

# Greater Minnesota Housing Infrastructure Grant Program Request for Proposal (RFP) Application Content

This document is for reference only. To be considered for funding, you must apply through the [online Cvent application tool](#) before **Thursday, June 12, 2025, 5 p.m. Central time.**

## About the Application

Before completing the Greater Minnesota Housing Infrastructure Grant Program RFP Application, please review the [RFP Instructions](#) and [Program Guide](#) for program details, including eligibility requirements, eligible uses, definitions and related program information.

## How to Apply

Complete the [application in Cvent](#), including uploading all required Application Checklist items below, before the Application Deadline of **Thursday, June 12, 2025, 5 p.m. Central time.**

## Application Checklist

All the following checklist items must be completed properly and submitted in order for an application to meet threshold criteria and be considered for funding:

Application Checklist	
<input type="checkbox"/>	<b>Application</b> (in Cvent)
<input type="checkbox"/>	<b>Resolution(s) Regarding Nonstate Matching Resources</b>
<input type="checkbox"/>	<a href="#">Application Signature Page</a>
<input type="checkbox"/>	<a href="#">Pre-Award Risk Assessment Form for Political Subdivisions</a>
<input type="checkbox"/>	<b>Optional Supporting Documents</b>

## **Before You Begin: Instructions, Questions and Technical Assistance Webinars**

Please refer to the [RFP Instructions](#), [Program Guide](#) and [Application Reference Document](#) for more detail, including contacts for questions and information about participating in and viewing technical assistance webinars.

Minnesota Housing strongly recommends that Applicants prepare their responses outside of the application website (such as in a Microsoft Word document) before beginning the online application.

Minnesota Housing also recommends that applicants review all portions of the application, ask any questions and receive responses before submitting an application. Questions are due to [infrastructuregrants.mhfa@state.mn.us](mailto:infrastructuregrants.mhfa@state.mn.us) by 5 p.m. Central time on Friday, May 16, 2025.

Sign up for [Local Government Housing Programs eNews](#) to receive updates about this RFP.

FOR REFERENCE ONLY

## Application Content

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### Part 1 of 8: Applicant Information

#### Applicant Information

1. Name of the city, county, Tribal Nation or Tribally Designated Housing Entity applying for funds (the "Applicant"): \_\_\_\_\_

*(Enter the name of the entity applying for funds. This will become the Grantee, if awarded.)*

2. Please provide contact information below:
  - a. Applicant Mailing Street Address: \_\_\_\_\_
  - b. Applicant Mailing City: \_\_\_\_\_
  - c. State: \_\_\_\_\_
  - d. Zip: \_\_\_\_\_
  - e. Application Primary Contact: \_\_\_\_\_
  - f. Primary Contact Title: \_\_\_\_\_
  - g. Primary Contact Phone: \_\_\_\_\_
  - h. Primary Contact Email Address: \_\_\_\_\_
  
  - i. Application Secondary Contact (optional): \_\_\_\_\_
  - j. Secondary Contact Title: \_\_\_\_\_
  - k. Secondary Contact Phone: \_\_\_\_\_
  - l. Secondary Contact Email Address: \_\_\_\_\_

3. Please describe the experience of the Applicant and any others involved (for example, developers, engineers and other consultants) with capital projects funded by State of Minnesota general obligation bond proceeds. **This question is not scored.**

*Experience with appropriated grant funds is addressed through the Pre-Award Risk Assessment. Minnesota Housing may use the information gathered through this question and the Pre-Award Risk Assessment to tailor funding types and technical assistance for grantees.*

*For more information about general obligation bond-funded capital projects, see Minnesota Management and Budget's capital projects webpage at <https://mn.gov/mmb/debt-management/capital-projects/>*

(Limit 1500 characters) \_\_\_\_\_

## Part 2 of 8: Infrastructure Project Information

4. How much grant funding does the Applicant request?

\$ \_\_\_\_\_ . (You must enter a number.)

*Please refer to the RFP Instructions for information on maximum grant amounts.*

5. Is there a minimum amount of Grant Proceeds the Applicant will accept? Yes or No

If yes: What is the minimum amount the Applicant will accept? \$ \_\_\_\_\_ .

6. What are the total Capital Costs of the Eligible Infrastructure Project(s)?

\$ \_\_\_\_\_ . (You must enter a number.)

- a. Please describe how you arrived at this number (total Capital Costs). (Limit 1500 characters)

\_\_\_\_\_

- b. Upload any sources and uses documents, cost estimates or relevant supporting documents, if available.

