



Application Reference: Local Housing Trust Fund Grants Program Request for Proposal (RFP)

This document is for reference only. **The application information and required documentation must be submitted only through the [online Cvent application tool](#) no later than 5:00 p.m. Central Time on Wednesday, March 19, 2025, to be eligible for funding.**

Instructions: Before completing the Local Housing Trust Fund RFP Application, please review the [RFP Instructions](#) for program details, [eligibility requirements](#), eligible uses, definitions and related program information. When using the Cvent application tool, complete each section of the application and all the narrative questions. Answer the questions with detailed descriptions and upload supplemental documentation via the Cvent application tool when applicable.

Potential applicants are encouraged to attend a virtual technical assistance session on **10:00 a.m. Central Time on Tuesday, February 18, 2025, or 2:30 p.m. Central Time on Thursday, February 20, 2025**, to learn more about the application process. **Please register for one technical assistance session, which will be held via Microsoft Teams.**

Applications and all required documentation must be submitted using the [Cvent application tool](#) by 5:00 p.m. Central Time on Wednesday, March 19, 2025, in order to be considered for funding.

Local Housing Trust Fund Applicant Information

1. What entity created the Local Housing Trust Fund: _____
2. What entity administers the Local Housing Trust Fund: _____
3. Service area of the Local Housing Trust Fund: _____
4. Applicant Organization: _____
5. Primary Contact(s) & Title(s): _____
6. Applicant Phone: _____
7. Email Address: _____
8. Mailing Address: _____
9. What entity will be the Contracting Party who will sign the Grant Contract Agreement if funded? _____

Local Housing Trust Fund Information

10. What is the date of establishment of the Local Housing Trust Fund? _____
11. What documentation are you including to demonstrate the establishment of the Local Housing Trust Fund? (Please attach.)
- City or County Ordinance
- Joint Powers Agreement (Resolution)
- Certification of Establishment (Only if before 2017)
12. Are the matching funds New Public Revenue that has been committed to the Local Housing Trust Fund on or after June 29, 2021?
- Yes No
13. Are the matching funds from any source other than the state or federal government?
- Yes No
14. What is the source of matching funds? _____
15. What is the amount of matching New Public Revenue that has been committed to the Local Housing Trust Fund? (Please refer to the Application Instructions for detailed information on eligible matching funds.) _____

Project Information

16. How much funding are you requesting? _____

Entities may be eligible to receive Program grant funds in any amount up to \$225,000 depending on the amount of New Public Revenue the applicant uses as matching funds and contingent on the total available funds for the Program. New Public Revenue in an amount up to \$150,000 can be matched with grant funds at 100%. Additional New Public Revenue more than \$150,000 and up to \$300,000 can be matched at 50%.

Table 1: Examples of Allowable Grant Funds Requests

| | | | | |
|--|-----------------|------------------|------------------|--------------------------|
| <i>If New Public Revenue totals:</i> | <i>\$75,000</i> | <i>\$150,000</i> | <i>\$200,000</i> | <i>\$300,000 or more</i> |
| <i>You may request grant funds of up to:</i> | <i>\$75,000</i> | <i>\$150,000</i> | <i>\$175,000</i> | <i>\$225,000</i> |

17. Please briefly describe the current uses of your Local Housing Trust Fund. What programs or projects have you implemented with the Trust Fund? (1,000 characters maximum) _____

18. What activities will the grant funds be used for? (750 characters maximum) _____
19. Which type(s) of authorized expenditures, as described in statute, best describes the activities for which you will use grant funds? Check all that apply.
- Making grants, loans or loan guarantees for the development, rehabilitation or financing of housing;
 - Matching other funds from federal, state or private resources for housing projects; or
 - Providing downpayment assistance, rental assistance or homebuyer counseling services
20. Describe the housing needs of your community and service area of the Local Housing Trust Fund and how you identified those needs. (1,000 characters maximum) _____
21. How would these grant funds support the housing needs of your community or service area? Describe how the funds would enhance existing housing programs or meet the needs of the community by finding new or innovative housing solutions. (1,750 characters maximum) _____
22. How will the Local Housing Trust Fund benefit households with incomes at or below 115% of the State Median Income (SMI)? Please describe how you will reach targeted households and at which income levels. (1,500 characters maximum) _____
23. What is the projected timeline of your Local Housing Trust Fund grant from inception to completion? When will the project(s) be ready to begin and when do you expect to begin utilizing grant funds? Please upload a timeline in a format of your choice including important target dates. (1,250 characters maximum) _____
24. Will the project(s) benefit Tribal communities?
- Yes No
 - a. If yes, please describe the engagement activities that benefit Tribal members and how those engagement activities relate to the Local Housing Trust Fund. (1,250 characters maximum) _____

