



Impact Fund Request for Proposals (RFP) Application Instructions

Grant Period: April 2027 – March 2030

Application Deadline: Thursday, July 9th at noon Central Time

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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 [Minnesota Statute 462A.33](#). The use of Housing Infrastructure Bonds is authorized under [Minnesota Statute 462A.37](#). The Workforce Program is authorized under [Minnesota Statute 462A.38](#). The State Housing Tax Credit program is authorized under [Minnesota Statute 462A.40](#).

Available Funding

Minnesota Housing 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 contract terms between 20 and 36 months, with the exception of Interim Loans which may have up to 42-month contract terms.

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 interest-bearing, deferred, repayable loans with a term of up to 42 months 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.

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 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 may submit commitment documentation for pending leverage committed after the application deadline no later than **August 28, 2026**. Pending leverage will only be scored as committed leverage upon receipt of commitment documentation.

Eligible Applicants

Impact Fund grants or loans may be awarded to a:

- City as such term is defined in [Minnesota Statute 462C.02, Subd. 6](#)
- Joint powers boards established by two or more cities
- Housing and redevelopment authorities
- Public housing agencies
- 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, Subd. 2](#), charter school, contract alternative school, tribal contract school, or nonprofit organization contracted by one of the preceding entities.

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 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

Proposals that result in the addition of new affordable housing to the statewide housing stock will be prioritized and have more points available in scoring. 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 (limited to current program lenders)
6. Direct Construction Costs (limited to a school district, cooperative unit as defined in [Minnesota Statute 123A.24, subd. 2](#), charter school, contract alternative school, tribal contract school, or nonprofit organization contracted by one of the preceding entities.)

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)

Funds awarded under separate Impact Fund awards—including to the Applicant, an implementation partner, or a processing entity—cannot be layered in one unit.

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 purchase price of the home;
- Affordability Gap – grants and/or deferred loans to fund the difference between the purchase price 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 Green Communities Criteria section below

- 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 purchase price of the home;
- Affordability Gap – grants and/or deferred loans to fund the difference between the purchase price 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); and
- Interim Loans

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

- Visitability – see [Visitability Requirements](#) section below
- Green Communities – see [Green Communities Criteria](#) section below
- Prevailing Wage – see [Prevailing Wage](#) section below

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.

- 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 below)
 - Repayable upon qualifying event (e.g., sale, refinance, etc.)
 - Loans assigned to Minnesota Housing
- 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 write down the interest rate on Community Fix Up loans

Affordability Gap & Owner-Occupied Rehabilitation 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

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.

- 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 below)
 - Repayable upon qualifying event (e.g., sale, refinance, etc.)
 - Loans assigned to Minnesota Housing
- Grants for homebuyers to purchase homes to be placed in CLTs
 - Income Limit: 80% AMI
 - Homes must be placed in a CLT

Affordability Gap & Owner-Occupied Rehabilitation 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

Stand-Alone 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); and
- Applicants requesting unique loan terms on the basis of a Special Purpose Credit Program must demonstrate how the Special Purpose Credit Program differs from existing Single Family RFP program requirements, and how it advances Minnesota Housing strategic priorities such as reducing disparities in homeownership access among disproportionately impacted populations. Minnesota Housing will make determinations on unique loan terms at its sole discretion.

5. 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 TIHP Housing Plans. Only current TIHP administrators are eligible for TIHP funding. Tribal entities are not limited to applying for the Tribal Indian Housing Program and may apply for any of the eligible activities under the Impact Fund.

6. School Direct Costs: A school district; a cooperative unit, as defined in section [123A.24, subdivision 2](#); a charter school; a contract alternative school; a Tribal contract school; or a nonprofit organization contracted by one of the preceding entities may request funding for school direct costs. This includes proposals to develop new construction homes or acquire and rehabilitate existing homes including single-family detached 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. Grant funds are available for direct costs related to the construction of homes, including building materials, construction tools, subcontractors, and professional labor.

School Direct Costs requirements (also see the Application for details):

- Visitability (new construction projects only): See [Visitability Requirements](#) section below

Cost Category Limits

Administration Fee – Applicants requesting funding for Affordability Gap 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.

Applicants requesting funding for Owner-Occupied Rehabilitation may request an Administration Fee of up to \$2,000 per unit. Additional eligible costs include, but are not limited to, construction management and client navigation.

Pursuant to [Minnesota Statute 16B.98, subd. 1](#), awarded applicants must agree that administrative costs must be necessary and reasonable.