7. Please indicate the amount of matching resources available to the Eligible Infrastructure Project(s):

\$ \_\_\_\_\_ . (You must enter a number.)

*Please see the [RFP Instructions](#) for explanation of the matching resources requirement.*

8. Please upload the Applicant's resolution(s) regarding nonstate matching resources.

*(Note: Applicants must provide a resolution or resolutions of the Applicant's governing body (for example, its county board, city council or Tribal governing body) certifying that the required nonstate portion of matching resources is available. If the upload exceeds the file size limit, please refer to the LeapFILE upload instructions in the [RFP Instructions](#) document.)*

9. In which municipality (if any) and county is the infrastructure project located? (If the project covers more than one municipality or county, please identify each one.)

a. Municipality (if applicable) \_\_\_\_\_

b. County \_\_\_\_\_

- c. Is the infrastructure project located within a Tribal reservation or on Tribal land? Yes/No

i. If yes, please explain. \_\_\_\_\_

10. Please describe the type(s) of physical public infrastructure that will be funded with this grant. In the description, please describe the location of the infrastructure in relation to the Qualifying Housing Development. If the Qualifying Housing Development is located on a different site, please describe how the infrastructure will support the Qualifying Housing Development. (Limit 2000 characters) \_\_\_\_\_
11. Describe the Qualifying Housing Development that will be supported by the physical public infrastructure (Limit 2000 characters) \_\_\_\_\_

## Part 3 of 8: Project Readiness

### Infrastructure Project Readiness (15 points)

12. Please describe in detail the current status of the infrastructure project(s). Include descriptions of site control (who controls the site(s) currently, and will ownership need to be transferred to complete the project?), any feasibility assessments (surveys, plans/plats, scopes of work, assessments or inspections, cost estimates, etc.) conducted to date, and any public notices/hearings/regulatory approvals that have occurred or may be required for the project. (Limit 1500 characters)

*If you would like to upload documents to support your response, please upload them below. Examples may include evidence of site control; surveys, plans/plats, scopes of work, inspection reports, cost estimates and other feasibility assessments; resolutions, minutes or other records of public hearings and regulatory approvals. If you are uploading documents, please include the language "Please see uploaded document[s]" in your narrative response.*

- \_\_\_\_\_
13. How will you track progress or completion of the infrastructure project during the term of the Grant Contract Agreement? Are there multiple phases of the project and, if so, how are they determined? (Limit 1500 characters)

*If you would like to upload documents (for example, a Gantt chart or other timeline) to support your response, please upload them below. If you are uploading documents, please include the language "Please see uploaded document[s]" in your narrative response.*

- \_\_\_\_\_
14. Please describe the capacity and relevant experience of the Applicant and any others involved (for example, developers, engineers and other consultants) with similar projects. (Limit 1500 characters)

\_\_\_\_\_

## Qualifying Housing Development Readiness (10 points)

15. Please describe the current stage(s) of the Qualifying Housing Development, such as planning, pre-development, development and/or post-development. (Limit 2000 characters)

\_\_\_\_\_

16. Please describe in detail the Qualifying Housing Development. Include details on site control, feasibility assessments and timeline. (Limit 2000 characters) \_\_\_\_\_

*If you would like to upload documents to support your response, please upload them here. (Examples of optional supporting documents include a timeline for the Qualifying Housing Development, evidence of site control, market and feasibility assessments and other supporting documents.)*

## Part 4 of 8: Scale of Investment (40 points)

Scale of investment is evaluated by Minnesota Housing using available data and the number of units proposed in the Applicant's Qualifying Housing Development(s). Please review the [Scale of Investment and Community Need Methodology](#) document for more information.

*Note: For funding limits per lot and for definition of terms including Manufactured, Affordable and Workforce Housing, please refer to the [RFP Instructions](#).*

**Housing developments with only Market Rate units are not eligible for funding consideration. Plans for the Qualifying Housing Development must contain at least one Affordable Housing or Workforce Housing unit.**

17. How many **lots** do you anticipate will be in your Qualifying Housing Development?

- a. Single Family (Site-built housing with one to four units): \_\_\_\_\_
- b. Manufactured Housing: \_\_\_\_\_
- c. Multifamily (Buildings with five or more units): \_\_\_\_\_

