .....	3
Eligible Uses.....	3
Eligible Activities.....	3
Income Limits.....	7
Cost Category Limits .....	7
Program Expectations .....	7
Reporting .....	8
Fund Disbursements .....	8
Monitoring and Audits.....	8
Equity.....	8
Review Criteria .....	9
Threshold Criteria .....	10
Competitive Selection Standards Criteria .....	10
Funding Priorities.....	11
Financial Leverage .....	13
Pre-Award Risk Assessment .....	14
Application Timeline .....	15
Application Checklist .....	16
Submission Instructions .....	18
Due Diligence Requirements.....	19

Contractual Requirements .....	19
Questions .....	20

## Overview

The [Community Homeownership Impact Fund \(Impact Fund\) Program](#) provides multiple sources of competitive funding to increase the supply of affordable, owner-occupied, single family housing, while maintaining the safety and habitability of existing owner-occupied, single family homes in communities throughout Minnesota. Funding is available statewide and serves households up to 115% area median income (AMI).

Impact Fund dollars are offered annually through the Single Family Request for Proposals (RFP), a competitive application process that deploys state appropriations, Minnesota Housing funds, and funding partner resources, when available.

The funding resources awarded through the Impact Fund are authorized under Minnesota State Statute. The Challenge program is authorized under [Minn. Stat. Section 462A.33](#). The use of Housing Infrastructure Bonds is authorized under [Minn. Stat. Section 462A.37](#). The Workforce Program is authorized under [Minn. Stat. Section 462A.38](#).

## Available Funding

Minnesota Housing, in partnership with Greater Minnesota Housing Fund (GMHF) announces the availability of funds through the Single Family RFP.

### Minnesota Housing Available Funding

The Single Family RFP is funded by a variety of state resources provided by the Minnesota Legislature and Minnesota Housing's own resources. The amount of available funding is dependent, in part, upon state appropriations approved by the Minnesota legislature, as well as demand for other uses of Minnesota Housing resources.

Funded awards will have 3-year contract terms, with the exception of Interim Loans which will have 42-month contract terms. Awarded applicants are expected to complete funded projects within three years, not to exceed five years.

### Types of Funding

Applicants can apply for a variety of funding types, and in combinations suited to the applicant's project. Awarded applicants may receive the following types of funding:

#### 1. Grants

Grants are awarded to selected applicants on a competitive basis to fund value gap, affordability gap/downpayment assistance grants or forgivable loans, owner-occupied

rehabilitation, the Tribal Indian Housing Program, interest-rate write downs, and other eligible activities for which Minnesota Housing may not recapture loans without increasing housing costs beyond affordability to the eligible homebuyer. Grants are subject to policies and requirements set by the Minnesota Department of Administration's Office of Grants Management.

**2. Housing Infrastructure Bond (HIB) Proceeds Deferred Loans**

HIB proceeds are awarded to selected applicants in the form of 3-year, 0% interest, deferred, forgivable loans to finance value gap or owner-occupied rehabilitation. HIB proceeds may also be used by community land trusts (CLTs) for land acquisition, demolition and utility connections. HIB proceeds loans will be forgiven if the awarded applicant satisfies all contract conditions.

**3. Interim Loans**

Interim loans are awarded to selected applicants in the form of 42-month, interest bearing, deferred, repayable loans to finance the acquisition, demolition, rehabilitation or construction of owner-occupied homes. Interim loans must be repaid and include monthly interest payments, quarterly financial reporting, and a demonstration of the ability to meet net asset and current ratios according to contract conditions. Interest rates will be set at a future time and are anticipated to be between 4.5% and 8.5% subject to the market. Interim loans may be secured or unsecured and may not be transferred to eligible homebuyers.

**4. Deferred Loans**

Deferred loans are awarded to selected applicants to originate and close affordability gap/downpayment assistance loans to homebuyers or owner-occupied rehabilitation loans to homeowners. Loans to homebuyers and homeowners are structured as 30-year, 0% interest, deferred, repayable loans. Deferred loans are originated and closed by the awarded applicant then assigned to Minnesota Housing.

