



Community Stabilization: Distressed Multifamily Rental Building Program

Request for Proposals Application Instructions

Application Deadline: noon Central Time on Wednesday, November 19, 2025



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This information will be made available in alternative format upon request.

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Chapter 1: Overview

Minnesota Housing is now accepting applications for the Community Stabilization: Distressed Multifamily Rental Building Program (Program) Request for Proposals (RFP).

The Community Stabilization Program was established pursuant to [Minnesota Laws 2023, chapter 37, article 1, section 2, subdivision 29](#) and [Minnesota Laws 2023, ch. 37, art. 2, sec. 6](#) as a one-time program to preserve naturally occurring affordable housing. [Minnesota Laws 2024, ch. 127, art. 14, sec. 11](#) and [Minnesota Laws 2024, chapter 127, article 15, section 38](#) amended the appropriation for the Community Stabilization Program, specifying that \$50,000,000 is to be used to provide loans or grants for the Recapitalization of Distressed Buildings. Of this amount, up to \$15,000,000 is specifically for preservation or Recapitalization of housing that includes Supportive Housing.

These funds will be available through Minnesota Housing's Program and will be distributed through a competitive RFP process for loans or grants. Funds provided as grants will be subject to the policies established by the [Minnesota Department of Administration Office of Grants Management](#).

Unless otherwise stated, capitalized terms have the meaning ascribed to them in Appendix A of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#).

Available Funding

The maximum loan or grant per Recipient is \$40,000 per unit of the Distressed Building and a maximum of 20% of available funding to any one Sponsor. A Sponsor is an individual, legal entity, or other organization that exercises decision-making control over the project. Minnesota Housing reserves the right to adjust the requested amount of funding based on the needs of the project and available Program funding.

Minnesota Housing will retain a portion of the available funding that is structured as grants to cover administrative costs in accordance with [Minnesota Statutes, section 462A.05, subdivision 8](#). Funds provided as loans are subject to loan fees and construction oversight fees (if applicable) in accordance with page 5 of the [Multifamily Loan Program and Housing Tax Credit Program Fee Schedule](#).

Chapter 2: Eligible Recipients

As defined in section 2.02 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#), an Eligible Recipient is one of the following:

- A private for-profit developer, which includes but is not limited to a Limited Liability Company (LLC), Limited Partnership (LP), or other similar ownership entity with approval from Minnesota Housing at its sole discretion
- A tax-exempt Nonprofit Organization established under section 501(c)(3) of the Internal Revenue Code; a Nonprofit Organization may apply on behalf of the LLC, LP, or other similar organization provided the Nonprofit Organization controls at least 50% of the combined ownership of all general partners in the ownership entity of the property
- A Federally recognized American Indian Tribe located in Minnesota or its Tribally Designated Housing Entity
- Local unit of government (subject to the limitations described in section 2.01 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#))

Site Control

The Eligible Recipient must own or control the property, which is demonstrated by meeting one of the following criteria:

- The property is directly owned by the Eligible Recipient.
- The property is owned by an LLC, LP, or other similar ownership entity with approval from Minnesota Housing at its sole discretion, and the Eligible Recipient is the managing general partner or managing member of the LLC, LP, or other similar ownership entity. If there is more than one general partner or member, the Eligible Recipient must control at least 50% of the combined ownership of all general partners or members in the ownership entity.
- The Eligible Recipient can demonstrate ownership or control of the property at Minnesota Housing's sole discretion. In this instance, the Applicant must include a narrative explaining how they control the property with supporting documentation.

If the Applicant is proposing to sell or transfer ownership of the property, the application must include a copy of an executed purchase agreement, purchase option, letter of intent or similar document and such document must:

- Be current – not expired
- Be fully executed by both buyer and seller
- Include the legal description of the property
- Have the purchase price clearly indicated
- Extend at least 6 months beyond the Community Stabilization: Distressed Multifamily Rental Building Program RFP Application due date and, include automatic extensions if selected for

funding. If the purchase agreement does not contain a specific date of expiration, but rather a series of phases with timeframes, the Applicant must document how long the agreement extends, given the allowable timeframes.