18. How many **units** do you anticipate will be created in your Qualifying Housing Development?

- a. Single Family
  - i. Affordable or Workforce: \_\_\_\_\_
  - ii. Market Rate: \_\_\_\_\_
- b. Manufactured Housing
  - i. Affordable or Workforce: \_\_\_\_\_
  - ii. Market Rate: \_\_\_\_\_
- c. Multifamily
  - i. Affordable or Workforce: \_\_\_\_\_
  - ii. Market Rate: \_\_\_\_\_
- d. Total number of units being created: \_\_\_\_\_

19. How many units will be **removed** through condemnation or demolition? \_\_\_\_\_
- a. Please explain how and why the units are being removed and how recently they were occupied. (Limit 1500 characters)
20. What is the **net total** number of units anticipated for this Qualifying Housing Development? (Take the total number of units being created and subtract the number of units being removed through condemnation or demolition). \_\_\_\_\_

### Part 5 of 8: Community Need (15 points)

Community need is evaluated by Minnesota Housing using available data. There are no questions asked in this section. Please review the [Scale of Investment and Community Need Methodology](#) document for more information.

### Part 6 of 8: Community Impact (10 points)

*Communities Most Impacted by Housing Instability, as defined in Minnesota Housing's [Strategic Plan](#), include: Lowest Income, People of Color, Indigenous Individuals, LGBTQ+, People Experiencing Homelessness, People With Disabilities, Immigrants, Large Families, Seniors and Children. This also includes people facing barriers and/or limited choices due to poor credit, limited savings, criminal history, prior evictions, and transitioning out of foster care, prison or other systems.*

21. Which communities are the focus of the proposal? Considering the definition of Communities Most Impacted by Housing Instability, are there communities in that definition that will benefit most from this project? What opportunities, needs and challenges do they face? Please describe how the Applicant identified these opportunities and challenges and incorporated these communities in this process. (Limit 2000 characters) (5 points)
- \_\_\_\_\_

22. Please describe how the needs of the communities identified in the previous question will be prioritized in the Applicant's infrastructure project(s) and Qualifying Housing Development(s), such as through infrastructure design, housing design, workforce development initiatives and marketing. (Limit 2000 characters) (5 points)
- \_\_\_\_\_

### Part 7 of 8: Collaboration and Local Actions to Support Housing (10 points)

23. Please describe the Applicant's efforts to collaborate with both key public and private sector stakeholders. Describe the entities with which the Applicant has collaborated and whether and how these collaborations informed the Applicant's proposal. Describe how the Applicant will collaborate with these entities and stakeholders as the Applicant carries out grant-funded activities.

(Limit 2000 characters) (5 points) \_\_\_\_\_

24. Please describe actions taken by the Applicant over the past five years to encourage creation of Affordable Housing, Workforce Housing and Market-Rate Housing. *You may include, but please do not limit your response to, actions related to the Qualifying Housing Development described in this Application.*

These may include but are not limited to the following:

- a. Zoning and land-use updates to increase density and affordability, including but not limited to increased or eliminated height restrictions, allowing more units per lot, lowered or eliminated parking minimums, higher floor area ratios, relaxed or eliminated design standards, reduced lot or building width minimums, allowance for “by right” development, and higher occupancy limits.
- b. Investment of local financial resources, including but not limited to an HRA (housing and redevelopment authority) or Economic Development Authority (EDA) levy, TIF (tax increment financing), tax abatement, or local housing trust fund. The purpose of these investments must be to support housing creation or improve physical conditions expressly for housing creation such as through site preparation or infrastructure expansion.

(Limit 2000 characters) (5 points) \_\_\_\_\_

## **Part 8 of 8: Signature Page, Pre-Award Risk Assessment and Optional Uploads**

### **Application Signature Page**

Complete and upload the [Application Signature Page](#).

*If the upload exceeds the file size limit, please refer to the LeapFILE upload instructions in the [RFP Instructions](#) document.*

### **Pre-Award Risk Assessment**

Complete and upload the [Pre-Award Risk Assessment Form for Political Subdivisions](#) and accompanying list of principals for whom you are certifying in the Form.

*If the upload exceeds the file size limit, please refer to the LeapFILE upload instructions in the [RFP Instructions](#) document.*

### **Optional Uploads**

Applicants may, but are not required to, upload other documents to support their proposals. If the file size is large or the upload will contain sensitive information, please refer to the Secure Upload Tool instructions included in the RFP Instructions.

## Remember: Use the Cvent Application Tool

Do not submit this application content reference document. Instead, use the [Cvent application tool](#) to apply. Required application materials are summarized in the Application Checklist below.

### Application Checklist

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