**GMHF Available Funding**

GMHF provides funding for affordability gap in the form of deferred, subordinate loans at 0% interest. The maximum loan amount per homebuyer is \$15,000. GMHF will give preference to applications that apply a racial and economic equity lens to promote economic inclusion in the benefits of homeownership among households of color, immigrant households, and households with disabled members, and that seek to leverage cross-sector health and housing partnerships to improve community and individual health through investments in affordable housing.

While applications for GMHF funds are solicited through the Single Family RFP, GMHF has funding timelines and approval processes that are separate from those of Minnesota Housing.

GMHF also has its own program requirements and guidelines. Minnesota Housing encourages applicants to review the GMHF program guide posted on the Impact Fund webpage.

## Eligible Applicants

Impact Fund grants or loans may be awarded to a:

- City
- Federally recognized American Indian Tribe or subdivision located in Minnesota
- Tribal housing corporation
- Private developer
- Nonprofit organization
- School district, cooperative unit as defined in Minnesota Statute 123A.24 subdivision 2, or charter school

Multi-organization collaboration and partnership is welcomed but not required. In the case of multi-organization collaboration and partnerships, one organization must be the primary applicant and listed on the General Application. 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 similar projects 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 Impact Fund may be used for the following activities related to single family, owner-occupied housing, including manufactured homes. See each item below for relevant details.

1. Acquisition, Rehabilitation, Resale
2. New Construction
3. Owner-Occupied Rehabilitation
4. Stand-Alone Affordability Gap
5. Tribal Indian Housing Program

All funded projects must result in homes that are:

- Owner-occupied;

- Residential in nature;
- No more than four units with at least one unit occupied by the owner of the structure;
- Occupied by eligible homebuyers or homeowners (see income limits section); and
- Affordable to the local workforce.

**1. Acquisition, Rehabilitation, Resale:** Applicants may request funding to acquire, rehabilitate and 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:

- Value Gap – grants to fund the difference between the total development cost of a home and the after improved appraised value of the home;
- Affordability Gap – grants and/or deferred loans to fund the difference between the appraised value of the rehabilitated home receiving value gap and the first mortgage that a homebuyer can afford;
- Land acquisition, utility connection and demolition (CLTs only); and
- Interim Loans

Acquisition, Rehabilitation, Resale requirements:

- Green Communities – [see 2023-2024 Minnesota Overlay & Guide to the 2020 Green Communities Criteria](#)
- Lead safety requirements – see [Lead-Based Paint Guide](#)

**2. New Construction:** Applicants may request funding to develop new construction homes including stand-alone single-family homes; duplex, triplex, or quadplex units where at least one unit is owner-occupied; twin homes where both units are owner-occupied; and townhomes, rowhomes, condos, etc. where all units are owner-occupied. The following types of funding are available:

- Value Gap – grants to fund the difference between the total development cost of a home and the after improved appraised value of the home;
- Affordability Gap – grants and/or deferred loans to fund the difference between the appraised value of the new construction home receiving value gap and the first mortgage that a homebuyer can afford;
- Land acquisition, utility connection and demolition (CLTs only);
- Direct costs associated with construction (school districts, eligible cooperative units, and charter schools only); and
- Interim Loans

New construction requirements (also see the New Construction Activity Application for details):

- Prevailing Wage – see [Minnesota Statutes Section 116J.871](#)

- Green Communities – see [2023-2024 Minnesota Overlay & Guide to the 2020 Green Communities Criteria](#)
- Visitability – see [Minnesota Statutes Section 432A.34](#)

**3. Owner-Occupied Rehabilitation:** Applicants may request funding for Owner-Occupied Rehabilitation to make safety, habitability, preservation, and energy efficiency modifications to owner-occupied homes including but not limited to improvements such as installation of wheelchair ramps, roof replacements, furnace upgrades, and fuel oil conversions.