- If the property is not directly owned by the Recipient, the property ownership entity must agree to execute and record a declaration, covenants, land use restrictive agreement, or other documentation, as described in section 3.02 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#), and any other documentation as determined by Minnesota Housing at its sole discretion.

Chapter 3: Eligible Property

As stated in section 2.01 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#), the property must meet all the following threshold requirements to be eligible for funding:

- Be owned or controlled by an Eligible Recipient*
- Have all units restricted to households with incomes at or below 60% of the area median income (AMI) as determined by the United States Department of Housing and Urban Development (HUD), adjusted for household size, and this household income limit requirement must be documented in a recorded declaration, covenant, land use restrictive agreement, or other similar recorded document deemed acceptable at Minnesota Housing's sole discretion
- Have eight or more units
- Have been placed in service on or before December 31, 2023

Additionally, the property must meet at least one of the following qualifying requirements:

- Be at imminent risk of foreclosure, closure, or sale that would result in permanent loss of affordability
- Have two or more years of negative net operating income (NOI), exclusive of financial or in-kind operating support from the owner of the property
- Have two or more years with a debt service coverage ratio less than one
- Have necessary costs of repair, replacement, or maintenance that exceed revenues and the project reserves available for those purposes

*Although a local unit of government is an Eligible Recipient, Program funds cannot be used for publicly owned housing. In these cases, the local unit of government may be awarded Program funds, but cannot have a direct ownership interest in the Distressed Building. The local unit of government may, however, have an ownership interest in the non-public ownership entity of the Distressed Building. It is highly recommended that all local units of government applying for Program funds obtain Minnesota Housing approval of the ownership structure as early as possible in the application process.

Only permanent residential rental housing, including Supportive Housing, is eligible for this Program. Assisted living facilities, nursing homes, shelters, transitional housing, and other similar facilities are not eligible for this Program.

Chapter 4: Eligible Uses

As stated in section 2.03 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#), Program funds may be used for financing the physical and financial needs that are necessary to stabilize an Eligible Property, which includes:

- Debt Restructure that stabilizes or improves property cash flow
- Deferred maintenance and rehabilitation, including costs related to the purpose of rehabilitation, such as:
 - Architecture and design costs, general contractor costs, and permits
 - Environmental reviews and remediation, including lead-based paint, asbestos, and radon mitigation
 - Closing costs, including legal, title, survey, and loan fees
 - Temporary relocation expenses incurred as a result of the rehabilitation
 - Project management fees that are the lesser of 5% of the total project costs or \$100,000
- Property operating costs including, but not limited to, property insurance, front desk, security/safety, tenant service coordination, Supportive Services, case management, program staff, and one-time or short-term staff retention incentives. Reporting, compliance and monitoring costs detailed below are considered operating costs.
- Capitalized replacement, operating, and/or Supportive Service reserves; See section 6.02 (Supporting Documentation) of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#) for additional information
- Financing to sell or transfer ownership of a property to a qualified owner that will commit to long-term affordability, as determined by Minnesota Housing at its sole discretion
- Costs associated with required reporting, compliance, and monitoring, including third-party auditors and accountants.

Minnesota Housing may approve, at its sole discretion, other uses that support the physical and financial needs of the property.

Chapter 5: Program Expectations

Review the full [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#) for all Program expectations, which include, but are not limited to:

- **Work Plan and Budget:** Selected Recipients are required to prepare a work plan and budget to identify how they anticipate using the loan or grant proceeds for eligible expenses. The work plan and budget will be incorporated into a Grant Contract Agreement.
- **Property Stabilization Plan:** See section 4.04 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#) and section 5 of the [Community Stabilization: Distressed Multifamily Rental Building Program RFP Application](#) for additional information and requirements. If selected for funding, the Property Stabilization Plan will be finalized in partnership with Minnesota Housing. A final version of the Property Stabilization Plan may be incorporated into the Loan Agreement or Grant Contract Agreement, as applicable.
- **Design Requirements:** [Limited Scope Project Abbreviated Design Requirements](#) are strongly encouraged for rehabilitation projects.
- **Reimbursements:** For funding selections structured as a grant, only costs of eligible uses incurred after the Grant Contract Agreement is fully executed are eligible for reimbursement. For funding selections structured as loans, the Recipient may be reimbursed for costs of Eligible Uses incurred prior to executing a Loan Agreement with Minnesota Housing's approval at its sole discretion. See Chapter 6 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#) for submitting reimbursement requests.
- **Reporting and Monitoring:** Recipients are required to provide annual reporting in the form and manner directed by Minnesota Housing. Minnesota Housing also performs periodic inspections and Recipients will be notified in advance of any inspection. Grantees will need to comply with Minnesota Department of Administration Office of Grants Management [Policy 08-09](#) and [Policy 08-10](#) regarding compliance monitoring and reporting. See Chapter 7 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#) for additional details.
- **Compliance Term:** Rent and income limit requirements are detailed in section 3.02 of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#). All projects funded with Program loans or grants are required to comply with Affordability Requirements and are subject to monitoring and reporting for the term of the Affordability Period. Recipients must retain files for six years after the expiration or termination of the Affordability Period.

Contracting and Bidding Requirements for Grants

If the Program funds are structured as a grant, the Grantee must adhere to the following contracting and bidding requirements when selecting any vendor.

1. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
2. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.

3. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
4. The Grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - a. [Minnesota Department of Administration Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - b. [Metropolitan Council Underutilized Business Directory](#)
 - c. [Central Certification Program \(CERT\) Directory](#)
5. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
6. The Grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.
7. Notwithstanding 1-4 above, Minnesota Housing may waive bidding process requirements when:
 - a. Vendors included in response to competitive grant request for proposals process were approved and incorporated as an approved work plan for the grant (see section 6.A of the application for additional information).
 - b. It is determined there is only one legitimate or practical source for such materials or services and that the Grantee has established a fair and reasonable price.
8. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. 177.41–177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
9. The Grantee must not contract with [vendors who are suspended or debarred in Minnesota](#).
10. The Grantee must comply with all applicable state statutes, rules, and policies, including the 13 policies required by the [Minnesota Department of Administration Office of Grants Management](#).

Chapter 6: Equity and Inclusion

Minnesota thrives because of its diversity of race, ethnicity, sexual orientation, gender identity, (dis)abilities, ages, families, and geographies. 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 actions, including resources administered through the Program.

Chapter 7: Review Criteria

This is a competitive application process. Applications will be reviewed and scored by a committee comprised of Minnesota Housing staff. 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. The threshold criteria that must be satisfied for an application to be considered is as follows:

- The building is an Eligible Property as described in section 2.01 (Eligible Properties) of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#).
- The Applicant is an Eligible Recipient as described in section 2.02 (Eligible Recipients) of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#).
- The application is for an eligible use as described in section 2.03 (Eligible Uses) of the [Community Stabilization: Distressed Multifamily Rental Building Program Guide](#).
- The application provides documentation demonstrating that it meets at least one of the statutory priorities listed below:
 - Buildings where resident household incomes are at or below 30% AMI;
 - Buildings at imminent risk of foreclosure, closure, or sale that would result in permanent loss of affordability;
 - Applicants who have a path to achieve neutral or positive net operating income within five years;
 - Applicants who keep subject properties affordable; or
 - Buildings that are not eligible or not prioritized for other Minnesota Housing programs.
- The project will not result in permanent displacement of households.
- The application includes all the required information/documentation and is complete. For additional details, see [Community Stabilization: Distressed Multifamily Rental Building Program RFP Application Checklist](#).
- The application is submitted by the deadline. Minnesota Housing, at its sole discretion, reserves the right to request additional information or to deem an error related to an application to be immaterial.

Competitive Criteria

Applicants must complete and submit the Self-Scoring Worksheet as part of the application checklist. Minnesota Housing staff will review the Self-Scoring Worksheet for each application, determine whether the Applicant has scored itself correctly and make scoring adjustments if needed. The following **competitive criteria** are reflected in the Self-Scoring Worksheet and will be used to score only those applications that satisfy the minimum threshold criteria as stated above.