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. The awarded applicant and any affiliate must not include costs for wages, benefits or overhead in the Total Development Cost.

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. Contract Agreements will identify the number of units to be completed, the type of work to be done (new construction, owner-occupied rehabilitation, etc.), the target area to be served, maximum household income allowed, and funding source(s) awarded. The project must be completed within the Contract Agreement period, or as otherwise stated in the Contract Agreement. Contract Agreements may be amended to extend the agreement period and/or modify or update eligible activities as included in the Contract Agreement at the sole discretion of Minnesota Housing.

Further information on Program Expectations can be found in the [Impact Fund Procedural Manual](#).

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](#).

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 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 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.

Visitability Requirement – New Construction

All units constructed using Impact Fund resources must meet visitability requirements. Visitability unit design and construction allows people with mobility impairments to enter and comfortably stay for a duration and is required under [Minnesota Statute 462A.34](#). All new construction units must incorporate all of the following elements:

- 32-inch clear opening doorways throughout the unit;
- At least one no-step entrance; and
- A half bath, or larger bathroom, on the main level.

Visitability Waivers may not be requested as a part of the application and are not guaranteed if an award is made. Waivers to the 32-inch clear opening doorways requirement will not be granted. Failure to meet Visitability requirements may lead to project disqualification.

Green Communities Criteria – New Construction & Acquisition, Rehabilitation, Resale

All new construction units receiving Single Family RFP funds for Value Gap or Interim Loan financing 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 [Impact Fund webpage](#).

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

Prevailing Wage – New Construction

Under certain circumstances, awards of Minnesota Housing funds may trigger state prevailing wage requirements under [Minnesota Statutes, Chapter 177](#) or [Minnesota Statutes, section 116J.871](#). In broad terms, Minnesota Statutes, Chapter 177 applies to an award of \$25,000 or

greater for housing that is publicly owned. Minnesota Statutes, section 116J.871 applies to awards for non-publicly owned housing that meet the following conditions: (1) new housing construction (not rehabilitation of existing housing); (2) a single entity receives from Minnesota Housing \$200,000 or more of grant proceeds or \$500,000 of loan proceeds; or (3) allocations or awards of low-income housing tax credits, for which tax credits are used for multifamily housing projects consisting of more than ten units.

Minnesota Statutes, section 116J.871 sets out several exceptions to the applicability of prevailing wage including (1) rehabilitation of existing housing; (2) new housing construction in which total financial assistance at a single project site is less than \$100,000; and (3) financial assistance for the new construction of fully detached single-family affordable homeownership units for which the financial assistance covers no more than ten fully detached single-family affordable homeownership units.

Entities receiving funding from Minnesota Housing as described in this section shall notify all employers on the project of the recordkeeping and reporting requirements in Minnesota Statutes, section 177.30, paragraph (a), clauses (6) and (7). Each employer shall submit the required information to Minnesota Housing.

Please note the following statutory provisions that apply to this funding:

- A state agency may provide financial assistance to an Administrator only if the Administrator receiving or benefiting from the financial assistance certifies to the Commissioner of Minnesota Department of Labor and Industry that laborers and mechanics at the project site during construction, installation, remodeling, and repairs for which the financial assistance was provided will be paid the prevailing wage rate as defined under the [Prevailing Wage Act](#), including [Minnesota Statute 177.42, subd. 6](#); [Minnesota Statute 116J.871, subd. 2](#), and any applicable Rules ([Minn. R. 5200.1000-5200.1120](#)).
- It is a misdemeanor for a person who has certified that prevailing wages will be paid to laborers and mechanics under [Minnesota Statute 116J.871, subd. 2](#), to subsequently fail to pay the prevailing wage. Each day a violation of this subdivision continues is a separate offense. [Minnesota Statute 116J.871, subd. 3](#).

If the project site is used for a building that is publicly owned or leased, additional statutory requirements may apply.

After evaluation and scoring, but prior to selection, Minnesota Housing may contact Applicants for revised information (e.g., project costs, etc.) to include prevailing wage costs. Any such request for information must be provided within the timeline specified by Minnesota Housing.

If awarded funding, Applicants will be required to complete and submit a Prevailing Wage Certification before starting construction.