Owner-Occupied Rehabilitation funds are provided in the form of grants or loans with the structure and requirements below. Proposals that do not meet all requirements noted below will not be selected for funding or will be selected with contingencies.

- Grants for homeowners to rehabilitate homes that will be placed in CLTs
  - Income Limit: 80% AMI
  - Homes must be placed in a CLT
- Community Fix Up Loan Write-Down: Grants to homeowners to write down the interest rate on Community Fix Up loans
- Forgivable loans for homeowners to rehabilitate 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

<b>Affordability Gap &amp; Owner-Occupied Rehabilitation Loan Structure</b>		
<b>Loan Term</b>	<b>10 Years</b>	<b>20 Years</b>
<b>Maximum Loan Amount</b>	\$50,000	\$100,000
<b>Forgiveness Schedule</b>	1/10 <sup>th</sup> per year	1/20 <sup>th</sup> per year
<b>Maximum Forgiven per Year</b>	\$5,000	\$5,000

Owner-Occupied Rehabilitation requirements:

- Lead safety – see [Lead-Based Paint Guide](#)



**4. Stand-Alone Affordability Gap:** Applicants may request funding for Affordability Gap in a Stand-Alone Affordability Gap application. Affordability Gap may also be requested jointly with Value Gap in a New Construction application or an Acquisition, Rehabilitation, Resale application.

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 in the form of grants or 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.

- Grants for homebuyers to purchase homes to be placed in CLTs
  - Income Limit: 80% AMI
  - Homes must be placed in a CLT
- 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

<b>Affordability Gap &amp; Owner-Occupied Rehabilitation Loan Structure</b>		
<b>Loan Term</b>	<b>10 Years</b>	<b>20 Years</b>
<b>Maximum Loan Amount</b>	\$50,000	\$100,000
<b>Forgiveness Schedule</b>	1/10 <sup>th</sup> per year	1/20 <sup>th</sup> per year
<b>Maximum Forgiven per Year</b>	\$5,000	\$5,000

Stand-Alone Affordability Gap requirements:

- Applicants and/or contracted loan origination partner(s) must be registered through NMLS; and
- 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 and Fair Credit Acts, and Unfair, Deceptive, or Abusive Acts or Practices (UDAAP).

**Tribal Indian Housing Program (TIHP):** TIHP administrators may request grants to recapitalize TIHP revolving funds. Applications and the use of awarded funds must be consistent with current two-year TIHP Housing Plans. Only current TIHP administrators are eligible for TIHP funding.

### **Income Limits**

Proposed projects may serve households up to 115% AMI according to Impact Fund’s income limits. For Affordability Gap and Owner-Occupied Rehabilitation activities, Minnesota Housing will prioritize applications that serve households at or below 80% AMI. Current income limits are posted on the [Impact Fund webpage](#).

### **Cost Category Limits**

**Administration Fee** – Applicants requesting funding for Affordability Gap and Owner-Occupied Rehabilitation may request an Administration Fee of up to \$1,000 per unit. The Administration Fee must not exceed the actual costs to make a grant or loan to a household. Eligible costs include, but are not limited to, application intake, determining household eligibility, loan origination and processing, document preparation, and tracking and reporting costs specific to an Impact Fund award. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the awarded applicants must minimize administrative costs.

If applicants propose to provide services above and beyond the services covered by the Administration Fee, applicants may request a higher Administration Fee in their application. An example of services that warrant a higher Administration Fee includes the applicant providing rehabilitation management for owner-occupied rehabilitation projects.

**Developer fee** – Applicants requesting funding for New Construction value gap or Acquisition, Rehabilitation, Resale value gap that are directly involved in—and bear primary responsibility for—the development may request a Developer Fee. A Developer Fee may not exceed 10% of Total Development Cost (“TDC”). The awarded applicant and any affiliate must not include costs for wages, benefits or overhead in the TDC.