Table 1: Scoring Criteria

Category	Criteria	Maximum Score
Program Priorities, Equity and Inclusion	Serve lower income households which are typically households most impacted by discrimination and lack of access to resources and other barriers that have led to disparities.	30
Urgency/Risk of Loss	Building is at imminent risk of foreclosure, closure, or sale that would result in permanent loss of affordability.	15
Keeping the Property Affordable	Maintain Affordability Requirements for at least 5 or 10 years after Grant Contract Agreement or Loan Agreement execution.	15
Projects Not Eligible or Prioritized in other MHFA programs	Buildings not eligible or not prioritized for other Minnesota Housing programs	15
Supportive Housing	Supportive Housing refers to all units that have a financial, contractual or legal obligation to provide Supportive Housing. This obligation may be the result of capital, operating, rental assistance, and service funding requirements that are tied to the property or individual units.	35
Property Stabilization Plan	Evaluated based on project feasibility, risk of loss and urgency, alignment with program funding, impacts to tenant and community, staff planning and capacity (if applicable), deferred maintenance and rehabilitation (if applicable), operating costs and/or Supportive Services (if applicable), reserves planning (if applicable), Debt Restructuring (if applicable), clarity, and completeness of plan. See below for additional details.	50
	Total	160

Property Stabilization Plan Evaluation

The Property Stabilization Plan will be evaluated based on the following factors with consideration for the Eligible Uses proposed by the Applicant.

Project Feasibility

- The Property Stabilization Plan clearly demonstrates how the property will address the circumstances that led to being distressed. The proposed uses help the building achieve neutral or positive net operating income within five years. Whether the stability is anticipated to be short-term or long-term.
- The evaluation will include reviewing projected cash flow, including revenue and expense assumptions, and the ability to maintain affordability.

Risk of Loss and Urgency

- If the building is at imminent risk of foreclosure, closure, or sale that would result in permanent loss of affordability, the proposed measures are being taken to reduce or eliminate those risks.
- The evaluation will consider the feasibility and how the proposed funds protect the building and residents from a risk of loss.

Alignment with Program Funding

- The proposed uses directly tie to the Property Stabilization Plan. The requested amount of funds is reasonable based on the proposed uses to support stabilization.
- The evaluation will determine if the requested funds are used for eligible uses and targeted to the most critical needs.

Impacts to Tenants and Community

- Proposed uses will positively impact tenant experience in terms of quality of housing and housing longevity.
- Proposed uses will positively impact the building's impact to the surrounding community.
- The plan describes how the funding will positively impact resident experience, including such factors as longevity, increased presence, and quality of services.

Staff Planning and Capacity (if applicable)

- The Property Stabilization Plan includes a clear, feasible, and adequately resourced staffing plan at the time of application or as a result of this funding.
- The evaluation will consider staff capacity and retention strategies to support stabilization efforts.

Deferred Maintenance and Rehabilitation (if applicable)

- The Property Stabilization Plan addresses immediate and essential repairs and maintenance that is necessary for a path to stabilization.
- The evaluation will consider health, safety, code compliance, and physical building stabilization.

Operating Costs and/or Supportive Services (if applicable)

- The Property Stabilization Plan includes reasonable and sustainable strategies for improving property operations and/or tenant services for households in Supportive Housing.
- The evaluation will consider how the improved property operations and/or tenant services will contribute to short-term and long-term stability.

Reserves Planning (if applicable)

- The Property Stabilization Plan incorporates the proposed reserves.
- The evaluation will consider how the reserves support their respective needs and contribute to short-term and long-term stability.

Debt Restructuring (if applicable)

- The Property Stabilization Plan demonstrates how the anticipated Private Debt concessions or restructuring are meaningful to the property and contribute to its long-term stability.
- The evaluation will consider the feasibility of the debt structure and overall contribution to the property's stability.

Clarity and Completeness

- The Property Stabilization Plan is coherent, complete, and supported with reasonable assumptions and documentation.
- The Property Stabilization Plan includes the required elements.