Special Purpose Credit Programs – Affordability Gap

Applicants for Affordability Gap through a Stand-Alone Affordability Gap, New Construction, or Acquisition, Rehabilitation, Resale application may request to provide unique loan terms as part of a Special Purpose Credit Program. 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 with the Activity Application. See [Application Checklist](#) section for details.

Minnesota Housing uses this information to determine if the Special Purpose Credit Program aligns with our [strategic objectives](#). Minnesota Housing does not make a determination about whether the Special Purpose Credit Program meets federal requirements.

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 Single Family 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 and ethnically diverse clients and/or clients with a disability
- Demonstrated engagement strategies with diverse populations
- Demonstrated outreach strategies with diverse populations

The Impact Fund has statewide reach, emphasizing geographic diversity within and across Minnesota, including small cities and rural communities in greater Minnesota, urban areas across the state, and the seven-county Twin Cities metropolitan area. The Impact Fund also serves diverse racial and ethnic communities, Indigenous people, people with disabilities, veterans of the armed forces, and more.

The Impact Fund will measure program performance in serving diverse populations through required grantee reporting upon sale or completed rehabilitation of all units funded with Impact Fund 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, analysis of open Impact Fund awards if any, review of monitoring and audit findings from previous awards if any and stated agreement to comply with Visitability and Green Communities requirements.

Insufficiency in one or more of these categories may lead to the removal of the application from the review process. Applications that meet all of the requirements stated above may advance to Competitive Scoring.

Competitive Criteria

Priorities:

The Single Family RFP prioritizes housing supply, sustainable development, and efficient construction practices. Applicants can earn up to seven additional Innovation and Efficiency points for the following priorities:

- Sustainable development, including passive house design, fortified roof designation with

hail supplement, electric air source heat pumps, and solar panels

- Efficient supply, including modular, CrossMod or other unit construction that results in efficiently addressing the shortage in supply of single-family housing units

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	<p>All Activity Types:</p> <ul style="list-style-type: none"> • Applicants’ related housing experience • demonstrated successful completion of similar projects • Partnerships and partner experience • Staff qualifications 	10
Project Feasibility	<p>All Activity Types:</p> <ul style="list-style-type: none"> • Reasonableness of proposed costs • Reasonableness of proposed subsidies • Financial resources and leverage • Household selection criteria • Utilization of existing downpayment assistance/repair loan programs if applicable • Regulatory Incentives or In-Kind Contributions <p>New Construction:</p> <ul style="list-style-type: none"> • Construction/ lending plan documents and timelines • Subsidy protection or long-term affordability measures <p>Acquisition, Rehabilitation, Resale:</p> <ul style="list-style-type: none"> • Repair/ lending plan documents and timelines • Subsidy protection or long-term affordability measures <p>Owner Occupied Repair:</p> <ul style="list-style-type: none"> • Repair/ lending plan documents and timelines <p>Stand-Alone Affordability Gap:</p> <ul style="list-style-type: none"> • Lending plan documents and timelines 	35

Category	Criteria	Maximum Score
	<ul style="list-style-type: none"> Subsidy protection or long-term affordability measures 	
Community Need	<p>All Activity Types:</p> <ul style="list-style-type: none"> Defined community need for the housing activity/unit type in the target geography based on local demographics Workforce, market, and economic data Participation in a Cooperatively Developed Plan Requirement of homeownership or financial education and counseling Workforce housing location Location efficiency Community recovery location Increase housing choice location Rural/Tribal designated areas 	15
Community Reviewer Feedback	<p>All Activity Types:</p> <ul style="list-style-type: none"> Community reviewer evaluation of project impact 	5
Equity	<p>All Activity Types:</p> <ul style="list-style-type: none"> Engagement strategies Outreach and marketing Equitable access to homeownership 	8
	Competitive Points Total:	73
Innovation and Efficiency Priority Points	<p>New Construction and Acquisition, Rehabilitation, Resale:</p> <ul style="list-style-type: none"> Efficient land use Efficient supply, including modular, CrossMod or other unit construction that results in efficiently addressing the shortage in supply of single-family housing units Sustainable development, including passive house design, fortified roof designation with hail supplement, electric air source heat pumps, and solar panels 	7
	Total possible points:	80