### **Program Expectations**

All applicants that are awarded funding will be required to complete the project as stated in the grant or loan contract agreement(s) (Contract Agreement) and in compliance with the Impact Fund Procedural Manual. 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 [Impact Fund Procedural Manual](#).

## 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 Appendix C in the Impact Fund Procedural Manual.

## Fund Disbursements

Funds will be available for disbursement 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 and vary by type of funding and type of project. 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 Level 3 Monitoring Exceptions have been cleared.

## Monitoring and Audits

Awarded applicants will be monitored by the 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.

## Equity

Minnesota thrives because of its diversity of race, ethnicity, Indigenous populations, sexual orientation, gender identity, (dis)abilities, ages, families, 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. This is a core value in all of Minnesota Housing's activities, including the administration of the annual Single Family RFP, which includes the award and allocation of grants and deferred loans. This Single Family RFP is designed to prioritize projects that center equity and inclusion.

The Single Family RFP includes Funding Priorities that prioritize service to diverse Minnesotans and encourages applications from organizations and entities led by Black, Indigenous and persons of color and women. These Funding Priorities include Equitable Access to Homeownership, universal design and accessibility features, rural or tribal designations, and business entities owned or led by people of color, Indigenous individuals, and/or women as described below in the Funding Priorities section. Household demographic and project information reports collect demographic information so that Minnesota Housing can assess Impact Fund awarded 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. Each timely submitted application will be assessed to determine whether it meets the threshold criteria to be further considered. An application that meets threshold criteria will be evaluated based on the extent to which it meets the Competitive Selection Standards Criteria and Funding Priorities. Applications that meet the Competitive Selection Standards Criteria threshold and Funding Priorities are presented to and scored by the Minnesota Housing Selections Committee.

Applications selected by the Selections Committee will be further evaluated to determine the dollar amount and number of units to be recommended for funding. The dollar amount and number of units recommended will be evaluated based on organizational capacity to complete the awarded number of units within the contract period, alignment with Funding Priorities, geographic coverage (i.e., the extent to which selected applications enable Minnesota Housing to serve all areas of the state), and funding availability. Funding recommendations will also incorporate the results of the pre-award risk assessment noted below.

Recommendations will be presented to the Minnesota Housing Board of Directors for approval. Minnesota Housing's award decisions are final and not subject to appeal.

All funding decisions are at Minnesota Housing's sole discretion and are not subject to appeal unless allowed under [Minn. Stat. §16B.981](#). Additionally, Minnesota Housing reserves the right to request application revisions during the due diligence phase, which is after Minnesota Housing board approval but before the Contract Agreement is executed.

## Threshold Criteria

Threshold criteria are the basic requirements an application must meet in order to be considered for funding. The following **threshold criteria** must be satisfied for an application to be considered:

- The applicant must be an eligible applicant as defined in the Eligible Applicants section.
- The application must:
  - Include all required application checklist items;
  - Be properly completed; and
  - Be submitted by the published deadline via the specified submission method (refer to the Submission Instructions section of this document).

**NOTE:** 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 Selection Standards Criteria

The following **Competitive Selection Standards Criteria** will be used to score only those applications that satisfy the minimum threshold criteria above. Minnesota Housing program staff will evaluate all timely submitted applications. Staff will score applications on a scale of zero to five points for each of the three Competitive Selection Standards categories described below for a combined total of 15 possible points. To meet the Competitive Selection Standards Criteria threshold, applications must receive a combined total of at least ten points across the three Competitive Selection Standards Criteria categories. Only applications that meet the Competitive Selection Standards Criteria threshold will be eligible for funding consideration. Applications that meet the Competitive Selection Standards Criteria threshold will then be assessed to determine alignment with the Funding Priorities. Applications that do not meet the Competitive Selection Standards Criteria threshold will be identified to the Selection Committee.