After the loan and grant review committees have met and scores have been finalized, Minnesota Housing staff may incorporate the scores into final funding recommendations that may also be based on past performance, geographic distribution, and/or the Applicant's history as a state borrower or grantee. For grants, funding recommendations will also incorporate the results of the pre-award risk assessment. 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 Loan Agreement or Grant Contract Agreement is executed.

Pre-Award Risk Assessment for Potential Grantees Only

If the grant structure option is selected, Minnesota Housing is required to conduct a pre-award risk assessment of potential Grantees requesting grant awards of \$50,000 or more per [Minn. Stat. 16B.981](#). 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 challenge 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.

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.

In addition to submitting the required information to complete the pre-award risk assessment, the potential Grantee is required to submit qualification forms as listed on the Community Stabilization: Distressed Multifamily Rental Building Program RFP Application Checklist.

Financial and Organizational Review for Loans

Applicants must submit the required qualification forms as listed on the Community Stabilization: Distressed Multifamily Rental Building Program RFP Application Checklist. The Applicant's financial and organizational capacity will be reviewed to assess:

- The Applicant's related housing or other real estate development experience
- The number of proposed projects

- Whether the Applicant has capacity to complete the proposed project
- Whether the Applicant has the capacity to operate and maintain the property
- Whether the Applicant is active, in good standing with the Minnesota Secretary of State and not suspended

Chapter 8: Application Timeline

Table 2: Application Timeline

Date	Activity
Monday, August 25, 2025	RFP posted on the Minnesota Housing website, eNews and State Register
Tuesday, September 2, 2025	Minnesota Housing holds an RFP Information Session #1; the link will be available on Minnesota Housing's Community Stabilization: Distressed Multifamily Rental Building Program webpage
Tuesday, September 12, 2025	Due date for questions by 4:00 p.m. Central Time
Tuesday, September 26, 2025	Frequently Asked Questions (FAQs) document posted to the Minnesota Housing website in response to RFP questions submitted
Tuesday, October 7, 2025	Minnesota Housing holds an RFP Information Session #2; the link will be available on Minnesota Housing's Community Stabilization: Distressed Multifamily Rental Building Program webpage
Wednesday, October 15, 2025	Due date for questions by 4:00 p.m. Central Time
Monday, October 27, 2025	Frequently Asked Questions (FAQs) document posted to the Minnesota Housing website in response to RFP questions submitted
Tuesday, October 28, 2025	Minnesota Housing holds an RFP Information Session #3; the link will be available on Minnesota Housing's Community Stabilization: Distressed Multifamily Rental Building Program webpage
Wednesday, November 5, 2025	Final call for questions by 4:00 p.m. Central Time
Wednesday, November 12, 2025	Final Frequently Asked Questions (FAQs) document posted to the Minnesota Housing website in response to RFP questions submitted
Wednesday, November 19, 2025	Applications due by 12:00 p.m. (noon) Central Time; refer to Community Stabilization: Distressed Multifamily Rental Building Program RFP Application Checklist for additional details
Thursday, April 23, 2026, or Thursday May 21, 2026.	Minnesota Housing staff recommends selections to Minnesota Housing's board
Up to 1 week after board approval	Minnesota Housing notifies all Applicants of selection decisions
Up to 2.5 weeks after board approval	Mandatory due diligence training for all selected Applicants; the link will be available on Minnesota Housing's Community Stabilization: Distressed Multifamily Rental Building Program webpage
To Be Determined (TBD)	All due diligence must be submitted

Date	Activity
TBD	Upon Grant Contract Agreements or Loan Agreements being fully executed, Grant Contract Agreement or Loan Agreements term begins
TBD	Grant Contract Agreement or Loan Agreement term ends; no activities funded after this date

NOTE: All dates and times are subject to change at the sole discretion of Minnesota Housing.

Minnesota Housing is hosting three virtual information sessions. All information sessions will be recorded and posted to the Minnesota Housing’s [Community Stabilization: Distressed Multifamily Rental Building Program](#) webpage. The information sessions will discuss topics relating to the RFP content and allow time for questions.

The first virtual information session will be held on Tuesday, September 2, 2025, at 1:00 PM Central Time. Potential Applicants are encouraged to attend to learn more about the Program requirements. [Register Here](#) to attend.

