



Local Housing Trust Fund Grants Program Intent to Apply Reference Form

The Intent to Apply is required to be submitted in advance of the application to be eligible to apply for the 2025 Local Housing Trust Fund Grants Program Request for Proposal (RFP). **The Intent to Apply must be submitted by 5:00 p.m. Central Time on February 11, 2025, to be eligible to apply for funding.**

This form is for reference purposes only. The Intent to Apply must be submitted through the [online Cvent link](#). **The Intent to Apply is not scored but is a requirement for application.** Please review the [Program Guide](#) for eligibility requirements, eligible uses, definitions, and related program information.

Applicant & Project 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. Name of Applicant (Primary Contact): _____
5. Applicant (Primary Contact) Title: _____
6. Email Address: _____
7. Phone Number: _____
8. For what amount do you intend to apply? \$ _____

Please use your best estimate if you are unsure of what amount you intend to apply. You may apply for a different amount than listed in the Intent to Apply when completing your application.

Entities may be eligible to receive matching 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%.

9. Which type(s) of authorized expenditures, as described in statute, best describe(s) the activities for which you intend to use the grant funds, if awarded? Check all that apply.
- Making grants, loans, and loan guarantees for the development, rehabilitation, or financing of housing;
 - Matching other funds from federal, state, or private resources for housing projects; or
 - Providing down payment assistance, rental assistance, and homebuyer counseling services.
 - Administrative expenses, up to 10% of the Local Housing Trust Fund Program grant.
10. Brief description of the project you intend to propose (1-3 sentences): _____

Submission Instructions

The Intent to Apply can be completed through the [Cvent link](#). All RFP documents can be found on the [Local Government Housing Programs website](#).

After the Intent to Apply is submitted, potential applicants will be invited to participate in a virtual technical assistance session held via Microsoft Teams to learn more about the application process.

Questions

All program questions can be emailed to localhousingtrustfund.mhfa@state.mn.us.

Program contacts:

- Colleen Meier, Program Manager, Local Government Housing Programs, (651) 296-9811
- Nick Boettcher, Policy & Programs Specialist, Local Government Housing Programs, (651) 282-2575

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 website at <https://mnhousing.gov/local-government.html>.