**Table 1: Competitive Selection Standards Criteria**

<b>Competitive Selection Standard Criteria</b>	<b>Factors Assessed to Determine Score</b>	<b>Maximum Score</b>
Organizational Capacity	Applicant’s related housing experience, demonstrated successful completion of similar projects, progress on current awards, organizational financial capacity, and other organizational due diligence factors (e.g., good standing with the State of Minnesota, organizational internal operations policies, outstanding legal matters, performance and compliance with past and current Impact Fund awards, etc.).	<b>5</b>
Project Feasibility	The extent to which reasonable development costs are proposed, how proposed development costs and subsidies compare to historical costs of similar Impact Fund projects, and the extent to which the proposal is economically viable.	<b>5</b>
Community Need	The extent to which the proposed project addresses a well-defined community need for the housing activity in the target geography based on local demographic, workforce, market and economic factors.	<b>5</b>
	<b>Total Possible:</b>	<b>15</b>

**Funding Priorities**

Applications that meet the minimum ten-point threshold for the Competitive Selection Standards Criteria will be further assessed to determine alignment with the Funding Priorities below. Final funding recommendations on the number of units and dollar amounts will prioritize applications that align with more Funding Priorities.

Efficient Use of Resources

- i. **Leverage** – Based on committed leverage
- ii. **Regulatory Incentive** – Incorporating cost savings measures through regulatory incentives, such as fast-tracking permitting approvals and waiver of fees.

- iii. **Impact Fund Subsidy Protection/Long Term Affordability** – Based on the number of years of subsidy protection/long term affordability restrictions such as community land trust, funds recaptured and revolved, or other subsidy protection requirements.

#### Focus on Households Most Impacted

1. **Equitable Access to Homeownership** – Demonstrating a record of creating equitable access to homeownership, or the extent to which the Applicant has served Black, Indigenous and Households of Color and/or persons with disabilities.
2. **Serve Housing Needs Within a Community** – Incorporating universal design/accessibility features, enabling individuals 62+ years old to age in place, or committing to developing large family housing (i.e., homes with four or more bedrooms).
3. **Homeownership or Financial Education and Counseling** – Applicant requires homebuyers to complete pre-purchase homeownership, financial education, or counseling from a qualified provider, as appropriate to support homeowner success.

#### Supporting Community and Economic Development

1. **Cooperatively-Developed Plan (CDP)** – The application addresses priorities in a CDP for the community in which the proposed target area is located.
2. **Rural or Tribal Designation** – Whether a proposed target area is within a Rural or Tribal designated census tract.
3. **Location Efficiency** – Based on access to fixed transit or dial-a-ride.
4. **Community Recovery** – Based on the extent to which a proposed target area coincides with communities identified as having lower median household income, older housing stock and lower than average increases in home sales prices, including declines.
5. **Workforce Housing** – Based on the extent to which a proposed target area coincides with areas identified as long commute and/or job growth areas.
6. **Workforce Training Programs** – Based on applications that partner with workforce training programs that will be utilized with proposed developments.
7. **Increase Housing Choice** – Based on the extent to which the proposed housing activity that is affordable to eligible low- and moderate-income households is located within higher-income areas.
8. **Business Entities Owned or Led by People of Color, Indigenous Individuals, and/or Women** – An owner or executive director is a person of color, indigenous individual, and/or woman.

#### Increasing and Maintaining the Supply of Affordable Housing

1. **Efficient Land Use** – Based on the extent to which an application maximizes efficient use of land through higher-density housing development and considers the following:

- a. **Rehabilitation:** application increases inventory by converting non-residential buildings into housing or uses existing infrastructure; or
  - b. **New Construction:** application minimizes the loss of agricultural land or green space and maximize units per acre.
2. **Advancement of Housing Innovation and Technology** – Application uses innovative construction methods and technology to contain costs (i.e., methods other than site built), such as volumetric modular, cross-laminated lumber, panelized, robotics and 3D printed methods of development.

## Financial Leverage

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 to close funding gaps will meet Minnesota Housing’s Committed Leverage funding priority.