Frequently Asked Questions (FAQs) from the information session, along with other questions, will be posted on or around Friday, September 26, 2025. All questions must be submitted by 4:00 p.m. on Friday, September 12, 2025.

A second virtual information session will be held on Tuesday, October 7, 2025, at 1:00 p.m. Central Time. Potential Applicants are encouraged to attend to learn more about what to consider when selecting a grant or a loan. [Register Here](#) to attend.

Frequently Asked Questions (FAQs) from the information session, along with other questions, will be posted on or around Monday, October 27, 2025. All questions must be submitted by 4:00 p.m. on Wednesday, October 15, 2025.

A third virtual information session will be held on October 28, 2025, at 10:00 a.m. Central Time. Potential Applicants are encouraged to attend to learn more about submitting the application and address RFP content questions. [Register Here](#) to attend.

A final Frequently Asked Questions (FAQs) from the information sessions, along with other questions, will be posted on or around Wednesday, November 12, 2025. All questions must be submitted by 4:00 p.m. on Wednesday, November 5, 2025.

Refer to Chapter 14 for contact information. To receive email updates related to the RFP, [sign up to receive eNews updates](#) on the Minnesota Housing website.

Chapter 9: Application Checklist

Applicants must use the required application form and include all the required information and documentation. Applicants are encouraged to be clear and concise in the presentation of information.

See the [Community Stabilization: Distressed Multifamily Rental Building Program RFP Application Checklist](#) for all the checklist items that must be completed properly and submitted to meet the threshold criteria. Only applications meeting the threshold criteria will be considered for funding:

The naming convention of the items submitted above should be: Applicant name_Project Name_Name of Document. Example: “EXY Services_ABC Project_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 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 in the [Community Stabilization: Distressed Multifamily Rental Building Program RFP Application Checklist](#), 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 deadline. Also note that technical assistance does not guarantee that a complete application will be submitted.

Chapter 10: Submission Instructions

Upload application materials and required documents to Minnesota Housing’s online [Multifamily Secure Upload Tool](#). The Secure Upload Tool will direct the Applicant to send items to the following email: distressedbldg.mhfa@state.mn.us. Review the [Upload Tool Instructions](#) for more information. The application and required documents must be submitted **no later than noon Central Time on Wednesday, November 19, 2025**, to be considered for funding.

All application materials with a signature block must be signed, including the General Certification Form. Minnesota Housing will accept the following signatures:

- Scanned wet signatures
- DocuSign, if the Applicant has an active DocuSign account

If you have questions regarding the checklist items, please contact the designated point of contact listed in Chapter 14: Questions section below.

NOTE: Submitted applications are considered final. Late and incomplete applications will not be considered. Minnesota Housing may request additional information or clarification. The Applicant will be 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 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 grant or loan, is when all agreements have been fully executed. After Minnesota Housing has completed the evaluation process, all remaining data in the responses is public with the exception of trade secret information 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.

Chapter 11: Due Diligence Requirements

Due diligence refers to the documents that Recipients must submit or actions that must be completed prior to executing a Grant Contract Agreement or Loan Agreement with Minnesota Housing.

Funding selections structured as a loan

If the funding selection is structured as a loan, Minnesota Housing will provide a Due Diligence Checklist after selection.

Funding selections structured as a grant

If the funding selection is structured as a grant, Minnesota Housing will require the following due diligence items be submitted by a date set by Minnesota Housing after selection.

- **Signed Grant Contract Agreement** (provided by Minnesota Housing)
- **Board Resolution:** A signed original, or signed and certified copy, specific to the Grant Contract Agreement that designates authorized signatories, 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 signatories.
- **Approved Work Plan and Budget:** The selected potential Grantee will be required to complete and submit a work plan on a template provided by Minnesota Housing. The purpose of the work plan is to describe changes from the submitted application as a result of the final award amount and requirements.
- **Certificate of liability insurance with employee dishonesty/crime coverage** in the amount of at least one-eighth of the total grant amount. The expiration date of the policy must be after the start of the grant term. Minnesota Housing must be named as certificate holder. Employee theft coverage will *not* be accepted.
- **Proof of Worker's compensation insurance.**
- [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.