NOTE: Recognizing and honoring sovereignty, Tribal Nations and Tribal 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 [Minnesota Statute 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
Wednesday, April 8, 2026	RFP posted via the Minnesota Housing website, eNews, and State Register
Tuesday, April 21, 2026	Minnesota Housing holds an RFP Information session
Tuesday, May 5, 2026	Office Hours session
Tuesday, May 19, 2026	Office Hours session
Tuesday, June 9, 2026	Final call for questions by 12:00 noon Central Time
Tuesday, June 23, 2026	Final FAQ posted to the Minnesota Housing website in response to RFP questions submitted
Thursday, July 9, 2026	Applications due by 12:00 p.m. Central Time (refer to the Submission Instructions section below)
Thursday, December 17, 2026	Minnesota Housing staff recommends selections to Minnesota Housing's board
Monday, December 21, 2026	Minnesota Housing notifies all applicants of selection decisions
Tuesday, January 12, 2027	Mandatory due diligence training for all selected applicants
Friday, February 19, 2027	All due diligence items described below must be submitted
Thursday, April 1, 2027	Upon Grant Contract Agreements being fully executed, Grant Contract Agreement term begins
Monday, January 31, 2028	Annual Reports due each year of Contract Agreement term on January 31
Sunday, March 31, 2030	Grant Contract Agreement term ends (no activities funded after this date)
Saturday, September 30, 2030	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 1:00 PM on Tuesday, April 21, 2026, 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.

Applicants may attend either or both of the two scheduled Office Hours sessions via Teams Webinar. Registration is required to attend.

Applicants may schedule 1:1 technical assistance with an Impact Fund team member. Scheduling is managed through [Bookings](#) and is available in half hour increments. Questions asked during all sessions will be transcribed and questions and responses will be included in the FAQ. Application advice will not be given during Technical Assistance, and participation in Technical Assistance will not influence application scoring.

Frequently Asked Questions (FAQs) from the RFP Information Session, Office Hours and Technical Assistance Sessions, along with other initial questions received by Minnesota Housing staff, will be posted on or around Friday, May 1, 2026. All final questions must be submitted by Tuesday, June 9, 2026, with the final FAQ posted on or around Tuesday, June 23, 2026.

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

Application Checklist

Applicants must use the required application form and include all the required information/documentation. 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 and Application Signature Page** – submit one per applicant, even if submitting multiple applications. (Wet, digital, or electronic signatures will be accepted)
2. **Open and Closed Award Status Report** – submit one per applicant, even if submitting multiple applications
3. **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
 - E. Tribal Indian Housing Program (TIHP) Activity Application (limited to current TIHP administrators only)
 - F. School Direct Costs (SDC) Activity Application (eligible school applicants only)
4. **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) Workbook
 - B. New Construction (NC) Workbook
 - C. Owner-Occupied Rehabilitation (OOR) Workbook
 - D. Stand-Alone Affordability Gap (AG) Workbook
 - E. Tribal Indian Housing Program (TIHP) Workbook (limited to current TIHP administrators only)
 - F. School Direct Costs (SDC) Workbook (eligible school applicants only)
5. **Pre-Award Risk Assessment Form (one per applicant)** 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

- 6. **Project Timeline** – required for New Construction, School Direct Costs, and Acquisition, Rehabilitation, Resale applications, and 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
- 7. **Project/Site Information** (to the extent available) – applicable to New Construction, School Direct Costs, 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. **Local Investment and Financial Leverage Commitment Letter(s)**
- 9. **Additional Information**
 - A. Community Land Trust (CLT) Supplemental Application – required for first-time CLT applicants only
 - B. Special Purpose Credit Program documentation
 - a. Nonprofits: Applicant’s Special Purpose Credit Program policy
 - b. For-profits: copy of the written plan
 - c. Government agency: documentation of express authorization allowing for the program

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 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 Thursday, July 9, 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 are 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, February 19, 2027**.

- **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.
 - **Partnership Agreements** (for entities that identified partners in their application(s) and do not intend to do bidding with those previously identified partners).
 - **An itemized list of any pre-development costs** incurred or anticipated to be incurred prior to contract execution (if any). Inclusion of any such costs in the calculation of Total Development Cost is subject to Minnesota Housing approval and will be evaluated upon receipt.
 - **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.

Organizations that are awarded funding must have all due diligence materials 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 Homeownership Impact Fund Program Procedural Manual](#).
- 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 [Minnesota Statute 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 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 [Minnesota Statute 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:

- Sam Dyer, Single Family Request for Proposals (RFP) Manager, 651.539.9878, sam.dyer@state.mn.us
- Impact Fund team at impact.fund.mhfa@state.mn.us

For questions about the Tribal Indian Housing Program or 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 [Impact Fund website](#).