### 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 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.

### Pending Financial Leverage



Pending financial leverage is leverage that has not been formally committed to the applicant or the proposed project. Applicants must submit pre-commitment documentation for all pending leverage no later than **September 1, 2024**. Pending leverage will not be considered without pre-commitment documentation.

### **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, 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 with questions 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 which must be provided by the potential grantee. Minnesota Housing will notify a potential grantee if it is unable to satisfy its concerns by working with the potential grantee. This notification will include information on the decision and options to request reconsideration of the decision.

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

The results of this pre-award risk assessment will not impact scoring of an organization's competitive application for grant funds.

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

## Application Timeline

Table 2: Application Timeline

Date	Activity
Wednesday, April 10, 2024	RFP posted via the Minnesota Housing website, eNews and State Register
Tuesday, April 30, 2024	<a href="#">Minnesota Housing holds an RFP information Session</a>
Thursday, June 20, 2024	Final call for questions by 12:00 noon Central Time
Tuesday, June 25, 2024	Final FAQs posted to the Minnesota Housing website in response to RFP questions submitted
Thursday, July 11, 2024	Applications due by 12:00 pm Central Time (refer to the Submission Instructions section below)
Thursday, December 19, 2024	Minnesota Housing staff recommends selections to Minnesota Housing’s board
Tuesday, December 31, 2024	Minnesota Housing notifies all applicants of selection decisions
February and March, 2025	Awarded applicant training and onboarding sessions
Friday, January 31, 2025	All due diligence items described below must be submitted
Tuesday, April 1, 2025	Upon Contract Agreements being fully executed, Contract Agreement term begins
Friday, January 30, 2026	Annual Reports due
Friday, March 31, 2028	Contract Agreement term ends (no activities funded after this date)
Saturday, Sept. 30, 2028	Interim Loan Contract Agreement term ends

**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 1:30 PM on Tuesday, April 30, 2024** via Teams Webinar. [Registration is required to attend.](#)

The information session will provide an overview of RFP content and allow time for questions. The session will be recorded and posted on the Impact Fund website.

Frequently Asked Questions (FAQs) from the RFP Information Session, along with other questions, will be posted on or around Friday, May 10, 2024. All final questions must be submitted by Thursday, June 20, 2024, with the final FAQ posted on or around Tuesday, June 25, 2024.

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

## Application Checklist

Applicants must use required application forms and include all of the required information/documentation. Applicants are encouraged to be clear and concise in the presentation of information. Do not submit materials that are not requested (letter of support, photos, brochures, etc.). 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.  General Application – submit one per applicant, even if submitting multiple applications.
  - A.  Application Signature Page (wet, digital or electronic signatures will be accepted)
2.  Activity Application(s) – submit one Activity Application per project or unique activity; each Activity Application will constitute a separate application.
  - A.  Acquisition, Rehabilitation, Resale (ARR) Activity Application
  - B.  New Construction (NC) Activity Application
  - C.  Owner-Occupied Rehabilitation (OOR) Activity Application
  - D.  Stand-Alone Affordability Gap (AG) Activity Application
3.  Activity Workbook(s) – submit one Activity Workbook per project or unique project; each Activity Application must be accompanied by one Activity Workbook.
  - A.  Acquisition, Rehabilitation, Resale (ARR) Activity Workbook
  - B.  New Construction (NC) Activity Workbook
  - C.  New Construction School Activity Workbook
  - D.  Owner-Occupied Rehabilitation (OOR) Activity Workbook
  - E.  Stand-Alone Affordability Gap (AG) Activity 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:
    - a. Financial Documents related to the applicant organization and detailed on the Risk Assessment Form (Non-profits 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 (Non-profits and For Profits Only)
    - c. Certification of no convictions of felony financial crimes by a principal, along with a list of principals for which the applicant is certifying (All applicants)
5.  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
  - E. Unit sales completion dates
6.  Local Investment and Financial Leverage Commitment Letter(s)
7.  Project/Site information (to the extent available) – applicable to New Construction and Acquisition, Rehabilitation, Resale applications. Examples include:
  - A. Architectural plans/specifications
  - B. Preliminary plat, site plans
  - C. Evidence of site control and photos of sites
  - D. Copies of government approvals, a developer’s agreement, and other approvals required
8.  Additional Information (if applicable)
  - A. Community Land Trust (CLT) Supplemental Application – required for first-time CLT applicants only
  - B. School Supplemental Application – required for school districts, eligible cooperative units, and charter schools requesting grants for direct construction costs
  - C. Special Purpose Credit Program documentation