Potential Grantees that are awarded funding must have all due diligence submitted, approved and the Grant Contract Agreement fully executed, before costs can be incurred and reimbursed or grant funds

can be expended. Minnesota Housing cannot reimburse costs incurred prior to the execution of the Grant Contract Agreement. Minnesota Housing will initiate the execution of the Grant Contract Agreement, including required signatures.

Funding selections structured as a grant or as a loan

- **Environmental Review, if applicable, with rehabilitation and deferred maintenance work.**
- **Approved Property Stabilization Plan:** If selected for funding, the Recipient will work in partnership with Minnesota Housing to finalize the Property Stabilization Plan. At Minnesota Housing's discretion, the Property Stabilization Plan may be incorporated into the Grant Contract Agreement or Loan Agreement.
- **If the project includes Supportive Housing, Memorandum of Understanding (MOU):** The MOU is completed by the primary service provider, the property management company, and the owner/Sponsor, and describes the roles and responsibilities of these parties.
- **If the project includes Supportive Housing, Service Plan and Budget:** The service plan describes how services will be provided to tenants of the Supportive Housing units. The Supportive Services sources and uses budget should be used to identify all the service-related expenses and funding sources for the project.

Chapter 12: Contractual Requirements

Loan contractual requirements

A potential Borrower awarded funding under this RFP will be required to:

- Execute a Loan Agreement with Minnesota Housing.
- Comply with all Program requirements.
- Retain files for six years after the expiration or termination of the Affordability Period.
- Complete and submit all invoices and required reports on time and in a manner determined by Minnesota Housing.
- Comply with all applicable state statutes, rules and policies.

This is not an exhaustive list. All contractual obligations will be outlined in the Loan Agreement.

If there are any conflicts between this document and the Loan Agreement, the Loan Agreement controls.

Grant contractual requirements

A potential Grantee awarded funding under this RFP will be required to:

- Execute the Grant Contract Agreement(s) with Minnesota Housing outlining the eligible uses. The Grantee may also be responsible for completing the proposal, budget, work plan, and/or other exhibits to the Grant Contract Agreement(s) as determined by Minnesota Housing.
- 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 [Minn.Stat.16B.98 Subd. 5](#).
- Maintain financial records for a minimum of six years after the Grant Contract Agreement has ended, documenting 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 invoices and required reports on time and in a manner determined by Minnesota Housing.
- 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 Commissioner of the Department of Administration and made available [publicly online](#).
- Comply with all applicable state statutes, rules, and policies.
- Have a written conflict of interest policy and take necessary steps to prevent individual and organizational conflicts of interest. All suspected, disclosed, or discovered conflicts of interest must be reported to Minnesota Housing in a timely manner.
- Comply with applicable contracting and bidding requirements defined in the Grant Contract Agreement. See Chapter 5 Program Expectation section of this document for more information.
- Comply with all affirmative action and non-discrimination requirements defined in the Grant Contract Agreement.
- Comply with [Minn. Stat. 201.162](#) by providing voter registration services for its employees and for the public served by the Grantee.

This is not an exhaustive list. All contractual obligations will be outlined in the Grant Contract Agreement.

If there are any conflicts between this document and the Grant Contract Agreement, the Grant Contract Agreement controls.

Chapter 13: Learning Cohort

All selected Applicants will be required to participate in a learning cohort alongside other funding Recipients. This cohort will provide a supportive space to share best practices, lessons learned, and emerging strategies as participants implement their Property Stabilization Plans. Through periodic meetings facilitated by Minnesota Housing, participants will have the opportunity to learn from one another, discuss what is working and where challenges remain. Participation is a core part of

Minnesota Housing's shared commitment to learning together and strengthening outcomes for residents and properties across the state.

Chapter 14: Questions

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

- Beverly Wilharm, Program Manager at distressedbldg.mhfa@state.mn.us or 651-284-0077.
- Anne Heitlinger, Underwriting Manager at distressedbldg.mhfa@state.mn.us or 651-296-9841.

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 [Community Stabilization: Distressed Multifamily Rental Building Program](#) webpage.