Proposal Budget & Funding

25. What is the estimated total budget including the requested grant funds? \$ _____
- Upload the Program Budget detailing sources and uses of the grant proceeds, matching funds and any other funding sources using the budget template provided.
26. Will the Local Housing Trust Fund continue to be funded with local revenue after the grant has been expended? Please explain. (1,000 characters maximum) _____
27. What other funding sources has the community used to address housing needs? Does the community have access to other sources of income that directly benefit housing programs? What limitations does the community have in obtaining other resources? (1,500 characters maximum) _____

Previous Housing Initiatives

28. Please provide information on the community’s previous or ongoing housing initiatives. Has the community made recent improvements to housing policies, zoning requirements, new construction or other initiatives that have supported the housing needs of the community? (1,250 characters maximum) _____

Required Documents

NOTE: Applicants must submit the application checklist and all supporting documentation listed on the checklist.

Table 2: Application Checklist

| Application Checklist | |
|--------------------------|---|
| <input type="checkbox"/> | Intent to Apply (Submitted in advance of the Application) |
| <input type="checkbox"/> | Completed Application submitted via Cvent |
| <input type="checkbox"/> | Application Signature Page (wet, digital or electronic signatures will be accepted) |
| <input type="checkbox"/> | Project Budget |
| <input type="checkbox"/> | Proposed Project Timeline in a format of your choice |
| <input type="checkbox"/> | Documentation demonstrating the establishment of the Local Housing Trust Fund (city or county ordinance, joint powers agreement or certification of establishment of the housing trust fund if created before 2017) |
| <input type="checkbox"/> | Completed Certification of Matching Funds Form |
| <input type="checkbox"/> | Pre-Award Risk Assessment Form for Political Subdivisions |
| <input type="checkbox"/> | Pre-Award Risk Assessment Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified |

Application Information

The RFP Application must be submitted through the online Cvent application tool. Required supporting documentation and forms can be uploaded via Cvent or the secure LeapFILE portal. This form, the Application Signature Page and Pre-Award Risk Assessment Form for Political Subdivisions can be found on [Minnesota Housing’s website](#).

Project Budget

Submit the Project Budget detailing sources and uses of the grant proceeds for the proposal including all funding sources and total proposal costs. Use the provided budget template, which can be found on [Minnesota Housing's website](#).

Project Timeline

Submit a timeline or chart for the proposed use of the Local Housing Trust Fund grant funds. If this is supplementing an existing program, such as a downpayment assistance or homebuyer education program, include the estimated target dates of when the grant funds will be expended.

Documentation Demonstrating the Establishment of the Local Housing Trust Fund

For Local Housing Trust Funds created after 2017:

- City or County Ordinance or Joint Powers Agreement

For Local Housing Trust Funds created before 2017:

- Certification of the Establishment of the Local Housing Trust Fund

Certification of Matching Funds

Submit the completed Certification of Matching Funds Form. Funds must have been received, committed to the Local Housing Trust Fund and on hand as of the date of the Applicant's application under this RFP. Matching funds must come from any source other than state or federal government and have been committed to the Local Housing Trust Fund on or after June 29, 2021.

Common local sources of funding include property and sales tax proceeds, bond and loan proceeds, Tax Increment Financing funds, charges for services, interest income, enterprise funds and income from licensing, permitting and fines.

Pre-Award Risk Assessment Documents

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. Potential grantees who are government entities must submit:

- Pre-Award Risk Assessment Form for Political Subdivisions
- Pre-Award Risk Assessment Certification of no convictions of felony financial crimes by a principal, along with a list of principals being certified

Pre-award risk assessment documents may be uploaded via Cvent when completing the application or through the secure LeapFILE portal.

To upload the Pre-Award Risk Assessment documents into LeapFILE:

- Access the [Partner Login](#) page on the Minnesota Housing website and select the [Secure Upload Tool](#) at the bottom of the webpage
- Select “Secure Upload” and enter Localhousingtrustfund.mhfa@state.mn.us as the recipient
- Follow the prompts to upload the Pre-Award Risk Assessment documents
- For more detailed directions, please read the [Secure Upload Tool Instructions](#) document

Reminder: Use the Cvent Application Tool

Do not submit this Application Reference document. Instead, use the Cvent application tool to apply.

FOR REFERENCE ONLY