The **naming convention** should follow this format: “Organization\_Activity Type\_Document

Name. For example, organization “ABC Community Development” applying for a New Construction project should save an Activity Application as “ABCCD\_NC\_Activity\_Application.

**NOTE:** Applicants must 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 not eligible for further review, including scoring. Minnesota Housing is unable to contact applicants to alert them to their application’s incompleteness.

## Submission Instructions

Upload all 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](mailto:impact.fund.mhfa@state.mn.us) **no later than 12:00 p.m. noon Central Time on Thursday, July 11, 2024** in order to be considered for funding.

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 an applicant will submit a complete application.

**NOTE:** Submitted applications are considered final; late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification from applicants. The applicant will be responsible for all costs incurred with 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 RFP, is when all contract agreements have been fully executed. After a granting agency has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret data as defined and classified in [Section 13.37 of the Minnesota Governmental Data Practices Act](#). A statement by an applicant that the response is copyrighted or otherwise protected does not prevent public access to the response.

## Due Diligence Requirements

Due Diligence refers to the documents that organizations must submit or actions that must be completed prior to contracting with Minnesota Housing. **If an applicant is selected for funding**, Minnesota Housing will require the following due diligence items be submitted by **January 31, 2025**:

- Administrator Contract Information form
- [W-9](#) and [SWIFT vendor number](#) for a new applicant that has been selected, or if the current information on file needs to be updated.

Minnesota Housing will initiate the execution of the Contract Agreement via DocuSign, including required signatures. Applicants awarded funding must have all due diligence items submitted and approved and the Contract Agreement fully executed, which includes both the applicant's and Minnesota Housing's signatures, before costs can be incurred and reimbursed or funds can be expended. Minnesota Housing will not reimburse costs incurred prior to the execution of the Contract Agreement.

## Contractual Requirements

An applicant awarded funding under this proposal will be required to:

- Complete a Contract Agreement with Minnesota Housing and comply with all requirements listed therein.
- Comply with the [Minnesota Housing Community Homeownership Impact Fund Program Procedural Manual](#)
- Maintain financial records for a minimum of six years after the Contract Agreement has ended that document the use of all grant or loan 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 audits including site visits, providing, and participating in evaluation and reporting by Minnesota Housing.
- Have a Conflict of Interest policy and take necessary steps to prevent individual and organizational conflicts of interests. All suspected, disclosed or discovered conflicts of interests must be [reported to Minnesota Housing](#) in a timely manner.
- Comply with applicable contracting and bidding requirements noted in the Contract Agreement.
- Comply with all affirmative action and non-discrimination requirements noted in the

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 Obligations will be outlined in the Contract Agreement and Impact Fund Procedural Manual, sent to selected applicants.

## Questions

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

- Amanda Hedlund: 651.284.0465 [amanda.hedlund@state.mn.us](mailto:amanda.hedlund@state.mn.us)
- Leighann McKenzie: 651.296.8147 [leighann.mckenzie@state.mn.us](mailto:leighann.mckenzie@state.mn.us)
- Nira Ly: 651-296-6345 [nira.ly@state.mn.us](mailto:nira.ly@state.mn.us)

Projects serving American Indian households:

- Corey Strong 651.296.5701 [corey.strong@state.mn.us](mailto:corey.strong@state.mn.us)

No other staff are authorized to respond to questions from potential applicants. All questions and answers will be posted to Minnesota Housing's [Impact Fund website](#).